COVID-19 HEALTH & SAFETY TOOLKIT FOR COLORADO CHILD CARE PROGRAMS

INTRODUCTION

Healthy Child Care Colorado has developed a temporary health and safety toolkit for licensed child care centers, family child care homes, and school-age child care programs* in Colorado in response to the COVID-19 pandemic.

This temporary guidance has been developed for licensed child care centers, family child care homes and school aged child care programs in Colorado in response to the COVID-19 pandemic. This includes guidance required by Colorado licensing rules, COVID-19 public health and executive orders and national, state, and local recommendations for best practices during this health emergency.

Programs with a child care health consultant or nurse are strongly encouraged to collaborate with them for health planning, re-opening, and operating procedures. Child care programs must check local public health ordinances to ensure accuracy. COVID-19 information and guidance is fluid and changes almost daily and therefore should be vetted frequently.
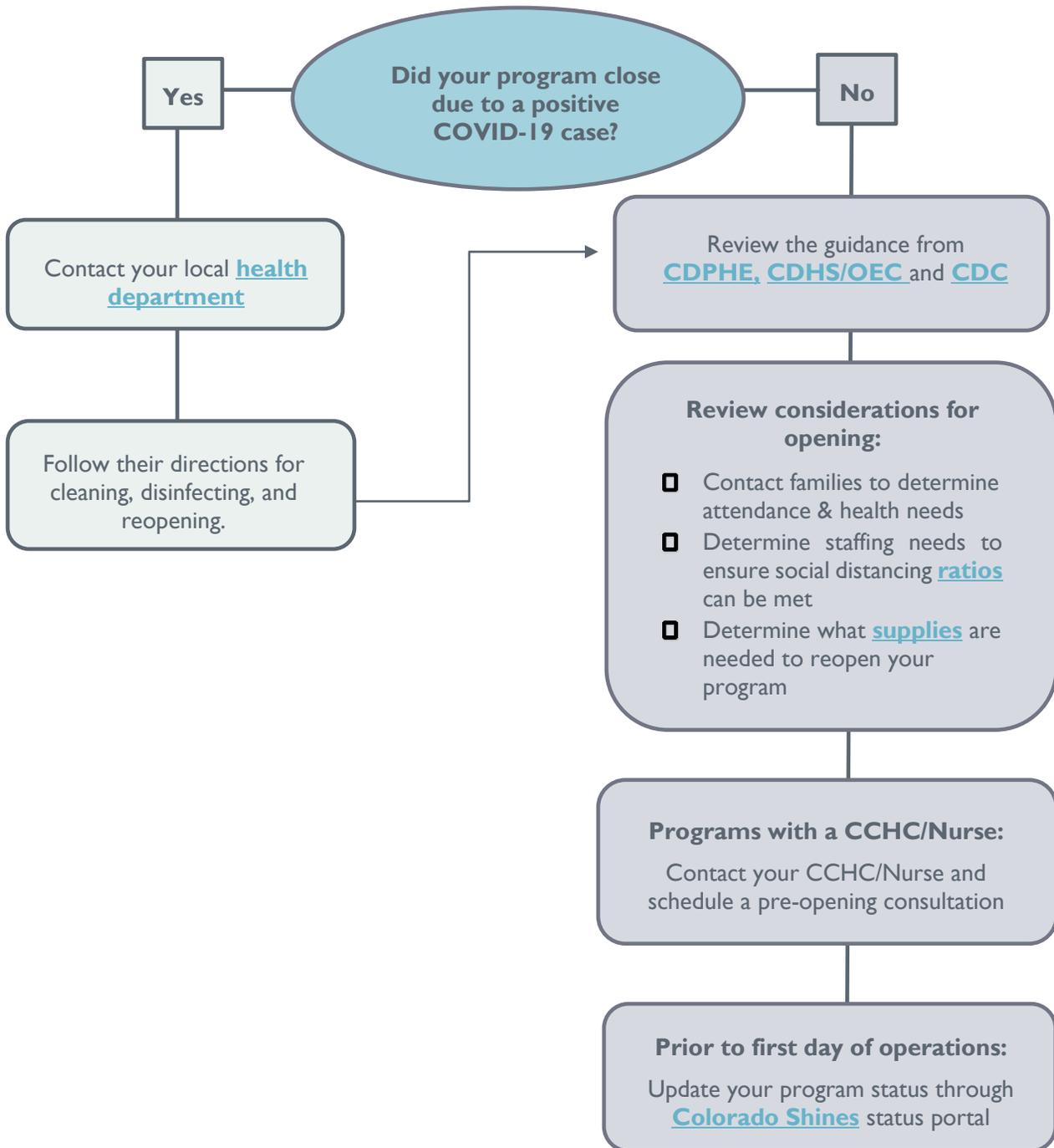
REFERENCES

https://covid19.colorado.gov/

http://coloradoofficeofearlychildhood.force.com/oec?lang=en

https://www.cdc.gov/coronavirus/2019-ncov/index.html

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THIS DOCUMENT WAS CREATED IN COLLABORATION WITH COMMUNITY STAKEHOLDERS ON 5/7/2020

*This document is not intended to guide decisions related to health in Colorado outdoor or mobile-based camps or Children's Resident camps.

Note: This document was created by **Healthy Child Care Colorado** to support Colorado ECE programs & CCHCs during the COVID-19 pandemic and is intended for use as basic guidance. Programs must follow Colorado, county/city and local public health requirements.

HEALTHY child care COLORADO

PROGRAM OPENING CHART

The chart below is designed to give guidance and information to programs considering re-opening to serve children.

Did your program close due to a positive COVID-19 case?

Yes → Contact your local **health department** → Follow their directions for cleaning, disinfecting, and reopening.

No → Review the guidance from **CDPHE, CDHS/OEC** and **CDC**

Review considerations for opening:

- ☐ Contact families to determine attendance & health needs
- ☐ Determine staffing needs to ensure social distancing **ratios** can be met
- ☐ Determine what **supplies** are needed to reopen your program

Programs with a CCHC/Nurse:

Contact your CCHC/Nurse and schedule a pre-opening consultation

Prior to first day of operations:

Update your program status through **Colorado Shines** status portal

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PRE-OPENING PROCEDURES

Use this temporary pre-opening procedure checklist to ensure your program has a plan and is prepared during the COVID-19 pandemic. If your program has a child care health consultant/nurse, please work together to complete this checklist.

Initials Date	Procedure	Tasks

	Health Planning and Preparation	☐ Date the program will open: _____
		☐ Ensure program collaborates with local health department and licensing and determine re-opening procedure based on the decision tree on page 2
		    ☐ Update status through **Colorado Shines** status portal
		☐ How many children and what age groups will be cared for?
		☐ Will children with special health care needs be attending?
		    ☐ How many?
		    ☐ Specific Health Needs? What supports need to be in place for these children before care
		☐ Determine next visit with your child care health consultant, if applicable. Refer to **CCHC Teleconsultation Guidance**
		☐ Review cleaning/disinfecting procedures with staff and ensure program has an approved **disinfectant** on site
		☐ Create staffing plan which considers excluding high risk staff and group sizes of no more than 10 children
		☐ Training Needs, to include: Special Health Care Needs, Medications, Infectious Disease and review of COVID-19 signs and symptoms
		☐ Help program develop a communication plan for parents and staff including: New procedures such as drop off/pick up, health checks, guidelines for when child becomes ill

	Guidance and Resources	☐ **CDPHE Guidance for schools, workplaces, and communities** ☐ **Colorado Office of Early Childhood COVID-19: Resources** ☐ **CDC Guidance for Child Care Programs that Remain Open**

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Initials Date	Procedure	Tasks

	Daily Schedule Review	**Processes in place for:**
		☐ Drop off / pick up (curbside is preferred)
		☐ Screening for illness (staff and students)
		☐ **Face coverings for children and staff**
		☐ Social distancing and group size (10 students/stable groups).
		☐ Meals, water, snack time and preparation, needs for food assistance: **CACFP**
		☐ Cleaning process, schedule and supplies, assess need for supplies assistance
		   ☐ Determine surfaces commonly touched
		☐ Handwashing
		☐ Isolation and exclusion, including area if symptoms and family plan for quick pick up
		   ☐ Staff and students who are ill stay home until well
		   ☐ Communication plan with **local health department** for positive COVID-19 cases
		☐ Age group needs: infant and toddler care, naptime cots 6 feet apart
		☐ Personal Items (bring as little as needed): Nap bedding, personal water bottles, no toys, keep 'cubby' items separate, 2 clean masks daily

	Special Health Needs	☐ **Individualized Health Plans**: Up to date, reviewed and approved by CCHC prior to child attending. ☐ **Medications**: non-expired and on-site. Staff trained, delegated and proper storage prior to child attending. ☐ **Training & delegations** for daily care tasks completed, if applicable

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GENERAL OPERATING PROCEDURES

This form should be used to support programs with creating and/or adapting temporary health and safety operating procedures during the COVID-19 pandemic.

Procedure	Y/N	Checklist
Only staff and children can enter the classrooms		☐ Same teacher is working with a stable group of children for the day ☐ Assign a consistent staff member to give classroom/group staff breaks each day ☐ Group ratios are maintained at 1 – 2 staff to every 10 children ☐ Groups are not combined
Parents drop-off and pick-up children **curbside** using a staggered schedule (preferred) **or** Use separate entrances, social distancing signage and taping off six-foot increments as well as staggering drop off and pick up times.		☐ Children are dropped off **curbside**, not inside the building (if possible) ☐ 6 foot spacing marked on floor and/or sidewalk in case of line. No more than 10 people in common area. ☐ Parents asked to wear face masks at drop-off and pick-up ☐ Alternate sign in/sign out procedure is implemented so parents do not have to share pens/clipboards or keypads
Health check station is set up and used every morning for staff and children		☐ Thermometer with disposable covers or non-contact thermometer ☐ **Face covers** for staff doing health checks ☐ Smocks for staff doing health checks (if not using non-contact thermometer) ☐ Disposable gloves
ALL children receive a health screening upon entering the program **or** at home prior to drop-off ☐ Health Check logged on **Employee Health Screening Form** ☐ If child is ill, log on the **Illness Log** ☐ If temperature of 99.2–100.3 – monitor throughout the day		**Exclusion Criteria:** ☐ Cough ☐ Sore throat ☐ Shortness of breath ☐ Fever 100.4 or more ☐ If child has had close contact with someone with COVID-19 or symptoms follow local health department guidance ☐ **Other signs** of illness requiring exclusion

GENERAL OPERATING PROCEDURES CONTINUED

Procedure	Y/N	Checklist
ALL staff receive a health screening upon entering the program ☐ Health Check logged on **Employee Health Screening Form** ☐ If staff is ill, log on the **Illness Log** ☐ If temperature of 99.2–100.3 – monitor throughout the day		**Exclusion Criteria:** ☐ Cough ☐ Sore throat ☐ Shortness of breath ☐ Fever 100.4 or more ☐ If staff has had close contact with someone who is positive or presumptive positive COVID-19 or symptoms follow local health department guidance ☐ Other signs of illness requiring exclusion
Each group has easy access to handwashing sinks with soap and paper towels.		
Each staff member has 2 **face coverings**		☐ Cloth face coverings are laundered *daily* and dried on highest heat setting
Emergency contact information is on file for *every* child so families can be contacted quickly due to sick child or necessary closure		☐ Emergency contact and enrollment paperwork is current
Signs are posted regarding avoiding ill people, covering cough, minimizing non-essential activities in the community, and frequent handwashing.		☐ **Signs** are printed and posted at entrances and exits ☐ **Handwashing** signs are posted at sinks
Enough supplies are available for 2–4 weeks		☐ Sanitizer and **disinfectant** ☐ **Face Covers** ☐ Paper towels ☐ Toilet paper ☐ Facial Tissues ☐ Soap and laundry soap ☐ Gloves ☐ Thermometer and covers, if applicable ☐ **PPE** based on selected screening used ☐ Smocks/T-Shirts ☐ Other daily supplies as required

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Procedure	Y/N	Checklist
Washer and dryer are functional		☐ High heat works
There is a designated space for isolating sick children to stay until parents can pick them up. Children are kept 6 feet apart.		☐ Isolation/sick room is disinfected after use ☐ Staff supervising ill child uses personal protective equipment
Staffing ensures that ratios do not exceed 1-2 staff to 10 children in any one group		☐ Ratios must be maintained in younger groups ☐ Lower ratios allow for proper physical distancing in each space groups will be using ☐ Consistent staffing is maintained for breaks. Same staff break with same group/classroom
All onsite tours discontinued Non-essential visitors are not allowed in the facility		☐ No special events/guests are scheduled for the program
Connect with your **local health department** to notify them regarding staff, child, or family with COVID-19 symptoms		Our Local Health Department is: Phone #:
Connect with Early Childhood **Mental Health Consultant** for staff, child, and family support		Our Mental Health Consultant is: Phone #:

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GROUP/CLASSROOM PROCEDURES

This form can be used by early childhood professionals working directly with children to ensure health and safety needs are met during the COVID-19 pandemic.

Procedure	Y/N	Checklist
No more than 10 children are in each group Only 1-2 staff members caring for the group (youngest age ratios must be maintained)		☐ Groups are not combined ☐ Children are not moved into another group ☐ Same staff with the same group of children throughout the day
Emergency contact information is on file for *every* child so families can be contacted quickly due to sick child or necessary closure		☐ A copy of each child's *current* emergency contact paperwork is in the correct group
Staff wear **face coverings** while caring for the children and/or interacting with parents		☐ Each staff member has 2 face coverings. Cloth coverings are changed when soiled and laundered daily on high heat
Different groups of children are kept separate and do not share common areas at the same time		☐ Playground/Play area schedule is maintained to ensure only one group at a time
Hard to clean **toys/materials** are not used in the program		☐ Each item cleaned, disinfected, and rinsed each day ☐ Toys from home are not allowed
Children 3 and over wear **face coverings** when not napping, when possible (this is a recommendation, not a requirement)		☐ Face coverings are never worn during naps ☐ Children under 3 years of age should never wear a face covering ☐ Children 3 to 5 years are closely supervised ☐ Children 5+ are closely supervised
Family-style meals discontinued		☐ Adult serves all food and beverages

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Procedure	Y/N	Checklist
Sensory tables are not being used		☐ Provide individual sensory activities (i.e. disposable plates or bowls or small containers that are disinfected after each use)
Drinking fountains are cleaned and disinfected throughout the day		☐ If personal water bottles are used, they are labeled with the child's name, cleaned and sanitized every day ☐ Water bottles are not stored together
6-foot distance between children in the classroom and play area/playground is maintained as much as possible		☐ Staff and children wash hands after using a common play area/playground
6-foot distance between children is maintained during rest time		☐ 6 feet between nap mats/cots ☐ Children are arranged in a head-to-foot configuration ☐ Bedding is not shared, washed weekly and dried using high heat

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Healthy Child Care Colorado builds safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.

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