

Checklist for All Child Care Facilities - COVID 19

Task	N/A	Completed	Date	Initials
Communication				
Post signs at entry and exit regarding avoiding ill people, covering cough, minimizing non-essential activities in the community, and frequent handwashing				
Stay in regular communication with all parents, children, staff, and volunteers about steps everyone can take to protect themselves and prevent further spread.				
Provide staff and family means to contact facility for updates and concerns				
Education and Preparation				
Educate staff and families about: <ol style="list-style-type: none"> 1. Signs and symptoms of COVID-19 2. Hand hygiene 3. Reducing stigma 				
Review and update your emergency operations plan so that you can be best prepared for cases of COVID-19.				
Control Measures				
Ask parents to check their children’s temperature and ask staff to check their own temperature daily before arrival at child care				
If the temperature exceeds 100.4°F or if cough is present, advise parents to isolate their child at home and ask staff members to isolate at home.				
Symptomatic staff and children should self isolate and not return to the facility until 7 days after symptom onset OR 72 hours after their fever is gone and initial symptoms have improved, whichever is longer.				
Establish daily procedures for identifying and sending home children and staff who become sick (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.				
Increase frequency of cleaning, sanitizing, and disinfecting your child care center.				
Most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website . Products other than bleach should be approved by licensor before use.				
Establish and maintain hand hygiene stations stocked with either soap/water/towels or alcohol-based hand sanitizer with a concentration of at least 60% alcohol. These should be available outdoors as well.				



Additional Resources for Montana Providers:

- [DPHHS COVID-19 Updates and Information](#)
- [Governor’s Coronavirus Task Force COVID-19 Joint Information Center](#)
- [Information for Childcare Providers - Frequently Asked Questions - COVID-19](#)

Checklist of ADDITIONAL Actions when a COVID Case has Occurred at a Child Care Facility

Task	N/A	Completed	Date	Initials
Communication				
Notify Child Care Licensing, DPHHS of a confirmed COVID case.				
Meet with key staff, including teachers, janitors and leadership, to coordinate control measures.				
Notify families and staff of a confirmed/potential COVID-19 infection in the facility				
Remember to keep all information confidential				
If possible, notify anyone at your child care setting that the person infected with COVID-19 had close interactions with while symptomatic. Make sure any close contacts are being closely monitored for symptoms.				
Infection Control Activities				
Consider short-term closures as needed for cleaning				
Clean, and disinfect the entire facility with EPA-registered household disinfectants. Wait as long as practical before beginning cleaning and disinfection of areas used by the person infected with COVID-19 to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.				
If the individual infected with COVID-19 spent time in your child care and had close contact with others while ill, you will need to close for 14 days.				
Ensure staff and families understand ill people should remain home until well and those with COVID-19-like symptoms should self-isolate until 7 days after symptom onset OR 72 hours after their fever is gone and initial symptoms have improved, whichever is longer.				
Continued Service				
Ensure continuity of meal programs when possible and consider ways to distribute food to students. Consider options such as “grab-and-go” bagged lunches or meal delivery.				