



Childcare Checklist

Responding to COVID-19

The County of Fresno is in Stage 2 of the Resilience Roadmap, where retail, related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, childcare, and essential businesses can open with modifications. Childcare is an authorized sector, as it is a necessity for working parents.

For a list of authorized businesses that may remain open or reopen, please visit www.fcdph.org/covid19.

Disclaimer: This checklist was created to help support our childcare providers both family childcare homes and centers in Fresno County. The use of this checklist is recommended, not required. The importance of childcare facilities maintaining health and safety for themselves, the children they care for and the families they serve, is crucial in reducing the spread of COVID-19. As the situation with COVID-19 continues to evolve, certain information on this checklist may no longer be applicable. Please refer to the Fresno County Department of Public Health (FCDPH) website, the California Department of Public Health (CDPH) website and the Centers for Disease Control and Prevention (CDC) website for up-to-date information.

	Please Check One		
	Completed	In Progress	Not Started
Personnel			
Initiate and organize a COVID-19 written plan; review the risk assessment of all areas in your facility or home.			
Identify an area to separate someone who may start having symptoms during hours of operation.			
Create an emergency plan in preparation for cases of COVID-19.			
Facility provides continuous updates re: COVID-19 to all staff in languages needed for staff.			
Educate staff about signs and symptoms of COVID-19, hand hygiene, cough and sneeze etiquette, and face covers.			
Instruct all personnel not to come to work if sick.			
If any staff has symptom/s before the start of work, please notify supervisor and/or parents immediately.			
All staff members understand if symptom/s arise during work hours, he/she must notify their supervisor immediately and be advised to leave work safely.			
Staff have been trained on when and how to use personal protective equipment, including how to put on and take off appropriately.			
Each staff member has a copy of and understands sick leave policy.			
Facility has informed staff of when they may return to work after being off due to acute respiratory illness; <i>3 days free of fever without fever reducing medication and 10 days from onset of symptoms.</i>			

Staff understands if tested positive, they will be cleared to return to work based on Fresno Co. Public Health Department criteria; <i>3 days free of fever without fever reducing medication and 10 days from onset of symptoms or 14 days since test date if asymptomatic COVID-19 positive.</i>			
Staffing plans have been made by facility in event there is a staff shortage.			
Staff Recommendations			
All staff should use cloth masks or equivalent face coverings while indoor at work or during close contact to someone who is not a family member.			
Staff should follow daily self-screening procedures.			
Stay up-to-date with local and state guidance: www.fcdph.org/covid19 www.cdph.ca.gov/covid19 www.cdc.gov/covid19			
Use preventative measures consistently and throughout your day at work while caring for children: Hand hygiene, wear mask, practice social distancing, clean, sanitize and disinfect frequently.			
Avoid close contact such as shaking hands, holding hands and hugging.			
Wash hands prior to, and after interaction with each child.			
Wear an over large button down, long sleeved shirt and wear long hair up or in a ponytail.			
Wash hands, neck and anywhere touched by child secretions.			
Change child's clothing if soiled. Contaminated clothing should be placed in a plastic bag for laundering at home.			
Provider must change own clothing that may have come in contact with child's secretions.			
Infants, Toddlers and Staff should have multiple changes of clothing on hand for changes needed throughout the day.			
Child Care providers should wash their hands before and after handling infant bottles prepared at home or at the facility.			
Education Postings			
Post the following print-only materials from CDC website: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc : <ul style="list-style-type: none"> ▪ What you should know about COVID-19 to protect yourself and others ▪ Symptoms of Coronavirus Disease 2019 ▪ How to Safely Wear and Take Off a Cloth Face Covering ▪ Stop the Spread of Germs ▪ Stay home when you are sick! 			
Post the following materials from CCHP UCSF website: https://cchp.ucsf.edu/ : <ul style="list-style-type: none"> ▪ Morning Health Check ▪ Wash your Hands Properly ▪ When to Wash Your Hands ▪ Step by Step Cleaning for Childcare Programs ▪ Step by Step Disinfecting for Childcare Programs ▪ Step by Step Sanitizing for Childcare Programs 			
Restructuring Classroom			
Rearrange furniture and play spaces/interest areas 6 ft or more apart, when possible.			
If children typically eat in a cafeteria, serve meals inside classrooms instead.			
Create ways for children to understand social distancing such as using stickers on the ground 6 ft apart while waiting for sink.			

Daily Routines					
Activities should be arranged in small groups that allows for social distancing.					
Reduce the time spent indoors and extend outdoor activities when weather permits.					
Offer activities that promote individual play.					
Stagger daily schedule to limit the number of children in same area.					
Open windows for increased ventilation.					
Group Size and Staffing					
For Family Child Care Homes					
Small and large childcare homes may serve a total capacity of no more than 14, group size may not exceed 10 children. (Over 10 children will require additional staff or assistant to maintain group size of 10 or less). If there are more than 10 children in care, the groups will have to be divided into two small groups and kept separate from other groups of children.					
It is important to keep the same group of children together with the same staff member with each group. If possible, include children from same family within the same group.					
Infant to staff ratio					
<u>Infants 0-18 months</u>	<u>Provider:Infant Ratio</u>	<u>Group Size</u>			
Infants only	1:4 infant	4			
No more than 2 infants	1:6 (2 infant + 4 children)	6			
For Childcare Centers					
Follow the group sizes below unless more restrictive group sizes are required by federal, state or local authorities. Group sizes do not include the teacher.					
<u>Age</u>	<u>Staff:Child Ratio</u>	<u>Group Size</u>			
0-18 months(infant)	1:4	10			
18-36 months(toddler)	1:6	10			
3 years-kinder entry (preschool)	1:10	10			
School age	1:10	10			
0-school age (mixed groups)	1:6	10			
Staff Arrival Screenings					
Each facility should have a written policy regarding the screening procedure for all staff including self-monitoring for signs and symptoms of COVID-19. Symptoms include cough, sore throat, shortness of breath or difficulty breathing, congestion or runny nose, nausea or vomiting, diarrhea, headache, fatigue, muscle or body aches, new loss of taste or smell, and fever or chills.					
Providers should take their temperature prior to arrival and will not go to work if their temperature is 100.4 or greater and/or if other symptoms are present.					
Providers will wash their hands upon arrival to the Center.					
Use of masks and gloves					
Childcare workers must wear cloth face coverings while in the classroom with children.					
Mask or face shields may also be worn by staff					
NEVER place a face covering on babies or children under 2, due to the danger of suffocation.					
Children between the age of 2 – 12 may be encouraged to wear masks with constant supervision.					
Gloves must be worn for tasks that include food service, handling trash, using cleaning and disinfectant products, during diapering and any time there is likely to be contact with body fluids.					
Children should not wear gloves.					

Children’s Drop Off, Arrival Screening, and Sign-in Process			
Drop-offs and pick-ups must be arranged to minimize the exposure of the children and the parent/guardian to others. When possible, stagger drop-off/pick-up times.			
One entry point, outside of the center/classroom, should be designated for dropping off and picking up children.			
There should be a hand hygiene station, a sink with soap and water or hand sanitizer, available at the drop-off location so hands can be cleaned prior to signing in and entering the CR. Encourage parent/guardian to wash their hands or use hand sanitizer also.			
A daily health check must be done prior to the child being signed in and entering the classroom.			
Daily health checks include taking children’s temperature, with a no touch thermometer. Thermometer must be wiped with an alcohol wipe after each use. If a no touch thermometer is not available only take a temperature when a fever is suspected. Thermometers must be cleaned and disinfected between uses (after using on a whole group). If the temperature is over 100.4 the child must be sent home.			
A daily health check also includes asking the parent/guardian if the child has had any fever reducing medication in the last 24 hours and any respiratory symptoms (cough, sore throat, runny nose, congestion). Ask if any family members have COVID-19 like symptoms, have had exposure to a positive case or tested positive.			
After daily health check, the parent/guardian may sign the child in. There should be a separation of clean pens and used pens, as sharing of pens is discouraged. Encourage parent/guardian to bring their own pen to sign with.			
When picking up children, there should be a designated staff person to walk the child to the pickup location.			
Hand Washing			
Hand washing with soap and water for at least 20 seconds is the best way to stay healthy. Hand sanitizing with at least 60% alcohol content is a good substitute when soap and water are not available but, hands cannot be visibly soiled, and the child must be over 24 months old and developmentally able to rub their hands together for 20-30 seconds.			
Hands must be washed upon arrival to the center, before and after preparing food, eating, feeding a child, administering medications, and diapering. Hands must be washed after going to the rest room, contacting any body fluids, after sneezing and wiping your nose, playing with shared materials, handling garbage, handling animals or cleaning up their waste, and coming in from outside.			
Providers need to help children wash hands when they are developmentally able to stand at the sink. If the provider can safely hold the child in one arm, they should be washing that child’s hands with soap and water at the sink. After assisting children with hand washing, providers should wash their own hands again.			
Hand Sanitizer			
Should contain at least 60% ethyl alcohol (preferred) or at least 70% Isopropyl Alcohol (a neurotoxin and eye irritant).			
Children - May be used under adult supervision only and MUST be kept out of reach of children. If used, must be rubbed into children’s hands until completely dry. Not recommended for children under 24 months. NOTE: Frequent handwashing is more effective than the use of hand sanitizers. (POSION CONTROL (800) 222-1222)			
Indoor Play			
Keep groups as small as possible (no more than max of 10 children and 1 provider) and keep each group separate from each other.			

Chairs should be used at circle time to encourage physical distancing.			
Plan activities that don't include close contact or interactions with each other.			
Each child should have their own portion of materials usually shared (clay, putty, finger paint, etc.) stored in a baggie with their name on it and stored in their cubby.			
Enough duplicate toys, that are easy to clean and sanitize, should be available to reduce the amount of sharing toys between children.			
Toys should be cleaned (wiped off with soap and water) between uses.			
There should be a basket/bucket to put toys in that need to be cleaned, and another basket/bucket to place toys that were mouthed to be cleaned and sanitized later.			
Outside Play			
Stagger outside play time to reduce the commingling of groups.			
Keep groups together with their designated providers while outside.			
Have a cooler with water and cups available for children to drink.			
Have hand sanitizer available for children to use when they cough/sneeze.			
Limit the number of children at the water table and change water frequently. Children must wash hands before and after water play.			
Meals			
Discontinue buffet-style food options and offer prepackaged food when possible.			
Have snack/meals in classrooms and avoid sharing tables whenever possible. Keep same groups of children together.			
Use disposable plates and utensils to minimize contamination risks. Remind children to never touch or share anyone else's food or drink.			
Practice appropriate hand washing before AND after eating (staff and children).			
Staff should wear gloves when serving food/drinks and during cleanup. Wash hands before and after glove removal.			
Diapering			
Follow safe diaper changing procedures.			
Procedures should be posted at all diaper changing areas.			
Wash your hands and wash child's hands before you begin, and wear gloves.			
Toileting			
If child's clothing is soiled, remove with gloved hands and put in plastic bag, tie bag closed and send home for laundering.			
Maintain hand washing standards for staff and children.			
Clean and disinfect the toilet handle and sink faucet handles after each use.			
Clean and disinfect the toilet seat at the end of each day, or when visibly soiled.			
Naptime			
Place cribs 6 feet apart. If this is not possible, arrange children down for naps head to feet.			
If cots are used for older children, arrange 6 feet apart. If this is not possible, arrange children head to feet.			
Bedding should be kept in each child's cubby/bag, separate from others.			
Bedding must be laundered at least weekly, more often if it becomes soiled.			
Cleaning, Sanitizing, and Disinfecting			
Cleaning, sanitizing, and disinfecting are three different processes. Cleaning is soap and water used to clean the gross material left on surfaces and must be done prior to sanitizing and disinfecting. Sanitizing is using a chemical solution to reduce the number of germs to a level deemed safe by the Health Department and is used on items that are intended for the mouth. Disinfecting is using a chemical to destroy or inactivate almost all the germs on a surface and is used mostly when dealing with body fluids.			

According to the CDC, most commonly used EPA registered disinfectants are effective against the novel coronavirus if used according to the label directions. For a list of disinfectants effective against COVID-19, visit: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19			
Caring for Our Children provides national standards for cleaning, sanitizing and disinfecting of educational facilities for children.			
Use an EPA registered disposable wipe to clean frequently touched surfaces continuously throughout the day including cabinet knobs, doorknobs, sink faucets, toilet handles, light switches, keyboards, remote controls, and desktops.			
Cleaning, sanitizing and disinfecting products should not be used when children are present. Open the doors and windows if children must be present when using CSD products to allow additional ventilation and be sure children are as far away as possible.			
CSD products must always be kept out of the reach of children.			
Toys that cannot be cleaned and sanitized should not be used.			
Cloth toys that can be washed in a washing machine, should be used by one child then taken and put away until it can be washed. If the toy cannot be machine washed, it should not be used.			
Toys that can be washed in a dishwasher can be used, as a dishwasher uses hot enough water for a long enough time that it is considered sanitized. All toys mouthed by children should be removed, after the child is finished playing with it, and set aside until it can be washed and sanitized.			
Mouthed toys can also be washed and sanitized using an EPA registered sanitizer according to the label directions.			

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