



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## Enhanced Health and Safety Checklist

An Optional Resource to Support the Implementation of OSSE's "Guidance for Child Care Providers and Families Related to Coronavirus (COVID-19)"

(Updated May 5, 2020)

This health and safety checklist is an optional resource *for child care providers operating during the COVID-19 public health emergency* to support the effective implementation of the Guidance for Child Care Providers and Families Related to Coronavirus (COVID-19), updated May 5, 2020.

For resources and information on the District of Columbia Government's coronavirus (COVID-19) response and recovery effort, please visit [coronavirus.dc.gov](https://coronavirus.dc.gov). The Centers for Disease Control and Prevention's (CDC) most recent, supplemental guidance for child care providers can be accessed [here](#). OSSE guidance, this checklist, and other related resources will be updated and posted [here](#) as additional recommendations from the CDC or DC Health become available.

This document contains two checklist resources.

1. [Be Prepared Every Day: A Daily Health and Safety Checklist](#). This checklist can be used every day by child care providers to support the facility's readiness to receive children and staff members.
2. [Policy and Process Preparedness Health & Safety Checklist](#). This checklist can be used to help providers ensure they have the right policies and processes in place to protect the health and safety of their staff and families during this public health emergency.

For any questions regarding this checklist or related guidance, please contact Eva Laguerre, Interim Assistant Superintendent of Early Learning and Director, Licensing & Compliance, Division of Early Learning, Office of the State Superintendent of Education (OSSE) at (202) 741-5942 or [Eva.Laguerre@dc.gov](mailto:Eva.Laguerre@dc.gov).

## Be Prepared: A Daily Health and Safety Checklist for Childcare Providers Operating During COVID-19

When completing the checklist, if the answer to any of the questions is “no,” the child care provider must take immediate action to correct. In the event in which immediate resolution is not possible, the child care provider should contact their licensing specialist for guidance.

All protocols should be aligned with OSSE’s Guidance for Child Care Providers and Families Related to Coronavirus (COVID-19).

**DATE:** \_\_\_\_\_

### ***START OF THE DAY***

<b>Question</b>	<b>Yes</b>	<b>No</b>
Have all surfaces, materials, and toys been cleaned, disinfected and sanitized?		
Are all the classrooms and common areas stocked with the appropriate hand hygiene, cleaning, sanitizing, and disinfecting supplies for use throughout the day?		
Is a hand hygiene station available for staff, children and parents/guardians to use as they enter the building?		
Do you have a staff member designated to meet families curbside or doorside, to limit the amount that families need to enter the building?		
Do you have a staff member designated to screen children and staff for symptoms, following OSSE guidance, as they arrive? Such a staff member should wear a cloth face covering <i>and</i> maintain a social distance of at least 6 feet.		
Do you have copies of OSSE’s (or an equivalent) daily screening tracker available to log the results of the daily symptom screenings for children and staff?		
<i>[UPDATED]</i> If any child, staff member or member of the household was found to have fever, cough shortness of breath <i>or</i> other signs of illness on screening, was the child or staff member excluded?		
Do staff that work with infants and very young children have clean, large, button-down, long-sleeved shirts to wear?		
Are staff, parents/guardians and children above the age of 2 wearing cloth face coverings, as appropriate and feasible?		

DATE: \_\_\_\_\_

**END OF DAY**

Question	Yes	No
Do you have a staff member designated to meet families curbside or doorside, to limit the amount that families need to enter the building?		
Is a hand hygiene station available for parents/guardians if they enter the building?		
Did staff and children wash their hands before leaving for the day?		
Did you remind parents/guardians and staff about the daily temperature check requirement, and to bring multiple clean cloth face coverings, as appropriate?		
Have all surfaces, materials, and toys been cleaned, disinfected and sanitized?		
Do you have sufficient hand hygiene, cleaning, disinfection and sanitization supplies for tomorrow? Are all classrooms and common areas stocked accordingly?		
Have you laundered machine washable toys and soiled fabrics (e.g., clothing, bedding)?		
<i>[UPDATED]</i> If a child or staff member developed symptoms during the day, were they dismissed and all areas, toys and equipment with which they came into contact cleaned and disinfected?		

## Policy and Process Preparedness Health and Safety Checklist

When completing the checklist, if the answer to any of the questions is “no,” the child care provider must take immediate action to correct. In the event in which immediate resolution is not possible, the child care provider should contact their licensing specialist for guidance.

Any protocol or process should be aligned with OSSE’s Guidance for Child Care Providers and Families Related to Coronavirus (COVID-19).

### Social Distancing

Question	Yes	No
Are protocols, per District and CDC guidance, in place for curbside or doorside drop-off, to limit the amount that parents/guardians need to enter the building?		
Are schedules in place to limit interaction of groups of children? <i>This includes staggered entry/exit times, staggered transition times so that groups of children are not mingling in restrooms or eating locations, and consistent assignment of staff and children to the same classroom each day to limit mixing.</i>		
Are rooms set up to allow for social distancing? <i>This includes to allow no more than 10 individuals (staff and children) in a given activity, and tables/chairs/mats as spaced as possible.</i>		
Are there sufficient supplies for each child in each programmatic activity, to allow for spacing of children <i>and</i> to limit children reaching for the same sets of supplies?		

### Symptom Screening

Question	Yes	No
Do you have a process, per District and CDC guidance, in place to screen children and staff for symptoms upon arrival to the facility?		
If a child or staff member does not have access to a thermometer, do you have a process, per District and CDC guidance, in place to screen children and staff for symptoms?		
Are staff and parents/guardians aware of the requirement to check their own (or their child’s) temperature two hours or less before arrival to the facility each morning?		
If a child or staff member becomes ill during the day, are staff following OSSE Licensing Guidelines regarding exclusion and dismissal due to illness?		
Do you have a process, per District and CDC guidance, in place if a staff member must check a child’s temperature? Such a process must include the use of a barrier/partition or personal protective equipment (PPE).		

[NEW] Exclusion and Dismissal

Question	Yes	No
Are return-to-child care criteria in place and clearly communicated, in the event of an exclusion or dismissal of a child or staff member due to COVID-19 or exposure to COVID-19?		
If a child, staff member, or any individual who has entered your facility is confirmed to have COVID-19, are protocols in place to immediately close the facility and contact OSSE, DC Health and DME?		

Hygiene

Question	Yes	No
Are protocols in place to ensure frequent handwashing, appropriate use of gloves (including during food service and diaper changes), and good hygiene practices (including covering coughs and sneezes with an elbow or tissue) are used throughout the day?		
Is signage in every classroom and near every sink regarding hygiene expectations?		
Are staff trained on these protocols?		
Is there a hand hygiene station available at the entry door for children, parents/guardians and staff to clean their hands upon arrival?		
Are staff aware of the recommendation that they wear non-medical (cloth) face coverings as much as possible throughout the day?		
Are parents/guardians aware of the recommendation that they wear a non-medical (cloth) face covering, if available, for drop-off and pick-up?		
Are parents/guardians aware of the recommendation for children above the age of two years to wear a non-medical (cloth) face covering at the facility, as feasible and developmentally appropriate?		
Do child care providers who wash, feed or hold infants or very young children have access to clean, large, button-down, long-sleeved shirts to wear while performing these activities?		

Cleaning, Sanitizing and Disinfecting

Question	Yes	No
Is there a protocol in place to regularly clean, disinfect and sanitize surfaces, materials, and toys throughout the day and at the end of the day per District and CDC guidance?		
Are staff trained on the specific cleaning protocols, especially related to high-touch surfaces and toys?		
Are signs posted in every classroom and throughout the building with reminders regarding cleaning, disinfection, and sanitization, as well as hand hygiene?		
Do you have a process in place to conduct a regular inventory of cleaning, disinfecting, and sanitization supplies?		

Food

<b>Question</b>	<b>Yes</b>	<b>No</b>
If you serve food: Do you have a process to support individualized (non-family-style) meals and snacks?		
Do you have proper food storage and serving equipment available?		
Does your handwashing policy ensure staff and children wash hands before and after meal service?		
Does your cleaning, sanitizing, and disinfecting policy ensure tables and chairs are cleaned and sanitized before and after meal service?		
Do your hygiene procedures ensure that children do not share utensils, cups or plates?		