



West Virginian Department of Health and Human Resources Checklist for Child Care Providers Remaining Open During the COVID-19 Pandemic

Name of Facility: _____

Facility Owner/Operator Name: _____

Address: _____

Contact Number: _____

General Preparedness and Planning

Prevent the Spread of COVID-19

- Plan in place to protect staff, children, and their families from COVID-19? Yes___ No___
- Adequate supplies available to support hand hygiene behaviors? Yes___ No___
- Adequate supplies available for routine cleaning of objects and surfaces? Yes___ No___
- Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness? (i.e. wash hands, cover cough and sneezes, etc.) Yes___ No___
- Require sick children and staff to stay home? Yes___ No___
- Plan in place if someone is or becomes sick? Yes___ No___

Monitor and Plan for Absenteeism Among Staff

- Plans developed to cover classes in the event of increased staff absences? Yes___ No___
- Recommend that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community? Yes___ No___

Review Plans for Implementing Social Distancing Strategies

- Plans for implementing social distancing strategies have been reviewed? Yes___ No___

Assess Group Gatherings and Events

- Follow current guidance about gathering and events? Yes___ No___
- Plan to limit non-essential visitors and postpone or cancel use of classroom volunteers? Yes___ No___

Owner/Operator Required Contact with the Local Health Department

- Owner/Operator must provide the local health department with all required documentation. Yes___ No___
- Owner/Operator must contact the local health department prior to re-opening for approval. Yes___ No___

If a Child Care Program Remains Open During COVID-19 or Reopening as a Critical Care Site

- Develop a plan and maintain an adequate ratio of staff to children to ensure safety? Yes___ No___
- Attach or describe a plan to maintain an adequate ration of staff to children to be used: Yes___ No___

When feasible, staff members and older children should wear face coverings within the facility? Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Yes ___ No ___

Social Distancing Strategies

- Determine and implement a set of social distancing strategies?
- Attach or describe social distancing strategies to be used:

Yes ___ No ___

Parent Drop-Off and Pick-Up

- Determine and implement drop-off and pick-up procedures?
- Attach or describe parent drop-off and pick-up procedures to be used:

Yes ___ No ___

Screening Children Upon Arrival

- Determine and implement screening procedures upon arrival?
(i.e. Reliance on Social Distancing, Reliance on Barrier/Partition Controls or Reliance on Personal Protective Equipment)
- Attach or describe screening procedure to be used:

Yes ___ No ___

Clean and Disinfect Facility

- Have read, understand and will follow guidance provided by CDC for cleaning and disinfecting of the facility and all its contents?
- Have read, understand and will follow the guidance provided by CDC for an intensified cleaning and disinfection efforts?
- Have read, understand and will follow the guidance provided by CDC for cleaning and sanitizing toys?
- Have read, understand and will follow the guidance provided by CDC for cleaning and disinfecting bedding?
- Attach or describe cleaning and disinfecting procedures to be used:

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Caring for Infants and Toddlers

Diapering

- Have read, understand and will follow the guidance provided by CDC for diapering changing?
- Have read, understand and will follow safe diaper changing procedures?
- Diaper changing procedures posted in all diaper changing areas.

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Washing, Feeding, or Holding a Child

- Have read, understand and will follow the guidance provided by CDC for washing, feeding and/or holding a child?

Yes ___ No ___

Healthy Hand Hygiene Behavior

- Have read, understand and will follow the guidance provided by CDC for healthy hand hygiene behavior?

Yes ___ No ___

Food Preparation and Meal Service

- Have read, understand and will following the guidance provided by CDC for food preparation and meal service? Yes___ No___

Vulnerable/High Risk Groups

- Have read, understand and will following the guidance provided by CDC for vulnerable/high risk groups? Yes___ No___

Schools, Child Care Programs, and Service Organizations Providing Temporary or Emergency Child Care Services for Children of Essential Service Providers

- Have read, understand and will following the guidance provided by CDC? Yes___ No___
- School nurses will use Standard and Transmission-Based Precautions when caring for patients with confirmed or possible COVID-19. Yes___ No___