**COVID-19 Compliance Checklist**

COVID-19 Compliance Manager will use this checklist to ensure compliance with policies, procedures and duties related to the public health emergency.

**Staff Health and Safety Practices:**

* Staff are wearing their PPE (Personal Protective Equipment- masks, smocks, face shields etc.) when:
  + they are checking children in and out
  + at all times indoors when interacting with children/staff
  + outside when unable to keep a 6-foot distance
  + any other designated time where they are less than 6 feet apart from others
* Staff members’ temperatures are checked immediately upon arrival.
* Staff members immediately change into their “work only” shoes when they arrive.
* Staff members wash their hands upon arrival and immediately put on their face mask.
* Staff put on gloves, hand sanitizer, and wait 30 seconds before clocking in and out of their shifts.
* Staff members check temperatures of children and other staff members at the designated 2-hour intervals. Temperatures are recorded on the “**Record of Employee Arrival and Health Questionnaire”**.
* On a regular basis, staff wash for 20 seconds their hands, neck, and any other areas touched by child secretions.
* Staff members’ hair is pulled back away from their faces.
* Staff members’ finger nails are kept trimmed.
* Staff members do not wear jewelry or keep jewelry at a minimum.
* Opening staff are properly preparing the bleach spray bottles for both sanitizing and disinfecting.
* Closing staff take out trash daily while wearing gloves.
* Closing staff collect children and staff’s masks and put them in the laundry. Lysol Sanitizer is added to the sanitizing cycle which is set for 16 minutes.
* Closing staff collect the “center only” shoes and spray them with Sapphire.

**Drop Off and Pick Up Health and Safety Practices:**

* Greeters wear shields.
* Greeters keep a physical distance of 6 to 10 feet from others.
* Greeters ensure that both the parents and child are wearing a mask.
* Greeters conduct a daily health check using the required questions on the **“Record of Child Arrival, Health Questionnaire, and Record of Child Departure”** form.
* Greeters take the temperatures of both the parent and the child.
* Greeters have each child over the age of 2 use hand sanitizer.
* Runners or teachers assist the child with putting on their “center only” shoes.
* Runners ensure that at pick up time the child’s mask goes back in the designated laundry bag.
* Runner removes child’s “center only” shoes before child is returned to his/her parent.
* Sleeping articles are sent home every Friday to be laundered.
* Runners communicate with parents about the child’s day and give the parents paperwork.

**Child Health and Safety Procedures:**

* All children over the age of 2 wear a face mask at all times aside from meals, nap and physical vigorous activity.
* All children wear masks outside unless they are able to remain a distance of 6 feet apart.
* All children wash their hands using proper hand washing procedures upon arrival, after using the bathroom, before meals, departure, after coughing or sneezing, and any other times as needed.
* Each child has his/her own water bottle to use throughout the day.

**Classroom Health and Safety Practices:**

* The only staff in the classroom are the staff necessary to maintain ratio.
* Staff try to utilize outdoor activities frequently with no more than two groups in the play yard at one time.
* Staff are providing multiple domains of learning and have more small group or individual learning opportunities.
* Staff limit mixing between groups and classrooms.
* Cribs and nap mats are 6 feet apart.
* Surfaces are disinfected regularly and as needed.

**Meal Time Health and Safety Practices:**

* Meal times and groups are staggered where all children remain a 6-foot distance from each other.
* Children are provided with individual servings of meals as opposed to family style meals.
* The staff and children wash their hands before and after meals.
* The staff wear gloves when serving the meals.
* Dishes are washed properly according to procedure.

**Cleaning Health and Safety Practices:**

* Frequently touched areas are disinfected regularly.
* Staff use the designated cleaning protocols and disinfectants.
* Staff disinfect toys or put them in a separate bin immediately after they have been in a child’s mouth.
* Cloth material toys are washed after each use with only one child.
* Cleaning materials being used are put away from and out of reach of the children.
* All masks and smocks are laundered at the end of the day.

**End of Week Duties:**

* “**Record of Employee Arrival and Health Questionnaire”** and the **“Record of Child Arrival, Health Questionnaire, and Record of Child Departure”** forms are returned to the Building Director each Friday evening.
* Director saves all documentation in proper red COVID file.