

## 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 4: Classes/Cohorts and Physical Distancing**

- a. Are children divided into groups or cohorts in which they interact with the same peers and caregiver(s) each day?      Yes      No      Unsure      NA
- b. Are close-contact activities (e.g. art music etc.) and playground schedules staggered to limit mixing of classes/cohorts?      Yes      No      Unsure
- c. Has there been written procedures for increasing the distance of sleeping cots, mats, and cribs as much as possible during nap time?      Yes      No      Unsure
- d. For breastfeeding/chestfeeding parents and guardians, are there spaces physically distant (e.g. at least 6 feet apart) to allow for safe infant nursing areas?  
Yes      No      Unsure      NA
- e. Are there staggered drop-off, pick-up, or other child arrival/departure times in place to allow classes/cohorts decreased contact and mixing?      Yes      No      Unsure
- f. Is there curbside drop-off/pick-up to limit direct contact of parents, guardians, caregivers, or staff?      Yes      No      Unsure
- g. Are there written procedures for van-share or bus-ride programs to maximize physical distancing during transport?      Yes      No      Unsure      NA

**Resources & Guidance:**

1. [CDC's quick guide](#) to protect your child care center from COVID-19: Visual map to help create a safer child care center space.
2. [Drop Off/Pick Up](#) resources by Caring for Our Children (CFOC).
3. Check to see if your [local health department](#) or state health department has developed protocols for operating child care centers safely during COVID-19.
4. [Resources on school bus safety](#) for riders and drivers.