

Daily Checklist

for All Child Care Facilities

Task	N/A	Complete	Date	Initials
Communicate				
Post signs at entry and exit reminding people to: <ul style="list-style-type: none"> Avoid sick people. Cover your cough. Limit activities in the community. Wash your hands often. 				
Communicate regularly with all parents, children, staff, and volunteers about how to protect themselves and prevent further spread .				
Provide staff and family ways to contact facility for updates and concerns.				
Educate and Prepare				
Educate staff and families about: <ul style="list-style-type: none"> Signs and symptoms of COVID-19. Hand hygiene. How to reduce stigma. 				
Review and update your emergency operations plan to prepare for cases of COVID-19.				
Control Measures				
Take temperatures and check symptoms of staff and children when they arrive.				
If COVID-19 symptoms are observed: <ul style="list-style-type: none"> Advise parents to keep their child at home. Ask staff members to stay at home. 				
If staff and children have symptoms but haven't been around anyone diagnosed with COVID-19 they should self-isolate and not return to the facility until (whichever is longer): <ul style="list-style-type: none"> 10 days after symptoms start. 72 hours after fever is gone and symptoms improve. 				
Create daily procedures to identify and send home sick children and staff. (i.e., determine where child will wait for parent, who will take child to meet parent).				
Choose activities that allow for more physical space between children.				
Clean and disinfect your child care center often. <i>Most EPA-registered household disinfectants should be effective.</i> View EPA-approved products for use against COVID-19.				
Create handwashing stations. Keep soap and paper towels stocked. If you don't have access to a sink, use hand sanitizer with at least 60% alcohol.				

Find more information at tpchd.org/coronavirus.

Adapted from Public Health - Seattle & King County.