

CHILD CARE OPERATIONS CHECKLIST TO ENSURE COMPLIANCE

EXECUTIVE ORDER EFFECTIVE 8-15-20

	DATE
CHECK	REQUIREMENT
	<p>Group Size</p> <ul style="list-style-type: none"> Limit group sizes to a maximum of 50 people per CCLC room, including teachers, capacity permitting. Maintain licensed capacity and staff:child ratios for each age group based on CCLC or FCCLH Rules and Regulations.
	<p>Restrict Access.</p> <ul style="list-style-type: none"> Restrict families' access to the front door of the facility or the door of their respective child's classroom only
	<ul style="list-style-type: none"> Prohibit unnecessary visitors
	<p>Health Screenings upon arrival</p> <ul style="list-style-type: none"> Screen and evaluate all children prior to them entering the classroom for symptoms of COVID-19
	<ul style="list-style-type: none"> Prohibit children from entering a classroom if they exhibit symptoms of COVID-19
	<p>Modified sign-in/sign-out procedures</p> <ul style="list-style-type: none"> Sign children in and out of the facility for families if a computer or keypad system inside the facility is used. If a tablet located outside the facility is used by families during drop-off and pick-up, the tablet must be disinfected after each use. If a paper sign-in system is used for sign-in, writing utensils should be sanitized after each use, if families are permitted to sign children in themselves.
	<p>Meal Service</p> <ul style="list-style-type: none"> Provide meals in classrooms rather than in a congregated or communal settings
	<p>Sanitize and disinfect. In addition to the rigorous hygiene, sanitation, and disinfection licensing rules child care providers adhere to in their programs, special attention must be paid to the following:</p> <ul style="list-style-type: none"> Surfaces and objects that are frequently touched must be sanitized regularly, including, but not limited to, toys, games, and objects or surfaces not ordinarily cleaned daily
	<ul style="list-style-type: none"> Toys and games that cannot be cleaned and sanitized should not be used

	<ul style="list-style-type: none">• Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves
	<ul style="list-style-type: none">• Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
	<ul style="list-style-type: none">• Toys used by a group of children must be washed and sanitized before they may be used by children in a different group or classroom
	<ul style="list-style-type: none">• Items that need to be cleaned should be set aside in a dish pan with soapy water or in a separate container marked for soiled toys;
	<ul style="list-style-type: none">• Only bedding (sheets, pillows, blankets, and sleeping bags) that can be washed may be used. Each child's bedding must be kept separate and, to the extent practicable, should be stored in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child and any bedding that touches a child's skin should be cleaned weekly or before use by any other child.