

# Daily Checklist

## for All Childcare Facilities

Task	N/A	Complete	Date	Initials
<b>Communicate</b>				
Post signs at entry and exit reminding people to: <ul style="list-style-type: none"> <li>Avoid sick people.</li> <li>Cover your cough.</li> <li>Limit activities in the community.</li> <li>Wash your hands often.</li> </ul>				
Communicate regularly with all parents, children, staff, and volunteers about <a href="#">how to protect themselves and prevent further spread</a> .				
Provide staff and family ways to contact facility for updates and concerns.				
<b>Educate and Prepare</b>				
Educate staff and families about: <ul style="list-style-type: none"> <li>Signs and symptoms of COVID-19.</li> <li>Where to find testing sites.</li> <li>Hand hygiene.</li> <li>How to reduce stigma.</li> </ul>				
Review and update your emergency operations plan to prepare for cases of COVID-19.				
<b>Control Measures</b>				
Take temperatures and check symptoms of staff and children when they arrive.				
Send home or isolate sick staff and children: <ul style="list-style-type: none"> <li>Over 2 months with a fever of 101 degrees (100.4 for younger than 2 months). Taken by any method.</li> <li>Behavior change or other symptoms like sore throat, earache, headache, rash, vomiting or diarrhea. See <a href="#">full symptoms list</a>.</li> </ul>				
Encourage testing for COVID-19. Isolate staff and children who test positive for COVID-19 for at least 5 days after symptoms start. Isolate until: <ul style="list-style-type: none"> <li>Symptoms improve.</li> </ul> AND <ul style="list-style-type: none"> <li>No fever for 24 hours without use of fever-reducing medication.</li> </ul> If they test positive but did not have symptoms, isolate for at least 5 days after test. If they develop symptoms after testing positive, follow recommendations above.				
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.				
<a href="#">Clean and disinfect</a> your child care center often. <i>Most EPA-registered household disinfectants should be effective.</i> <a href="#">View EPA-approved products for use against COVID-19.</a>				
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.				