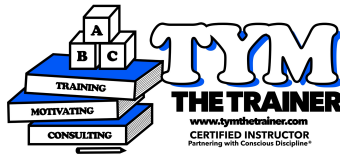


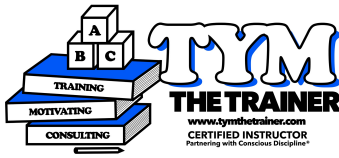
COVID19 Operational Checklist

TASK			
Physical Environment	N/A	Date Completed	Initials
Post signs at entry/ exit alerting visitors and persons non-essential to the operation, that they may not enter the premises.			
All soft items including dress up clothing and items that need to be laundered are monitored and place in a bin for laundry for disinfecting after each child's use.			
Sensory items such as play dough, finger paint etc. are place in individual tubs for each child's use.			
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.			
Each child is assigned a box with individual art materials that cannot be sanitized and disinfected I.e. crayons, colored pencils, pencils etc.			
All classrooms should implement use of a disinfecting bin for mouthed/high-contact toys that must be disinfected immediately.			
Ensure that toys are rotated and constantly cleaned/disinfected to ensure effective germ removal.			
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.			
When sitting at tables, assign an empty chair between each child.			
When sitting at circle time, allow 3 feet between each child.			
Notes:			



COVID19 Operational Checklist

Health and Safety	N/A	Date Completed	Initials
Children and staff will need to wash hands frequently (including when entering the program in the morning and after breaks, 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.			
Tables should be cleaned and disinfected before and after each use.			
Hard surfaces should be cleaned and disinfected after each transition. Special attention should be paid to doorknobs, light switches, counter tops and restrooms.			
Daily Health Screening at entry for COVID-19 symptoms – this includes taking the temperature of all persons upon arrival each day.			
Cease family style meal service.			
Follow the Policy on Cleaning and Disinfecting and the Daily Cleaning Schedule.			
Use disposable plates, cups, and utensils.			
Children’s bedding should be kept separate and stored in individually labeled bins, cubbies, or bags.			
Notes:			



COVID19 Operational Checklist

Communication	N/A	Date Completed	Initials
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.			
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.			
Notes:			