

COVID-19 Reopening Child Care Checklist

This checklist includes health, safety, communication, and social/emotional best practices plus a list of questions to ask yourself as you consider reopening your child care program.

Daily Routine	INITIALS
Ask parents to drop off child(ren) at the entrance with a staff member instead of coming inside the child care program to decrease contamination. If parents/guardians have to enter the building, require parents/guardians to wear masks and use hand sanitizer when they enter the building. Hand sanitizer must be kept out of reach of children.	
<p>Conduct Daily Health Screening upon arrival for COVID-19 symptoms for all staff and children.</p> <p>Modified Operating Practices state that you Ask or Post the following three screening questions when entering the program.</p> <ol style="list-style-type: none"> 1. Have you had any known contact with someone who is exhibiting symptoms (fever of 100.4, shortness of breath or cough) or tested positive for COVID-19 in the last 14 days? 2. Have you had new onset of symptoms you feel are consistent with viral illness such as Cough, Shortness of Breath or Difficulty Breathing, Fever, Chills, Muscle pain, Sore throat, or New loss of Taste or Smell within the last 14 days? 3. Have you been tested for or diagnosed with COVID-19 in the last 14 days? <p>If the answer to all 3 screening questions is “no”, the adult and child can enter the facility. If the answer to any of the 3 screening questions is “yes”, the person should be directed to call their health care provider, if ill, or visit the ND Department of Health website for further guidance.</p>	
Children and staff need to wash hands frequently (upon arrival, after diapering/toileting, before/after food prep and eating meals, etc). Handwashing songs: https://cca-publisher-app.s1.umbraco.io/media/h12ftrkq/handwashing-songs.pdf	
Have staff with long hair tie hair back so children can't grab or mouth.	
Implement social distancing strategies. Ensure the same children remain in the same group each day. Keep groups together throughout the day and whenever possible do not combine groups in the mornings or afternoon. Do not use “floating staff” throughout rooms. If a staff member needs to “float” they should change out of soiled clothing and wash their hands/use hand sanitizer upon entering a classroom.	
Limit and keep personal items separate (ex. car seats).	
Have children and staff bring extra clothing to have on hand in case they get soiled.	
Staff should notify supervisor if they become ill. If a center staff becomes ill, they should remain in the classroom until staff is relieved.	
Create a separate area for an ill child (within the child’s classroom if in a center). Keep child supervised and comfortable. Try to keep child 6 feet from other children. Consider using a portable divider if child is coughing.	
Create a system where both staff and children remove their street shoes upon entering the program. A pair of “child care shoes” should be kept at the program for daily wear.	
Remind children & staff not to touch their faces.	
General Daily Cleaning	
Increase the frequency in which you clean and sanitize toys.	
Hard surfaces should be disinfected frequently throughout the day. Special attention should be paid to doorknobs, light switches, sinks in classrooms and rest rooms.	
Keyboards and electronics should be cleaned frequently throughout the day.	
Implement the use of a Bucket for mouthed/high-contact toys (per room in a center).	
Ensure that toys are rotated and cleaned/sanitized after use.	
Meal Time	
Tables should be cleaned and sanitized before and after each use.	
If a cafeteria or group dining room is typically used, serve meals in classrooms instead.	
Discontinue family style meal service. Plate food for children.	
Offering water is encouraged throughout the day; use disposable cups for children 3 years of age or over. Reusable cups/water bottles should be washed and sanitized daily.	

Nap Time	INITIALS
Cribs and pack n plays should be placed as far apart as possible.	
Cots and mats should be at least 6 feet apart wherever possible. Place children head to foot instead of head to head. Mats/Cots should be cleaned daily; weekly if labeled.	
Children's nap items should be kept separate and stored in individually labeled bins, cubbies or bags. Launder weekly; sooner if soiled.	
Outside Time	
Incorporate outside air as much as possible, open windows & take children outside.	
Stagger groups of children using the playground. Disinfect railings and highly used areas of the playground in between different groups using playground.	
Provide hand hygiene supplies outside to include: garbage can/bag, tissues, hand sanitizer and disposable baby wipes. Hand sanitizer must be kept out of reach of children.	
Communication	
Educate staff and families about signs/symptoms of COVID-19 and importance of hand hygiene and other prevention practices, including minimizing non-essential activities in the community.	
Post signs for adults & children regarding covering cough and frequent hand hygiene.	
Review hand hygiene and covering cough/sneeze often with children. Supervise handwashing whenever possible to ensure children are washing correctly. Close supervision is required if hand sanitizer is used. Hand sanitizer must be kept out of reach of children.	
Stay in regular communication with all parents & staff regarding updates and policy changes	
Post screening questions at entrance and every classroom.	
Post exclusion guidelines at entrance and every classroom.	
Review proper hand hygiene, sanitation, cough etiquette & screening procedure with every new staff member before they care for children.	
Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.	
Social Emotional	
Daily wellness checks on staff & children to monitor social/emotional health.	
Provide social/emotional materials for children. (Ex. books, pictures of emotions, doctor's bag).	
Communicate and post the daily schedule. Keep daily routines as normal as you can for the children.	
Be aware of changes in a child's behavior.	
Listen to the children and talk about their feelings. Ex. "I know you feel disappointed that you can't go to your grandma's house right now."	
Answer questions about wearing a mask. Display pictures of people wearing mask.	
Comfort crying, sad, and/or anxious children. Infants and toddlers often need to be held.	
<p>Resources:</p> <ul style="list-style-type: none"> • Preparing for Emergencies - Tips for Young Families https://info.childcareaware.org/hubfs/Preparing%20for%20Emergencies%20with%20Brain%20Building%20Tips.pdf • We Feel Feelings in Our Bodies https://www.secondstep.org/covid19support/early-learning-lessons • Emergencies and National Disasters: Helping Children and Families Cope https://challengingbehavior.cbcs.usf.edu/emergency/ • Families Together https://familiestogetherinc.org/coronavirus-covid-19/#kids • Pyramid Model Considerations for Re-Opening After an Extended Closure https://www.spec-pa.com/covid?fbclid=IwAR1DrCIN63-bxMxqul7EFLERcmCLQJ6i7hrjqxqvdtlknN9EDFyh9Iz0ts0 	

Program Tours	INITIALS
Have a policy in place for conducting tours of your program. It is recommended to conduct tours when children are not present and to ask the parents the screening questions before they arrive. Another option could be to offer a virtual tour. For best practice, it is also recommended for parents wear a mask, use hand sanitizer when they enter the building, and not bring children to reduce contamination of the environment..	

Questions to Ask Yourself	Response
Are you familiar with the Center for Disease Control and Prevention (CDC) Guidance for Child Care Programs that Remain Open? https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html	
Do you have enough supplies for frequently disinfecting surfaces, hand washing, hand sanitizer and use of PPE? Hand sanitizer must be kept out of reach of children.	
Have you updated illness/exclusion policies to include the guidelines for Covid-19?	
Have you sent the new policies to families for their review and signatures before the first day of care?	
Does the family have a thermometer at home to take children's temperatures before arrival for the day?	
Who will take the children's temperatures upon arrival if parent/ caregiver does not have access to a thermometer at home, ask the screening questions and do the daily health check of the child? And, what will be required for PPE (Personal Protective Equipment) for the teacher doing so?	
Do you have a designated area for arrivals and departures with signage detouring family and visitors from entering the building?	
Do you have a designated area for car seats or other personal items should a family feel the need to bring them in?	
Have you encouraged families to bring their own pen to sign-in children for the day?	
Which sink will the children and staff use immediately upon arrival to wash hands?	
Have you clearly stated children should be picked up ASAP with it being no longer than 1 hour after the call has been made notifying parent of the child's illness?	
Will you maintain distancing during meals or snacks or have the children remain in the classroom for eating?	
Do you use disposable paper towels or have individual towels labeled for drying after handwashing?	
Are you aware of the resources available with Child Care Aware ND to assist you with any questions that should arise? https://ndchildcare.org/providers/coronavirus.html	
Are you familiar with the guidance and the grant opportunity from ND Department of Human Services for child care programs? http://www.nd.gov/dhs/info/covid-19/child-care.html	