

COVID-19 HEALTH & SAFETY TOOLKIT

Guidance and support for child care programs in the midst of COVID-19

Host: Jennifer Stucklen, Healthy Child Care Colorado

Presenter: Becky Edwards, Healthy Child Care Colorado

May 12th, 2020

Please note: Today's huddle is for support strategies and is not an approved training.

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Healthy Child Care Colorado

Our mission is to build safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.



OBESITY
PREVENTION



SOCIAL &
EMOTIONAL
WELL-BEING



ORAL
HEALTH



INJURY
PREVENTION

www.healthychildcareco.org

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Introduction

Healthy Child Care Colorado is hosting a series of huddles to elevate needs that arise and provide information that can support child care programs throughout the COVID-19 crisis.

What is a huddle?

A huddle is a short meeting that occurs frequently so teams are informed and aligned. Huddles also provide a venue for participants to share, celebrate, and motivate one another.

Huddle Etiquette



- Please keep yourself on mute
- Use the chat box to ask questions
- The huddle is being recorded and posted on our website

COVID-19 Health and Safety Checklist

- Guidance to assist programs with COVID-19 requirements
- Will be updated frequently as guidance changes
- Guidance is for:
 - Childcare Centers
 - Preschools
 - Family Home Programs
 - School-Age Childcare Programs
 - Child Care Health Consultants/Nurses

[COVID-19 Health & Safety Toolkit](#)

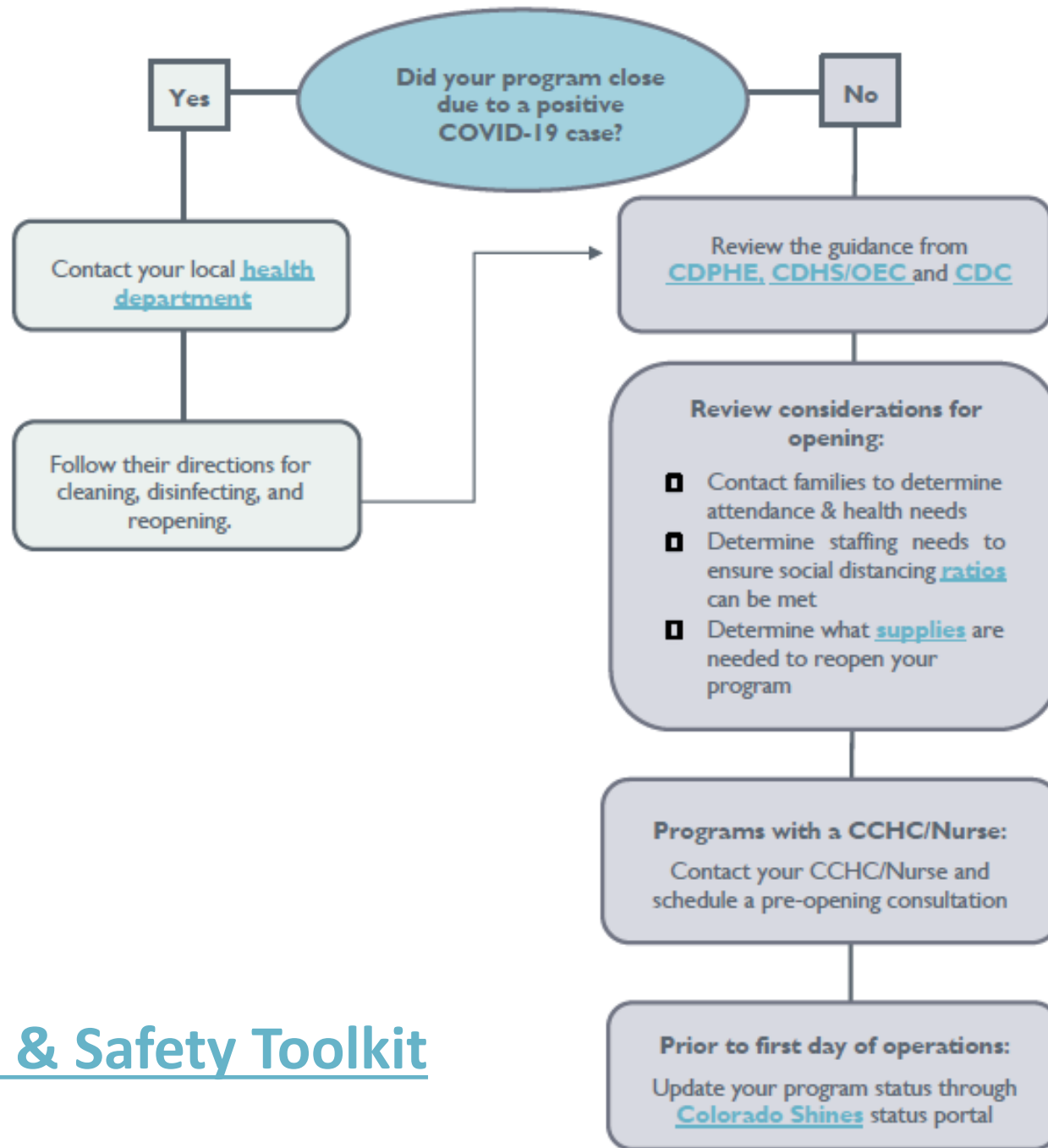
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Toolkit Sections

- 4 Sections in the Toolkit:
 - Program Opening Chart
 - Pre-Opening Procedures (done with your CCHC/Nurse)
 - General Operating Procedures
 - Group/Classroom Procedures

[COVID-19 Health & Safety Toolkit](#)

Program Opening Chart



COVID-19 Health & Safety Toolkit

Pre-Opening Procedures

Initials Date	Procedure	Tasks
	Health Planning and Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Date the program will open: _____ <input type="checkbox"/> Ensure program collaborates with local health department and licensing and determine re-opening procedure based on the decision tree on page 2 <ul style="list-style-type: none"> <input type="checkbox"/> Update status through Colorado Shines status portal <input type="checkbox"/> How many children and what age groups will be cared for? <input type="checkbox"/> Will children with special health care needs be attending? <ul style="list-style-type: none"> <input type="checkbox"/> How many? <input type="checkbox"/> Specific Health Needs? What supports need to be in place for these children before care <input type="checkbox"/> Determine next visit with your child care health consultant, if applicable. Refer to CCHC Teleconsultation Guidance <input type="checkbox"/> Review cleaning/disinfecting procedures with staff and ensure program has an approved disinfectant on site <input type="checkbox"/> Create staffing plan which considers excluding high risk staff and group sizes of no more than 10 children <input type="checkbox"/> Training Needs, to include: Special Health Care Needs, Medications, Infectious Disease and review of COVID-19 signs and symptoms <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> CDPHE Guidance for schools, workplaces, and communities <input type="checkbox"/> Colorado Office of Early Childhood COVID-19: Resources <input type="checkbox"/> CDC Guidance for Child Care Programs that Remain Open

Pre-Opening Procedures

Initials Date	Procedure	Tasks
	<p>Daily Schedule Review</p>	<p>Processes in place for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drop off / pick up (curbside is preferred) <input type="checkbox"/> Screening for illness (staff and students) <input type="checkbox"/> <u>Face coverings for children and staff</u> <input type="checkbox"/> Social distancing and group size (10 students/stable groups). <input type="checkbox"/> Meals, water, snack time and preparation, needs for food assistance: <u>CACFP</u> <input type="checkbox"/> Cleaning process, schedule and supplies, assess need for supplies assistance <ul style="list-style-type: none"> <input type="checkbox"/> Determine surfaces commonly touched <input type="checkbox"/> Handwashing <input type="checkbox"/> Isolation and exclusion, including area if symptoms and family plan for quick pick up <ul style="list-style-type: none"> <input type="checkbox"/> Staff and students who are ill stay home until well <input type="checkbox"/> Communication plan with <u>local health department</u> for positive COVID-19 cases <input type="checkbox"/> Age group needs: infant and toddler care, naptime cots 6 feet apart <input type="checkbox"/> Personal Items (bring as little as needed): Nap bedding, personal water bottles, no toys, keep 'cubby' items separate, 2 clean masks daily
	<p>Special Health Needs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Individualized Health Plans: Up to date, reviewed and approved by CCHC prior to child attending. <input type="checkbox"/> Medications: non-expired and on-site. Staff trained, delegated and proper storage prior to child attending. <input type="checkbox"/> Training & delegations for daily care tasks completed, if applicable

General Operating Procedures

Procedure	Y/N	Checklist
<p>Only staff and children can enter the classrooms</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Same teacher is working with a stable group of children for the day <input type="checkbox"/> Assign a consistent staff member to give classroom/group staff breaks each day <input type="checkbox"/> Group ratios are maintained at 1 – 2 staff to every 10 children <input type="checkbox"/> Groups are not combined
<p>Parents drop-off and pick-up children <u>curbside</u> using a staggered schedule (preferred)</p> <p>or</p> <p>Use separate entrances, social distancing signage and taping off six-foot increments as well as staggering drop off and pick up times.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Children are dropped off <u>curbside</u>, not inside the building (if possible) <input type="checkbox"/> 6 foot spacing marked on floor and/or sidewalk in case of line. No more than 10 people in common area. <input type="checkbox"/> Parents asked to wear face masks at drop-off and pick-up <input type="checkbox"/> Alternate sign in/sign out procedure is implemented so parents do not have to share pens/clipboards or keypads
<p><u>Health check station</u> is set up and used every morning for staff and children</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Thermometer with disposable covers or non-contact thermometer <input type="checkbox"/> <u>Face covers</u> for staff doing health checks <input type="checkbox"/> Smocks for staff doing health checks (if not using non-contact thermometer) <input type="checkbox"/> Disposable gloves
<p>ALL children receive a health screening upon entering the program or at home prior to drop-off</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Check logged on <u>Employee Health Screening Form</u> <input type="checkbox"/> If child is ill, log on the <u>Illness Log</u> <input type="checkbox"/> If temperature of 99.2–100.3 – monitor throughout the day 		<p>Exclusion Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Sore throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Fever 100.4 or more <input type="checkbox"/> If child has had close contact with someone with COVID-19 or symptoms follow local health department guidance <input type="checkbox"/> <u>Other signs</u> of illness requiring exclusion

General Operating Procedures

Procedure	Y/N	Checklist
<p>ALL staff receive a health screening upon entering the program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Check logged on Employee Health Screening Form <input type="checkbox"/> If staff is ill, log on the Illness Log <input type="checkbox"/> If temperature of 99.2–100.3 – monitor throughout the day 		<p>Exclusion Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Sore throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Fever 100.4 or more <input type="checkbox"/> If staff has had close contact with someone who is positive or presumptive positive COVID-19 or symptoms follow local health department guidance <input type="checkbox"/> 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		<input type="checkbox"/> Cloth face coverings are laundered <i>daily</i> 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		<input type="checkbox"/> 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.		<ul style="list-style-type: none"> <input type="checkbox"/> Signs are printed and posted at entrances and exits <input type="checkbox"/> Handwashing signs are posted at sinks
Enough supplies are available for 2–4 weeks		<ul style="list-style-type: none"> <input type="checkbox"/> Sanitizer and disinfectant <input type="checkbox"/> Face Covers <input type="checkbox"/> Paper towels <input type="checkbox"/> Toilet paper <input type="checkbox"/> Facial Tissues <input type="checkbox"/> Soap and laundry soap <input type="checkbox"/> Gloves <input type="checkbox"/> Thermometer and covers, if applicable <input type="checkbox"/> PPE based on selected screening used <input type="checkbox"/> Smocks/T-Shirts <input type="checkbox"/> Other daily supplies as required

General Operating Procedures

Procedure	Y/N	Checklist
Washer and dryer are functional		<input type="checkbox"/> 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.		<input type="checkbox"/> Isolation/sick room is disinfected after use <input type="checkbox"/> 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		<input type="checkbox"/> Ratios must be maintained in younger groups <input type="checkbox"/> Lower ratios allow for proper physical distancing in each space groups will be using <input type="checkbox"/> 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		<input type="checkbox"/> 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 #:

Group / Classroom Procedures

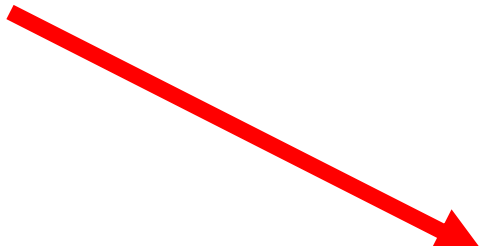
Procedure	Y/N	Checklist
No more than 10 children are in each group Only 1-2 staff members caring for the group (youngest age ratios must be maintained)		<input type="checkbox"/> Groups are not combined <input type="checkbox"/> Children are not moved into another group <input type="checkbox"/> Same staff 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		<input type="checkbox"/> A copy of each child's <i>current</i> emergency contact paperwork is in the correct group
Staff wear <u>face coverings</u> while caring for the children and/or interacting with parents		<input type="checkbox"/> 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		<input type="checkbox"/> Playground/Play area schedule is maintained to ensure only one group at a time
Hard to clean <u>toys/materials</u> are not used in the program		<input type="checkbox"/> Each item cleaned, disinfected, and rinsed each day <input type="checkbox"/> Toys from home are not allowed
Children 3 and over wear <u>face coverings</u> when not napping, when possible (this is a recommendation, not a requirement)		<input type="checkbox"/> Face coverings are never worn during naps <input type="checkbox"/> Children under 3 years of age should never wear a face covering <input type="checkbox"/> Children 3 to 5 years are closely supervised <input type="checkbox"/> Children 5+ are closely supervised
Family-style meals discontinued		<input type="checkbox"/> Adult serves all food and beverages

Group / Classroom Procedures

Procedure	Y/N	Checklist
Sensory tables are not being used		<input type="checkbox"/> 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		<input type="checkbox"/> If personal water bottles are used, they are labeled with the child's name, cleaned and sanitized every day <input type="checkbox"/> Water bottles are not stored together
6-foot distance between children in the classroom and play area/playground is maintained as much as possible		<input type="checkbox"/> Staff and children wash hands after using a common play area/playground
6-foot distance between children is maintained during rest time		<input type="checkbox"/> 6 feet between nap mats/cots <input type="checkbox"/> Children are arranged in a head-to-foot configuration <input type="checkbox"/> Bedding is not shared, washed weekly and dried using high heat

Next Steps

- Download and print a copy of the checklist ([COVID-19 Health & Safety Toolkit](#))
- Review all content thoroughly
- Make copies of the Group/Classroom list for each staff person
- Check weekly for updates – version and revision date on the footer



Note: This document
and is intended for use

Version I, 5/7/2020

Questions?



Resources

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COVID-19: Temporary Employment Opportunities



COLORADO

Office of Early Childhood

Department of Human Services

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Healthy Child Care Colorado's job board is being used as a platform to connect licensed programs with temporarily available early childhood professionals.

- **Child care providers who need temporary staff to stay open during this crisis** may [create a free Healthy Child Care Colorado account and post their job listings on the job board](#), under the category “Temporary – COVID-19.”
- **Early childhood professionals who are temporarily available due to COVID-related closures and who wish to work at another licensed program** should complete the [Interested in Temporarily Working at a Child Care Program](#) form. The Office of Early Childhood will verify qualifications and send a verification letter.

To learn more please visit the [Colorado Office of Early Childhood](#)

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Please Update your Status

CDHS Child Care - "Update your status"

The screenshot shows the Colorado Shines website interface. At the top, there is a search bar with the text "FIND A PROGRAM" and a magnifying glass icon. To the right of the search bar is the Colorado Shines logo, which includes the text "COLORADO SHINES" and "START EARLY START STRONG QUALITY EARLY LEARNING". Further right, there are language options "ENGLISH | SPANISH" and login links "LOGIN TO QRIS | LOGIN TO PDIS | LOGIN TO ATS".

Below the header is a navigation bar with four items: "HOME", "FOR FAMILIES", "FOR PROGRAMS", and "FOR PROFESSIONALS".

The main content area features a large background image of a young girl in a floral dress. Overlaid on this image is a white box containing the following text:

The Department uses this information in times of emergency to address critical need and to determine the state of providers. All providers should register their status for these purposes. This survey will be used to inform the supply of emergency child care, but does not mean providers are required to participate in offering emergency child care.

REGISTER YOUR STATUS

License Number

Please enter your license number to get started. After you enter your license, the associated e-mail address will appear for you to validate. An email will then be generated with a confirmation number to allow you to complete the rest of the form. This is for security purposes.

If, after you enter your license number, there is no email in the drop down or if they are incorrect, please contact Licensing at cdhs_oeclchildcarelicensing@state.co.us. You may also contact your Licensing Specialist or call the main number, 303-866-5948, to have your email corrected in the system. Once the email has been corrected, you can complete the form. Thank you.

At the bottom of the page, there is a footer with contact information: "FIND A PROGRAM: 877-338-2273 -- COLORADO SHINES HELP DESK: 844-447-4441", "1575 SHERMAN STREET, DENVER, CO 80203", and "COLORADO OFFICE OF EARLY CHILDHOOD". On the right side of the footer, there is a link to "SIGN UP FOR OUR NEWSLETTER" with social media icons for Twitter and Facebook.

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Huddles

Our huddles are open to child care health consultants, early childhood programs, and other interested stakeholders

<https://healthychildcareco.org/policy-advocacy/ece-resources/>

May 14, 2020: Math Activities for Preschoolers & Toddlers/Infants
1:00 pm to 1:30 pm

May 18, 2020: Challenging Behaviors
1:00 pm to 1:30 pm

May 27, 2020: Partnering with Families
1:00 pm to 1:30 pm

Upcoming Webinar Trainings

- 6/3 Let's Get Healthy! Guiding Young Children to Eat Healthy and Play Hard
- 6/10 Caring Connections: Fostering Strong Relationships with Infants and Toddlers

<https://healthychildcareco.org/training/early-childhood-education-trainings/>

Trainings
\$10

Program Support

Program Resources

- [Food Assistance](#) (CACFP)
- [Essential Baby Supplies](#) (CDHS)
- [Face Covering Guidance](#) (CDPHE)

Social-Emotional Resources

- [ECE Resource Roundup](#) (Healthy Child Care Colorado)

COVID-19 Guidance for Programs

[COVID-19 Health & Safety Toolkit](#)

Thank you for joining us!

www.healthychildcareco.org

info@healthychildcareco.org

(303)-339-6800

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