NACCHO
National Association of County & City Health Officials

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:	❑ Home-based or family child care ❑ Child care center ❑ Head-Start/Early Head-Start ❑ Other:_____
Ages of Children Served: (*Select all that apply*)	❑ Less than 1 year of age ❑ From age 1 up to age 2 ❑ From age 2 up to age 4 ❑ From age 4 up to age 5 ❑ School-aged children
Total number of **enrolled** children: Center/Building **capacity**:	

Average number of **attending** children: (*Calculate average over a 4-week period*)	
Total number of **available** classrooms/child-occupied spaces:	
Total number of **in-use** classrooms/child-occupied spaces: Service capacity of your child care facility: (*Capacity facility is licensed for*)	

Staff Information	
Total Number of: • Full-Time Staff: • Part-Time Staff: • Administrative/Office Staff: • Other/Support Staff:	FT:_____ PT:_____ A/O:_____ Other:_____
Do staff travel between programs/sister-programs or buildings? (*If Yes, please describe how often*)	

Program Points of Contact (POC)	
For child care homes and similar smaller ECE spaces, please list as most appropriate.	
COVID-19 Coordinator	Name:
	Email:
	Phone Number:
Facility Maintenance	Name:
	Email:
	Phone Number:
Local Public Health Agency OR *Child care Consultant*	Name:
	Email:
	Phone Number:
State Public Health Agency (*Regional Specialist*)	Name:
	Email:
	Phone Number:

Community Information	
Are you familiar with using local/state COVID-19 websites to find regularly updated information?	❑ Yes ❑ No
Does your ECE program direct families and staff to a COVID-19 testing facility? (*If yes, please provide facility information*)	

Additional Information:

Section 7: Staff Resilience & Support

a. Is there a plan for open communication, training, and support for staff as they adapt to changes and difficult circumstances and are staff invited to offer input in decisions about new processes and procedures?   Yes   No   Unsure

b. Are stress reduction strategies shared with staff such as mindfulness, social support, deep breathing and spending time in nature or outside?   Yes   No   Unsure

c. Has the administrator contacted your local Child Care Resource & Referral agency to find out if there are any professional development or in-services offerings for staff related to self-care   Yes   No   Unsure

d. Are staff encouraged to talk about their concerns and feelings with people they trust?   Yes   No   Unsure

e. Is there a plan for all staff meetings and/or trainings to be within updated guidelines of local, state, or other national health agencies and/or organizations (i.e. virtual trainings/meetings, socially distant in-person meetings)?   Yes   No   Unsure

f. Are mental health support services readily available to staff and their families, such as through an Employee Assistance Program? Note: Communications should be accessible to persons with disabilities and limited English proficiency.   Yes   No   Unsure

g. Are facts regularly shared with staff about COVID-19 from trusted sources such as your state health department or CDC to reduce the spread of misinformation and ease fear?   Yes   No   Unsure

h. Are there posters, announcements, or other forms of communication for the Disaster Distress Helpline?   Yes   No   Unsure

i. Are staff provided appropriate (flexible and non-punitive) leave or other time off to allow for mental health support?   Yes   No   Unsure

j. Are staff provided with the information to call the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255), 1-888-628-9454 for Spanish, or Lifeline Crisis Chat if they are feeling overwhelmed with emotions such as sadness, depression, anxiety; or call 911 if they feel like they want to harm themselves or others?   Yes   No   Unsure

Resources and Guidance:

1. Familiarize yourself with COVID-19 mental health support services.
2. Children and young people's social, emotional, and mental health resources + recommendations by age group.
3. COVID-19 and Infant and Early Childhood Mental Health Consultation (IECMHC) resources on how to provide services when everything is different.
4. AAP's guidance related to child care during COVID-19.
5. Child Care Aware of America's webinar recording: Practical Ways to Help Children in Child Care Cope with the COVID-19 Crisis.