

## Preventing the Spread of COVID-19 in Early Care and Education/ Child Care Programs

### A Mitigation Checklist for Providers and Caregivers

Mitigation efforts refer to methods that make it harder for COVID-19 to spread. This checklist, which should be used along with the [Center for Disease Control \(CDC\) updated Guidance for Operating Early Care and Education/Child Care Programs](#), is designed to help your Early Care and Education (ECE) and child care programs reduce the spread of COVID-19 among children, staff, direct service providers, and families. All types of ECE and child care programs (child care centers, home-based and family child care, Head Start, pre-kindergarten, after-school, and summer programs) can use this checklist, which is divided into sections based on different prevention strategies. For more information and resources, please visit the links found at the end of each section.

*Directions: This checklist can be completed by any staff person providing child care but is best used if completed by the person(s) with decision-making authority, such as an administrator or director. If you are not the director or other person(s) in charge, ask if they will complete this checklist with you so your staff/team can decide together what potential changes need to be made. Please note that this checklist does not provide a score but serves as a self-evaluation tool. Upon completion, the program administrator or director should contact the appropriate child care consultant or CCR&R to strengthen COVID-19 practices. Child Care Aware of America is also offering technical assistance (TA) and a suite of relevant resources. To request TA, please [click here](#).*

#### Pre-Checklist Screening:

Program Information	
Date of Completion:	
Completed By:	
Person(s) in Charge (Administrator/Director): Staff Person (Support Staff or Classroom Lead):	
Program Name:	
Program County, State:	
Type of child care Program:	a. Home-based or family child care b. Child care center c. Head-Start/Early Head-Start d. Other: _____
Ages of Children Served: (Select all that apply)	a. Less than 1 year of age b. From age 1 up to age 2 c. From age 2 up to age 4 d. From age 4 up to age 5 e. School-aged children
Total number of <b>enrolled</b> children: Center/Building <b>capacity</b> :	

Average number of <b>attending</b> children: <i>(Calculate average over a 4-week period)</i>	
Total number of <b>available</b> classrooms/child-occupied spaces:  Total number of <b>in-use</b> classrooms/child-occupied spaces:  Service capacity of your child care facility: <i>(Capacity facility is licensed for)</i>	
<b>Staff Information</b>	
Total Number of: <ul style="list-style-type: none"> <li>• Full-Time Staff:</li> <li>• Part-Time Staff:</li> <li>• Administrative/Office Staff:</li> <li>• Other/Support Staff:</li> </ul>	FT: _____ PT: _____ A/O: _____ Other: _____
Do staff travel between programs/sister-programs or buildings? <i>(If Yes, please describe how often)</i>	
<b>Program Points of Contact (POC)</b> <i>For child care homes and similar smaller ECE spaces, please list as most appropriate.</i>	
COVID-19 Coordinator	Name: _____
	Email: _____
	Phone Number: _____
Facility Maintenance	Name: _____
	Email: _____
	Phone Number: _____
Local Public Health Agency OR <i>child care Consultant</i>	Name: _____
	Email: _____
	Phone Number: _____
State Public Health Agency ( <i>Regional Specialist</i> )	Name: _____
	Email: _____
	Phone Number: _____
<b>Community Information</b>	
Are you familiar with using local/state COVID-19 websites to find regularly updated information?	a. Yes b. No
Does your ECE program direct families and staff to a COVID-19 testing facility? <i>(If yes, please provide facility information)</i>	
<b>Additional Information:</b>	

**Section 1: Planning and Preparing**

- a. Does your program have an Emergency Operations Plan (EOP) that includes procedures for infectious disease outbreaks such as COVID-19?

Yes                      No                      Unsure

- b. Does your program have a plan to scale-up or scale-down COVID-19 mitigation strategies if community-level transmission is *medium* or *high*?

Yes                      No                      Unsure

- c. Does your program have a plan for contacting parents, guardians, caregivers, staff, and direct service providers if there is a positive case or Covid-19 outbreak in the facility?

Yes                      No                      Unsure

- d. Is there an established process for closing the center? For example, what would you do if there was a COVID-19 outbreak among a child/student or staff?

Yes                      No                      Unsure

- e. If the program must temporarily close and a child must isolate or quarantine because of COVID-19 exposure, is there a way for critical services such as The Child and Adult Care Food Program (CACFP) to be continued?

Yes                      No                      Unsure

Resources & Guidance:

1. [Emergency preparedness manual](#) preparedness support for child care programs by National Center on Early Childhood Health and Wellness
2. [Out-of-School Time Emergency Preparedness, Response, and Recovery Toolkit](#) by the National Center on Afterschool and Summer Enrichment.
3. [CDC's COVID-19 tracker by county](#) to view updated COVID-19 rates in your community.
4. Look up your [local health department](#) to find relevant community-level information.

[Child Care Emergency Preparedness resources](#) by Child Care Aware of America.

### Appendix: Key Terms and Definitions

**Emergency Operations Plan (EOC)** – A plan that is developed in collaboration with regulatory agencies and state/local public health departments to describe prevention strategies for public health emergencies such as Covid-19. This plan should:

- describe steps to take when a child or staff member has been exposed to someone with Covid-19, has symptoms of Covid-19, or tests positive Covid-19.
- document policy or protocol differences for people who are fully vaccinated for COVID-19 versus those who are not fully vaccinated.
- consider the range of needs among staff, children, and families, including children’s developmental needs, children with disabilities, children with healthcare needs, and children experiencing homelessness.

**Close contact** – Any level of contact of less than six (6) feet for a cumulative total of 15 minutes or more over a 24-hour period.

**EPA Approved Sanitizer** – Alcohol-based sanitizer that contains at least 60% ethanol.

**Child Care Health Consultant** – An official of the local public health department that works with child care centers and family care homes to assess, plan, implement, and evaluate strategies to achieve high quality, safe, and healthy child care environments by focusing on topics that include, childhood immunizations, childhood nutrition, risk reduction, emergency preparedness, and dental health.

**Regional Child Care Health Specialist** – An official of the state health department that serves as the primary area (region-specific) child care health consultant.

**Cohort** – Keeping people together in a small group and having each group stay together throughout an entire day. This strategy is often used to avoid mixing different groups to limit the spread of COVID-19 and potentially isolation or quarantine resulting from a confirmed or suspected case.