



Child Care: Checklist for Operating Safely During Covid-19

Updated as of 5/28/2020

CREATE A COVID-19 PLAN

Develop and Implement a COVID-19 Preparedness and Response Plan

- Your plan needs to be on-site and made available to families and staff. The plan should include:
 - How you will monitor symptoms of COVID-19.
 - How your program will practice social distancing, as developmentally appropriate.
 - How you will ensure hygiene (including regular cleaning and disinfecting).
 - How you will use safety equipment (including PPE, when appropriate).
 - Develop and enforce a policy regarding when cloth face coverings or masks must be worn.
 - Employers must provide cloth face coverings or masks to staff.
 - Masks must not be worn by children under the age of two. If children wear masks, ensure that the children can remove the face covering without assistance.
 - Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.
 - Isolation procedures in case of symptoms or confirmed cases onsite.
 - How to maintain required staff to child ratios in the event that a staff member(s) become ill.
- Notify your licensing consultant by phone or email if you are open/re-opening.

CREATE MONITORING PROTOCOLS

Monitoring Protocols

- Establish a symptom monitoring protocol to screen staff, children, parents, and visitors for COVID-19 symptoms.
 - Perform temperature checks on all individuals entering the facility. If an individual has a fever of 100.4 or other symptoms, he/she should not be allowed to enter the facility.
 - Clean and disinfect the thermometers between uses.
 - Ask if the child or adult has felt unwell in the last 3 days and screen for symptoms.
 - Symptoms in children include persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting.
 - Symptoms in adults include temperature, cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.
 - Ask if the individual has been in close contact with a person who has COVID-19. If yes, the individual and family should self-quarantine for 14 days.
 - Monitor for symptoms throughout the day. Send symptomatic individuals home immediately.
 - Allow staff who are not feeling well to remain home without penalty. If a provider begins to feel ill during the day, they should self-isolate if possible, until children can be picked up.
 - Isolate a sick child in a safe location until parent/guardian can pick the child up.
 - The provider must notify the local health department and their licensing consultant if you, a child or staff members shows symptoms or tests positive for COVID-19.
- Gather necessary supplies for screening including wipes, thermometers (touchless if possible), alcohol-based hand sanitizer, tissues, face masks/cloth face coverings, etc.

NOTIFY FAMILIES

Communication with Families

- Contact families to determine when they will return to care.
 - Questions to ask families:
 - When will your child(ren) be returning to care?
 - What concerns or questions do you have about your child(ren) returning to child care?
 - Are there any health concerns/conditions which may make your child(ren) at higher risk for complications if exposed to COVID-19?
- Share the steps you are taking to make your facility as safe as possible, including your COVID-19 Preparedness and Response Plan.
- Share information on drop off and pick up procedures, including monitoring protocols.
- Let parents know that they need to report to the provider if they become symptomatic or receive positive COVID-19 test results. Clarify expectations with families for how quickly children should be picked up if they show signs of illness.
- Provide resources to support children's social emotional needs as they transition back into care.

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NOTIFY STAFF

Communication with Staff Members

- Contact staff members to determine when they will return to work.
Questions to ask staff members:
 - Do you have any concerns or questions about returning to work?
 - Do you have any health concerns/conditions which may make you at higher risk for complications if exposed to COVID-19?
- Share information on your COVID-19 Preparedness and Response Plan.
- Share the steps you are taking to make your facility as safe as possible.
- Let staff know that they need to report to the provider if they become symptomatic or receive positive COVID-19 test results.
- Share employees' rights related to COVID-19 and provide resources to support their social emotional needs.

PREPARE YOUR STAFF

Preparing Staff

- Create a staffing plan.
Things to consider:
 - Limiting group sizes and social distancing.
 - Gradually increasing staff and enrollment capacity.
 - The potential need to quarantine staff.
- Provide training opportunities for staff to better understand COVID-19.
- Identify a staff person who will be responsible for handling questions and reporting about COVID-19 concerns. Inform all staff members who will be handling COVID-19 concerns and how to contact the individual.
- Review the following procedures with staff:
 - Daily robust cleaning protocols.
 - Symptom monitoring protocols and the use of personal protection equipment (PPE).

PREPARE YOUR SPACE

Prepare Your Space

- Prepare your space to prevent spread of COVID-19 and encourage social distancing.
 - Remove toys and objects which cannot be easily cleaned or sanitized between use.
 - Limit or eliminate the use of common spaces.
 - Divide large group spaces.
 - Rotate outdoor play time between groups of children.
 - Rearrange seating to allow for six feet between children when possible.
 - Modify family style meals so that children are not serving themselves.
 - Use touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
 - Ensure ventilation systems are working properly and increase circulation of outdoor air.
 - Take steps to ensure all water systems and drinking fountains are safe to use.
 - Identify a location to safely isolate individuals who develop symptoms during care.

ARRIVALS AND DEPARTURES

Pick Up and Drop Off

- Restructure pick up and drop off times to minimize the potential spread of COVID-19.
 - Consider staggering arrival and drop off times.
 - Limit direct contact with parents to the extent possible.
 - Limit the number of people dropping off or picking up a child to one adult.
 - Assign one staff member to meet children at the car and escort them into the facility.
 - Leave car seats in the car and limit the number of items that are brought into the facility.
- Assign a staff member to implement your symptom monitoring protocol.
- Have parents and children clean their hands with soap and water or hand sanitizer upon entry.
- All materials brought into the facility should be wiped down and sanitized if possible.
- Ask parents to avoid congregating in a single space or large group.
- Soft materials (such as blankets, coats, or clothing) should be taken home daily and washed.

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SOCIAL DISTANCING

Practice Social Distancing

- Maintain consistent group sizes.
 - It is strongly recommended that group sizes be kept below 10.
 - Licensing guidelines regarding group size must be followed.
 - Limit the number of child care staff members that encounter each group of children.
 - Limit moving children from one group to another as much as possible.
- Seat children six feet apart when possible.
- Increase spacing between cribs, porta-cribs, cots and mats to six feet, when possible. Place bedding in head-to-toe positioning.
- Limit any non-essential visitors from coming into the child care.
- Limit in person staff meetings to fewer than 10 people.

CLEANING AND HYGIENE

Daily Cleaning and Hygiene Practices

- Use robust cleaning protocols throughout the day.
- Deep clean child use spaces at the end of each day.
- Clean toys frequently, especially items that have been in a child's mouth.
- Keep comfort items in a cubby or bin. Only bring out these items when needed. When possible, have the item stay at the facility to avoid cross-contamination from another site. Wash these items at least weekly. Soft materials (blankets, coats, clothing, soft comfort items) should be washed daily.
- Continue to cover cough with a tissue or sleeve.
- Continue to implement CDC handwashing guidelines.
- Have staff, parents and children over two wear masks, when possible.
- Wear gloves when handling contaminants, changing diapers, cleaning or when serving food. Clean hands immediately after gloves are removed.

TRANSPORTING CHILDREN

Transportation

- Avoid non-essential travel.
- If travel is necessary, cleaning protocols of the vehicle should be followed.
- Transportation vehicles should be modified to allow for social distancing.
- The temperature of the children should be taken as they enter the bus.
- Masks should be worn by everyone in the vehicle.

HANDLING CASES OF COVID-19

Suspected and Positive Cases of COVID-19

- Notify the health department and licensing of suspected and confirmed cases of COVID-19.
- Work with your local health department to determine whether a specific classroom of the facility should be closed. The local health department will also give guidance on quarantining individuals and families.
- Notify parents if a positive case of COVID-19 was present in the facility. Remember to respect the privacy of the individuals by not sharing health information on specific people.
- Children and staff should stay home and self-isolate if they show symptoms of COVID-19.
- Children and staff who exhibit multiple symptoms of COVID-19, have possible exposure, or test positive for COVID-19 must stay home until:
 - The individual is fever free for 72 hours without the use of medication that reduces fevers **AND**
 - Other symptoms have improved **AND**
 - At least 10 days have passed since the symptoms first appeared.

ADDITIONAL INFORMATION

This document provides tools to help you make the best decisions possible to limit the spread of COVID-19 and to create safe spaces for children and staff members. We will continue to update the document based on our best knowledge and partner with the field to learn about how we fight this virus while providing quality child care.

Reminder: All child care providers are required to follow the Governor's most recent Executive Orders. You can visit <https://www.michigan.gov/coronavirus> for up-to-date information about whether child care providers can open and which families you can serve.