

COVID19 Child Care Re-Opening Operational Checklist

TASK	Completed Date	Initials	N/A
Post NO VISITOR signs at entry/ exit			
Remove all soft items, including dress up clothing			
Remove shared sensory items such as play dough, finger paint etc.			
Cease use of all group water/sensory tables.			
Prepare individual art materials activity packets for each child.			
Prepare Soiled Toys Bucket for mouthed/high-contact toys to be disinfected.			
Disinfect toys/materials twice daily to ensure effective germ removal.			
Cribs, Cots and Mats should be at least three feet apart wherever possible. Place children head to foot instead of head to head.			
Remove area rugs and if possible cover carpeting with vinyl matting.			
Screen daily at entry for COVID-19 symptoms: <ul style="list-style-type: none"> Take the temperature of all persons upon arrival each day. Ask about any symptoms (cough, fever) at home 			
Require frequent hand washing by all children and staff and upon entering, before/after each activity, and before/after meals.			
Implement social distancing strategies: <ul style="list-style-type: none"> Children remain in the same group and staff each day. Do not combine groups in the mornings or afternoon. 			
Remind children and staff not to touch their faces.			
Clean and disinfect: <ul style="list-style-type: none"> Tables before and after each use Hard surfaces three times per day Door knobs, light switches, counter tops, and all frequently touched surfaces Restrooms after each use Keyboards and electronics twice daily 			
Stop family style meal service. Instead opt for catered meals or food from home. Use disposable plates, cups and utensils.			
Create a deep cleaning schedule to focus on a particular classroom on a different day.			
Store children's bedding in individually labeled bins, cubbies or bags.			
Educate staff and families about signs/symptoms of COVID-19 and importance of hand hygiene.			
Post signs for adults regarding covering cough and frequent hand washing.			
Stay in regular communication with parents regarding updates and policy changes.			
Establish alternative means of communication with families.			
Maintain transparency with staff so that they remain informed.			
Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.			
Conduct daily wellness checks on staff to monitor physiological, psychological and emotional health.			