West Virginian Department of Health and Human Resources

Checklist for Child Care Providers Remaining Open
During the COVID-19 Pandemic

Name of Facility: ___________________________
Facility Owner/Operator Name: ___________________________
Address: ___________________________
Contact Number: ___________________________

General Preparedness and Planning

Prevent the Spread of COVID-19

- Plan in place to protect staff, children, and their families from COVID-19? Yes___ No___
- Adequate supplies available to support hand hygiene behaviors? Yes___ No___
- Adequate supplies available for routine cleaning of objects and surfaces? Yes___ No___
- Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness? (i.e. wash hands, cover cough and sneezes, etc.) Yes___ No___
- Require sick children and staff to stay home? Yes___ No___
- Plan in place if someone is or becomes sick? Yes___ No___

Monitor and Plan for Absenteeism Among Staff

- Plans developed to cover classes in the event of increased staff absences? Yes___ No___
- Recommend that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community? Yes___ No___

Review Plans for Implementing Social Distancing Strategies

- Plans for implementing social distancing strategies have been reviewed? Yes___ No___

Assess Group Gatherings and Events

- Follow current guidance about gathering and events? Yes___ No___
- Plan to limit non-essential visitors and postpone or cancel use of classroom volunteers? Yes___ No___

Owner/Operator Required Contact with the Local Health Department

- Owner/Operator must provide the local health department with all required documentation. Yes___ No___
- Owner/Operator must contact the local health department prior to re-opening for approval. Yes___ No___

If a Child Care Program Remains Open During COVID-19 or Reopening as a Critical Care Site

- Develop a plan and maintain an adequate ratio of staff to children to ensure safety? Yes___ No___
- Attach or describe a plan to maintain an adequate ration of staff to children to be used:

___________________________________________________________________________________________
When feasible, staff members and older children should wear face coverings within the facility? Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation. Yes___ No___

Social Distancing Strategies
• Determine and implement a set of social distancing strategies? Yes___ No___
• Attach or describe social distancing strategies to be used:

________________________________________________________

Parent Drop-Off and Pick-Up
• Determine and implement drop-off and pick-up procedures? Yes___ No___
• Attach or describe parent drop-off and pick-up procedures to be used:

________________________________________________________

Screening Children Upon Arrival
• Determine and implement screening procedures upon arrival? Yes___ No___ (i.e. Reliance on Social Distancing, Reliance on Barrier/Partition Controls or Reliance on Personal Protective Equipment)
• Attach or describe screening procedure to be used:

________________________________________________________

Clean and Disinfect Facility
• Have read, understand and will follow guidance provided by CDC for cleaning and disinfecting of the facility and all its contents? Yes___ No___
• Have read, understand and will follow the guidance provided by CDC for intensified cleaning and disinfection efforts? Yes___ No___
• Have read, understand and will follow the guidance provided by CDC for cleaning and sanitizing toys? Yes___ No___
• Have read, understand and will follow the guidance provided by CDC for cleaning and disinfecting bedding? Yes___ No___
• Attach or describe cleaning and disinfecting procedures to be used:

________________________________________________________

Caring for Infants and Toddlers
Diapering
• Have read, understand and will follow the guidance provided by CDC for diapering changing? Yes___ No___
• Have read, understand and will follow safe diaper changing procedures? Yes___ No___
• Diaper changing procedures posted in all diaper changing areas. Yes___ No___
Washing, Feeding, or Holding a Child
• Have read, understand and will follow the guidance provided by CDC for washing, feeding and/or holding a child? Yes___ No___

Healthy Hand Hygiene Behavior
• Have read, understand and will follow the guidance provided by CDC for healthy hand hygiene behavior? Yes___ No___

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Food Preparation and Meal Service
• Have read, understand and will following the guidance provided by CDC for food preparation and meal service?  Yes___  No___

Vulnerable/High Risk Groups
• Have read, understand and will following the guidance provided by CDC for vulnerable/high risk groups?  Yes___  No___

Schools, Child Care Programs, and Service Organizations Providing Temporary or Emergency Child Care Services for Children of Essential Service Providers
• Have read, understand and will following the guidance provided by CDC?  Yes___  No___
• School nurses will use Standard and Transmission-Based Precautions when caring for patients with confirmed or possible COVID-19.  Yes___  No___