

COVID19 Child Care Re-Opening Operational Checklist

TASK	N/A	Completed Date	Initials
Physical Environment			
Post Signs at entry/ exit alerting visitors and persons non-essential to the operation, that they may not enter the premises.			
Remove all soft items including dress up clothing and items that need to be laundered in order to be properly cleaned and disinfected.			
Remove shared sensory items such as play dough, finger paint etc.			
Cease use of all group sensory/water tables. Instead, provide individual sensory experiences with individual materials for each child which are then cleaned and sanitized immediately after use.			
Consider use of individual art materials that cannot be sanitized and disinfected I.e. crayons, colored pencils, pencils etc.			
All classrooms should implement use of Yuck Bucket for mouthed/high-contact toys that must be disinfected immediately.			
Ensure that toys are rotated and constantly cleaned/disinfected to ensure effective germ removal.			
Create a system where both staff and children are removing their street shoes upon entering the building. A pair of "school shoes" should be stored in the Center for daily wear.			
Cribs should be placed as far apart as possible.			
Cribs, Cots and Mats should be at least three feet apart wherever possible. Place children head to foot instead of head to head.			
Wherever possible carpeting should be removed, replaced or covered with vinyl matting.			
Health and Safety			
Daily Health Screening at entry for COVID-19 symptoms – this includes taking the temperature of all persons upon arrival each day.			
Children and staff will need to wash hands frequently (including when entering the program, before/after each activity, before/after meals).			
Implement social distancing strategies. Ensure the same children remain in the same group each day. Keep groups together throughout the day and whenever possible do not combine groups in the mornings or afternoon.			
Remind children to not touch their faces and to wash their hands after using items that they have shared with another child.			
Increase the frequency in which you clean and disinfect toys.			

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Tables should be cleaned and disinfected before and after each use			
Hard surfaces should be cleaned and disinfected three times per day. Special attention should be paid to door knobs, light switches, counter tops and rest rooms.			
Keyboards and electronics should be cleaned and disinfected twice daily.			
Cease family style meal service. Instead opt for catered meals or food from home.			
Create a deep cleaning schedule to focus on a particular classroom on a different day.			
Use disposable places, cups and utensils.			
Children’s bedding should be kept separate and stored in individually labeled bins, cubbies or bags.			
Communication			
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 all parents regarding any updates and policy changes in respect to the “ever-changing” world.			
Establish alternative means of communication as the standard communication with the Primary Caregiver has been removed.			
Maintain transparency with staff so that they remain informed of the evolving situation.			
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.			