

## Health & Safety Resource Guide

### Sample Checklist for Centers to adapt as needed with the [Office of Public Health Guidelines for Child Care](#)

- Consider how you will approach proper cleaning and disinfecting protocols.**
  - Are needed supplies on hand to ensure that health measures can be implemented?  
**Local communities may have support to acquire necessary supplies.**
  - Do classrooms [need to be deeply cleaned](#) before reopening?
  - What new daily cleaning activities need to be implemented?
  - What are locations for isolating a sick child?
  - Consider removing soft items and shared sensory materials and replacing with individual child supplies.
  - Consider creating classroom “yuck buckets” for mouthed/high-contact toys to be disinfected.
- Consider a plan for arranging outside space and clear procedures for health screen protocols at child-drop off** according to [Office of Public Health Guidelines for Child Care](#) 4 & 5.
  - signs to provide direction on social distancing, deliveries, and visitors
  - health screen supplies & script to screen for [symptoms](#) and exposure
  - additional staff to bring children to and from classrooms
  - materials to facilitate family communication plan (below)
- Consider changes for food service delivery** using [Office of Public Health Guidelines for Child Care](#).
- Consider communications with new and returning families.**
  - Consider how you will address risks with parents. You may consider using [a disclosure statement](#) that addresses your individual needs, after consulting your lawyer.\*
  - How will parents and teachers communicate with each other each day?
  - What will be communicated to vulnerable families?
  - What is communicated in a [sample letter](#) or video to families to reassure them regarding Health & Safety standards, daily communication, and any staffing changes?
- Staff training and feedback.** Outline changes to staff:
  - Consider discussing new staff protocols and concerns. You may consider using [a disclosure statement](#), that addresses your individual needs after consulting your lawyer.<sup>1</sup>
  - How the staff will approach implementation of the [Office of Public Health Guidelines for Child Care](#). How will any needed adjustments be discussed along the way?
  - How will any staffing and family changes, including plans for new families, be discussed?
  - How will the staff approach working with children after disruption?
  - How will the administration monitor and communicate the health and safety of the staff and children with the [symptoms](#) of COVID-19 in mind?
  - How can the staff creatively approach teaching and/or reinforcing new routines related to health and safety (increased hand washing, social distancing, mask wearing by adults)?
  - How will center leaders support the mental health of staff (breaks, mental health days)?

<sup>1\*</sup>This is provided for informational purposes and a lawyer should be consulted in preparing your own version.



## Appendix 2: Change parent drop-off and pick up processes

### Sample letter to families

*Cut, paste, and customize to describe your specific approach.*

*Thanks to Young Scholars Academy for providing.*

### Drop off and Pick up Routine

Our building will remain locked at all times. Staff and children will ONLY be permitted. Please call \_\_\_ - \_\_\_ - \_\_\_ for any deliveries or with any concerns.

#### Morning drop-off routine:

1. *<Describe where families should park or line up.> For example:* We are now asking that you please use the LEFT lane for drop-off and pick-up to help maintain a distance of 6 feet from person to person.
2. *<Describe how health screen will take place.> For example:* Please remain by your vehicle and send one child at a time to the brown mat to get a temperature check.
3. *<Describe how children will be cleared to enter facility.> For example:* If the child's temperature shows they are healthy, you will be flagged to leave. (We cannot allow any adult or child with a temperature of 100.4 or higher will not be accepted into care.)
4. *<Describe how families can relay messages to teachers.> For example:* We ask that you write down any messages regarding children's needs, moods, sleep patterns in advance of drop off. However, if you forget, we will write them down and get the information to your child' teacher.
5. A staff member will check in your child(ren).
6. A staff member will wash or apply sanitizer to your child(ren) hand(s).
7. A staff member will then escort your child(ren) to their teacher.

#### Afternoon pick-up routine:

1. Parent/guardian picking up will need to call the center when arriving.
2. A staff member will meet you OUTSIDE with your child(ren).
3. Please remain patiently by your vehicle until a staff member brings your child(ren) outside.

\*\*\*Please remember we are working as diligently and as quickly as possible while still maintaining our precautions so that we can ensure the best care possible for your children in a timely manner. However, these routines will take a little longer. Please plan accordingly.

**Appendix 3: Screen children upon arrival.**

**Sample script for Health Screen at Drop Off**

**For Child:**

**Good morning! I'm just going to ask you a few health and safety questions about (child's name) before I take a temperature.**

- Visually inspect child for signs of illness (flushed cheeks, rapid breathing, difficulty breathing, fatigue, or extreme/unusual fussiness)
- "Has the child been on fever reducing medication in the last 24 hours?"
- "Does the child have:"
  - "shortness of breath?"
  - "sore throat?"
  - "a rash (other than diaper rash)"
  - "cough?"

(To child) "Now, I'm going to take your temperature."

Utilize hygienic practices to take temperature. Persons who have a fever of 100.4°F or above or other signs of illness must not be admitted to the facility per the [Office of Public Health Guidelines for Child Care](#).

"Do you have any messages for (child's) teacher? Have a great day!"

**For Staff:**

"Good morning! I'm just going to ask you a few health and safety questions before I take your temperature."

- "Do you feel unwell, with respiratory symptoms such as:"
  - "cough?"
  - "fever?"
  - "shortness of breath?"
  
- "Have you been in close contact with someone with a confirmed case of COVID-19 in the last 14 days?"

"Now, I'm going to take your temperature."

Utilize hygienic practices to take temperature. Persons who have a fever of 100.4°F or above or other signs of illness must not be admitted to the facility per the [Office of Public Health Guidelines for Child Care](#).

"Please let me know if you begin to experience any symptoms as soon as possible."

**Appendix 4: Intensify Cleaning & Disinfecting Efforts**  
**Sample Cleaning Schedule**

Week of: \_\_\_\_\_ Classroom: \_\_\_\_\_

| Hourly cleaning schedule  |                   |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Disinfect   | Monday            | Tuesday           | Wednesday         | Thursday          | Friday            |
| <b>Each hour:</b><br><input type="checkbox"/> doorknobs<br><input type="checkbox"/> lightswitches<br><input type="checkbox"/> sink handles<br><input type="checkbox"/> countertops and tables<br><input type="checkbox"/> potties<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____ | <i>Who leads?</i> | <i>Who leads?</i> | <i>Who leads?</i> | <i>Who leads?</i> | <i>Who leads?</i> |

| Cleaning schedule (initial when completed) |   |            |              |       |
|--|---|------------|--------------|-------|
| Disinfect...                               | how often? (daily, twice a day, weekly) | what time? | who handles? | notes |
| Frequently mouthed toys                    |   |            |              |       |
| Classroom learning materials               |   |            |              |       |
| bedding                                    |   |            |              |       |
| mats or cots                               |   |            |              |       |
| potties                                    |   |            |              |       |
|  |   |            |              |       |
|  |   |            |              |       |

This classroom is deep-cleaned and sanitized every \_\_\_\_\_ (once per week).

Children take home bedding every \_\_\_\_\_ (once per week).

**Consider sharing your health practices with families in a short video.**

**Appendix 5: Demonstrating best practices to families**

Families may be anxious about returning to group care. The planning and systems you are putting in place can reassure them about the health and safety practices you are implementing.

A video can demonstrate what these practices look like in action, particularly with families not entering the building. For example, you may use a short video to show:

- New drop-off procedures
  - *How are parents dropping children off? What does that look like?*
  - *Will you organize a carpool with curb-side drop-off or will families line up with social distancing?*
- A mock health screen at drop-off
  - *What questions will be asked of parents?*
  - *How do we communicate to young children what to expect during the health screen? What does that look like?*
- Hand hygiene for children and staff
  - *What protocols are being put in place for hand hygiene throughout the day for teachers and staff? What does that look like?*
- Sanitation procedures and frequency
  - *How are staff maintaining healthy practices throughout the routines of the day? What does that look like?*
- Mask use and social distancing protocols
  - *How are masks going to be used throughout the day? What does that look like?*
  - *How will the staff promote social distancing practices during the day?*

## Appendix 6: Encouraging best practices

Consider encouraging staff and families to utilize health and safety practices while at school, work, or home.

Consider these planning questions as you promote healthy practices for families and staff when they are not at the center:

- How can you communicate that the health practices of staff and families are critical to the operations of your center?
- What strategies can you use to regularly share health and hygiene tips that families and staff can employ before coming to the center?
- What gentle reminders can you provide to families before weekends and holidays to encourage thoughtful health practices?
- What fun games, songs, and activities can you teach children to encourage their families to use best health and safety practices?
- What materials and visuals can you send home to encourage good hand hygiene practices?
- How can you use brief touchpoints with families to reinforce health and safety practices?