

## Program Preparedness Checklist 2020 COVID-19 Pandemic

*This tool was developed by the Delaware City Schools School Age Child Care programs to align with the  
"Proposed Guidance for the Establishment of Emergency  
Child Care Services During the COVID-19 Pandemic"*

### Big Picture Questions

Question	Answer
Do you have an adequate number of trained staff currently employed or on furlough that are covered by health insurance to staff the entire operation? (No program should include staff on-site that are not covered, such as new hires that have a waiting period until health care coverage starts)	
Have you met with legal counsel and addressed liability matters for staff and participants and whether the fiscal grantee or funders have indemnified the program?	
Do you have adequate space to spread out to meet physical distancing requirements?	
Do you have control over the cleaning of a space, or if partnering with another entity that does, is there an agreement about who will be responsible for paying for and conducting: <ul style="list-style-type: none"> <li>a) An initial deep cleaning and disinfecting of the facility unless it has been entirely empty for 14 days</li> <li>b) Regular nightly cleaning, sanitizing and disinfecting of all spaces and materials</li> <li>c) Daily disinfecting of regularly used surfaces</li> </ul>	
Have you determined that there is need in your community for care, either by surveying recent child care clients or working with a local essential services employer?	
Have you spoken with your local health department or regional health department to determine what their requirements are?	

# Checklist

## What We Need - Summer

- Assessment of available staff & expectations for ratios
- Masks (for staff and maybe children? Certainly for children who exhibit symptoms)
- Clorox/Lysol wipes for use during programming
- No touch thermometers (\$400-\$700 on Amazon)
- Food service plan to avoid bringing from home
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## What We Need - Virtual Summer

- Assess need, practicality and amount of a fee for participation
- Students will need access to a device (can district provide?)
- What platform or online tools will we use?
- Communications - how will we communicate about the program with families and staff
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## What We Need - In-person School Year

- Assessment of available staff & expectations for ratios
- Masks (for staff and maybe children? Certainly for children who exhibit symptoms)
- Clorox/Lysol wipes for quick use during programming
- No touch thermometers (\$400-\$700 on Amazon)
- Understanding of school schedule so that we can adjust and build programs that support the new schedule
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# Full Assessment

## Preparing Facilities & Access Control

Category	Items for Consideration	Addressed
Clarification on ratio and group size requirements from Licensing entity and Governor.		
Plan to utilize the largest spaces available	<ul style="list-style-type: none"> <li>● Connect with School District regarding use of space</li> <li>● Consider any licensing regulations regarding use of secondary and shared spaces</li> </ul>	
Denial of entry	<ul style="list-style-type: none"> <li>● Policies to state that no visitors are allowed in program</li> <li>● Signage to state that only essential personnel are allowed in the building</li> </ul>	
Pick Up and Drop Off	<ul style="list-style-type: none"> <li>● If possible, parents should arrive, stay in their car, and call in, and staff will bring child out to them.</li> <li>● Staff person should sign child in and out, and only one staff person should do this.</li> </ul>	
Exposure of Parents or children exhibiting symptoms	<ul style="list-style-type: none"> <li>● Parents must have at least 2 local emergency contacts who can pick up children. If a parent is exposed in their workplace, and emergency contact should pick up the children.</li> </ul>	
Transportation	All group transportation should be suspended	
Communication protocol established	<ul style="list-style-type: none"> <li>● Parent meetings</li> <li>● Ongoing communication plans</li> <li>● Plan for communication in the event of exposure</li> </ul>	

## Planning & Coordination

Category	Items for Consideration	Addressed
Determine need for services	<ul style="list-style-type: none"> <li>Who will we provide care for</li> <li>How will families register for care</li> <li>Establish ratios and group size</li> </ul>	
Partner with existing organizations	<ul style="list-style-type: none"> <li>Academic support?</li> <li>1-1 device options?</li> <li>Disinfecting between use?</li> <li>Mental and behavioral health</li> </ul>	
Planning Activities	<ul style="list-style-type: none"> <li>Plan for activities and physical activity while maintaining social distancing</li> </ul>	

## Staffing

Category	Items for Consideration	Addressed
Education & Training	<ul style="list-style-type: none"> <li>Required training on coronavirus basics, and general health and safety</li> </ul>	
Health & Safety	<ul style="list-style-type: none"> <li>Staff daily health checks (temperature check?)</li> <li>Testing available for those who exhibit symptoms or have been exposed to someone with COVID-19</li> <li>Employees with risk factors should not work</li> </ul>	
Ratios and Group Size	<ul style="list-style-type: none"> <li>Recommended 10 people per room: 2 staff and 8 children</li> <li>Plan for maintaining social distancing</li> <li>Keep same individuals together as much as possible</li> <li>If possible, students from same family should be in the same group</li> <li>No use of common space: plan for lunch and physical activity in the classroom</li> </ul>	
Child Care staff are essential	<ul style="list-style-type: none"> <li>Need letters identifying as essential staff</li> <li>Access to supply chains for food, supplies, and PPE</li> <li>Possible to have a nurse at each site?</li> </ul>	

## Health & Safety

Category	Items for Consideration	Addressed
Hygiene	<ul style="list-style-type: none"><li>• No unnecessary contact should be permitted, including hugs, handshakes, back pats, etc.</li><li>• Handwashing policy - frequently throughout the day</li></ul>	
Sick Child Management	<ul style="list-style-type: none"><li>• Daily health checks for all staff and children</li><li>• Anyone who is feeling ill should stay home</li><li>• Isolation room with separate access &amp; cot, face masks for ill child, parents must pick up immediately</li><li>• No touch thermometers should be used</li><li>•</li></ul>	
Confirmed COVID-19 case	<ul style="list-style-type: none"><li>• Close program for 2-5 days and inform local health department. Health department will investigate and assist in making a determination if the program needs to be closed longer.</li><li>• During closure, thoroughly clean and disinfect all surfaces</li></ul>	
Masks	<ul style="list-style-type: none"><li>• CDC recommends cloth face coverings for anyone in public (not surgical or N95 masks which should be saved for health care providers)</li><li>• No masks for children under the age of 2</li></ul>	

## Food Safety

Category	Items for Consideration	Addressed
Preparing meals on site	<ul style="list-style-type: none"><li>• Provides most control over environment</li></ul>	
Food from home	<ul style="list-style-type: none"><li>• Bringing food from home is discouraged in order to limit the sources of contamination</li></ul>	
Other considerations	<ul style="list-style-type: none"><li>• Non-congregate meals (ex: eat in classrooms)</li><li>• Arrange tables to allow for social distancing</li><li>• Require handwashing before and after eating</li><li>• Utilize pre packaged foods</li><li>• Eliminate self service options</li></ul>	

## Cleaning & Disinfecting

Category	Items for Consideration	Addressed
Frequency	<ul style="list-style-type: none"><li>• Every 30 minutes or whenever there is a change between activities/users</li><li>• Remove toys that are not easily cleaned (stuffed/soft toys)</li><li>• Rotate toys so they can be cleaned frequently</li><li>• Remove shared toys or equipment</li><li>• Consider individual computers/tablets (1-1)</li><li>• Set up a system that when a child is finished playing with something they put it in a bin for cleaning</li><li>• Use of playground equipment is discouraged</li></ul>	