

CHILD CARE GUIDANCE

OPERATIONAL CHECK LIST

July 27, 2020

- Designate a COVID-19 office to be responsible for responding to COVID-19 concerns. (this could be a person or an office, including a school nurse)
- Identify isolation spaces for when sick children or staff are identified.
- Develop policies that encourage children and staff to stay home.
 - ▶ Consider HR policies that authorize additional sick days, or allow negative balances to accumulate over time.
 - ▶ Plan for back-up staffing and substitute staff.
- Develop a plan to implement physical distancing.
- Post signs in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face cloth covering).
- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with children, families, and staff (such as on websites, in emails and on social media accounts).
- Offer options for staff at higher risk of severe illness from COVID-19 that limit their exposure risk (e.g., modified job responsibilities).
- Develop a schedule for increased, routine cleaning and disinfection.
- Develop a cleaning plan in accordance with [CDC guidance](#) to be used in the event of positive cases in the setting.
- Ensure contact information for children and staff is up to date.
- Ensure contact information for public health is readily accessible.
- Develop procedures for notifying children, families, staff and the public of closures or restrictions put in place to limit exposure.
- Implement safety practices if COVID-19-exposed critical infrastructure workers will be allowed to continue working. Consult CDC guidance describing procedures.