

## Pandemic Checklist for Open and Re-opening Centers

		Y/N	Comments
1	We have a drop-off and pick-up procedure that prevents anyone other than staff and children from entering the facility.		
2	We have a staggered drop-off and pick-up schedule to prevent large number of parents from congregating outside the facility.		
3	We have a health check station at the entrance of the program for implementing and documenting daily health checks for children and staff.		
4	We are excluding staff and children who have COVID-19 related symptoms and are consulting with our local health department for additional guidance.		
5	We have a way to quickly contact families in the case of an ill child to be picked up or necessary closure.		
6	We have discontinued onsite tours and outside visitors are not allowed in the facility.		
7	All classrooms have easy access to hand wash sinks. Handwashing sinks are stocked with soap and paper towels.		
8	We have the capacity to utilize high temperature laundry (washer and dryer) for bedding and other items daily.		
9	There is a location to isolate sick children until their parents can arrive to pick them up.		
10	We have enough sanitizer, disinfectant, soap, paper towels, toilet paper, etc. for approximately 2-4 weeks and have access to more when needed.		
11	We can maintain groups of children at 10 or less, not including staff.		
12	We have the capacity to keep 6-foot distance (including nap mats) between children in the classroom as much as possible.		
13	Different groups of children are kept separate and do not share common areas.		
14	We only provide easily cleanable materials/toys in the classroom so that they all can be cleaned, disinfected and rinsed easily and daily.		
15	We have discontinued family style meals, use of drinking fountains and use of sensory play tables.		
16	We have established a connection with our local health department to notify them regarding staff, child, or family with COVID-19 related symptoms.		