

DAILY CHECKLIST FOR PROGRAMS TO ENSURE COMPLIANCE WITH EXECUTIVE ORDER

	DATE
CHECK	REQUIREMENT
	Limit group sizes to a maximum of 10 people per room, including teachers.
	Suspend all field trips
	Cease transporting children. All providers must cease transporting children until further notice. Exception: Providers who transport children to or from their residence to the child care facility and are able to maintain six feet of social distancing while transporting children may continue to do so
	Restrict Access. Child care programs must restrict families' access to parts of the program. Specifically, access must be limited to the front door of the facility or the door of the child's classroom.
	Health Screenings upon arrival (temperature check).
	<ul style="list-style-type: none"> • Providers should have the necessary equipment to provide temperature checks for children and staff on arrival.
	<ul style="list-style-type: none"> • All visitors, staff, and children in such facilities shall be screened prior to entrance and shall be excluded if they have a fever above 100.4 degrees Fahrenheit or exhibit respiratory symptoms, including cough or shortness of breath.
	<ul style="list-style-type: none"> • Staff conducting daily health screenings should use the appropriate PPE.
	Modify sign-in/sign-out procedures.
	<ul style="list-style-type: none"> • Child care providers must sign children in and out of the facility for the families if they use a computer/keypad system.
	<ul style="list-style-type: none"> • A tablet can also be used outside of the building during drop-off and pick-up to allow families to complete the check-in/check-out process, but the tablet must be disinfected after each use.
	<ul style="list-style-type: none"> • Providers can also use paper system. If pens are used they should be sanitized with a disinfectant wipe or other means before another person uses the pen.
	Restrict eating to classrooms instead of congregate/communal settings.
	<ul style="list-style-type: none"> • Based on the recommendations for group settings, providers must provide meals in classrooms rather than a congregate/communal setting. • Family style dining should also be suspended until further notice.
	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:
	<ul style="list-style-type: none"> • Surfaces and objects that are frequently touched, especially toys and games must be cleaned. This includes cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
	<ul style="list-style-type: none"> • Toys 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">• Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
	<ul style="list-style-type: none">• Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.”
	<ul style="list-style-type: none">• Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly or before use by another child.