

CHECK IN/CHECK OUT PROTOCOLS

As children enter the child care setting each day, it is recommended that a staff person wearing gloves and a mask checks the temperature of each child and adult, and asks if the child or anyone in the home has a fever, cough, shortness of breath, flu like symptoms or have been around anyone with COVID-19.

Continue to check for new information regarding symptoms ([cdc.gov](https://www.cdc.gov)) and ask parents about whether the child or any person in the home has had them.

ideas for implementation

- Conduct mandatory temperature screenings upon arrival using proper social distancing and sanitizing of thermometer.
- Ask parents to take family temperatures before leaving their home and keep their child home if any member of the home has a temperature over 100.4
- Have parents bring their own thermometer and take the child and parent's temperature upon arrival and report the temperature to staff.
- Ask parents at drop off if there are family members sick with symptoms consistent with COVID-19 at home. If yes, the child should also stay home.
- Exclude children where anyone in the home is ill or has symptoms of COVID-19
- Wear a face mask and gloves when unable to social distance with children or families.

Sources: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren> <https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ChildCare>



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Adapt drop off and pick up processes (such as signing in and out) to support social distancing and decrease shared surface touches and the spread of infection.

ideas for implementation

- ◆ Stagger arrival and departure times by scheduling with parents in advance.
 - ◆ Curbside or outside arrival and departure with minimum contact between parents and staff.
 - ◆ If curbside arrival and departure isn't feasible for your program, ask parents to wear a face covering, wash hands or use sanitizer gel upon arrival into the program.
 - ◆ Provide a weekly sign in/out sheet for each family. Consider using technology to facilitate touch-free check in/out (an app with a PIN that can be used in range of the program device).
 - ◆ Use a new pen for each arrival/departure and disinfect pens between uses.
 - ◆ Suggest families have the same parent pick up and drop off each day.
 - ◆ Ask that parents bring personal items weekly to minimize transfer of items (such as loveys and pacifiers) daily.
- Schedule a call/follow up with each family to check in and see if they have any concerns or questions. Specifically ask for their help in practicing the protocols at home if possible to ease the transition.

Sources: <https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ChildCare>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>



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