

## 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:	<input type="checkbox"/> Home-based or family child care <input type="checkbox"/> Child care center <input type="checkbox"/> Head-Start/Early Head-Start <input type="checkbox"/> Other: _____
Ages of Children Served: (Select all that apply)	<input type="checkbox"/> Less than 1 year of age <input type="checkbox"/> From age 1 up to age 2 <input type="checkbox"/> From age 2 up to age 4 <input type="checkbox"/> From age 4 up to age 5 <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 3: Masks, Hygiene, and other Personal Protective Measures**

- a. In accordance with state or local laws, do all children ages 2 and over wear masks that cover their mouth and nose unless eating, drinking, sleeping, or unable to wear masks for other health and safety reasons?                      Yes              No              Unsure
- b. In accordance with state or local laws, do parents, guardians, staff, and other visitors wear masks that cover their mouth and nose the entire time they are in the facility unless eating and/or drinking where appropriate?    Yes              No              Unsure
- c. Are masks available on-site to any children, parents, guardians, staff, or visitors that may not have one available upon entry into the facility?                      Yes              No              Unsure
- d. Are there visual reminders (e.g. posters or mirror-stickers) that remind children ages 2 and older, staff, parents, guardians, and other visitors to wear masks correctly?  
                    Yes              No              Unsure
- e. Do caregivers teach handwashing procedures with running warm water for at least 20 seconds?              Yes              No              Unsure
- f. If soap and water are unavailable, is there hand sanitizer containing at least 60% alcohol readily available to be used with adult supervision at areas that warrant handwashing with adult supervision?    Yes              No              Unsure
- g. Has it been clearly communicated that children and providers should wash their hands with soap and water at the following key times? (check all that apply)

Arrival to the facility

Before and after preparing food, drinks, or bottles

Before and after eating or handling food, or feeding children

Before and after helping a child put on or adjust their mask

Before and after administering medication or medical ointment

Before and after completing a diaper change

After using the bathroom or assisting a child in the bathroom

After having contact with bodily fluids

After handling garbage or other waste

After touching or removing a mask

- h. Are there written procedures for staff to change clothes or other garments after coming in contact with bodily fluids?              Yes              No              Unsure

**Resources & Guidance:**

1. Review the [CDC's handwashing](#) guidance.
2. [FDA's safe use of hand sanitizer](#) to keep staff and children safe.
3. [CDC's mask wearing](#) guidance for unvaccinated people.