

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

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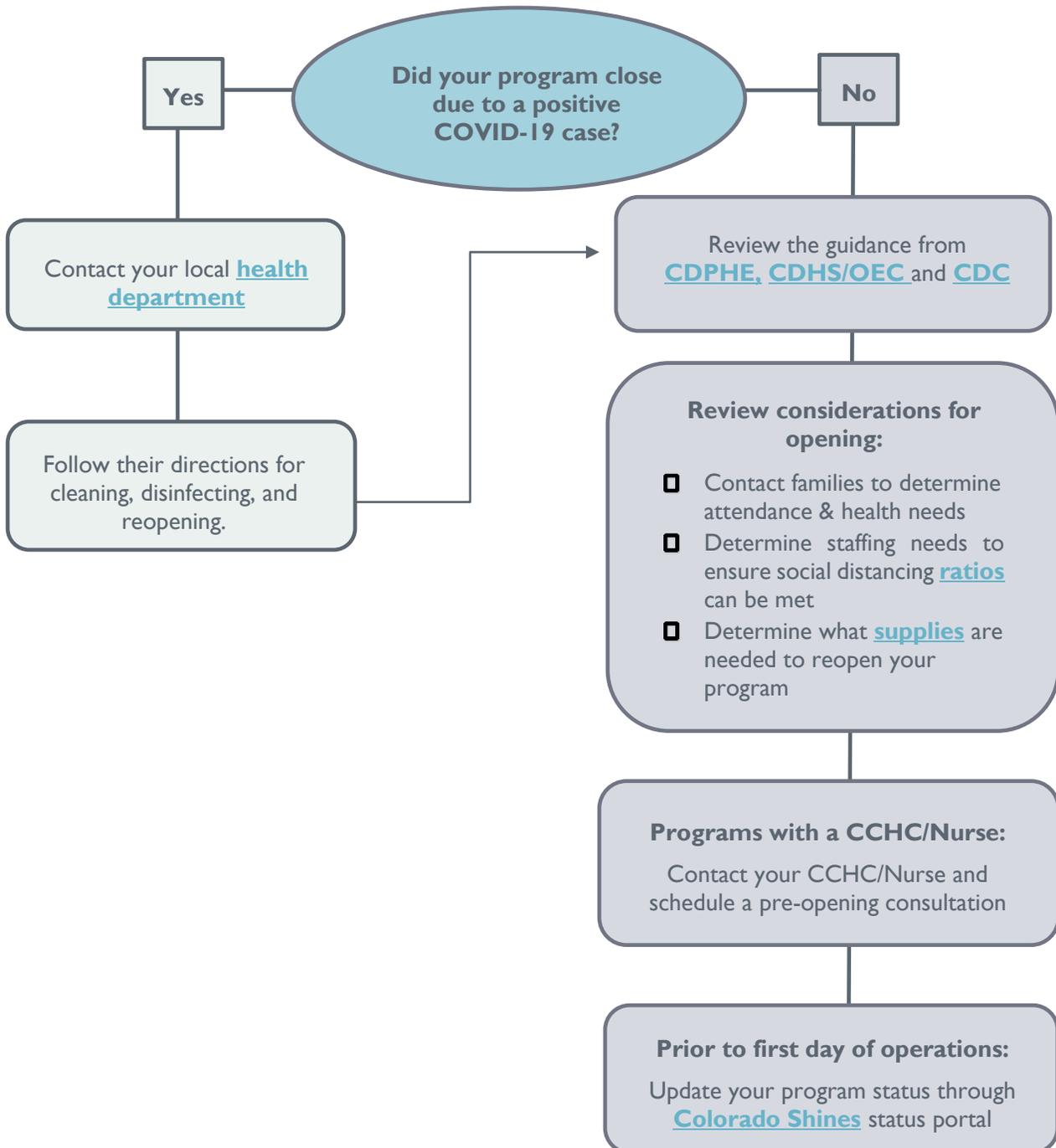
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THIS DOCUMENT WAS CREATED IN COLLABORATION WITH COMMUNITY STAKEHOLDERS ON 5/7/2020

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

## PROGRAM OPENING CHART

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



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.

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

### NOTES

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## PRE-OPENING PROCEDURES CONTINUED

Initials Date	Procedure	Tasks
	<b>Daily Schedule Review</b>	<p><b>Processes in place for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drop off / pick up (curbside is preferred)</li> <li><input type="checkbox"/> Screening for illness (staff and students)</li> <li><input type="checkbox"/> <a href="#">Face coverings for children and staff</a></li> <li><input type="checkbox"/> Social distancing and group size (10 students/stable groups).</li> <li><input type="checkbox"/> Meals, water, snack time and preparation, needs for food assistance: <a href="#">CACFP</a></li> <li><input type="checkbox"/> Cleaning process, schedule and supplies, assess need for supplies assistance               <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine surfaces commonly touched</li> </ul> </li> <li><input type="checkbox"/> Handwashing</li> <li><input type="checkbox"/> Isolation and exclusion, including area if symptoms and family plan for quick pick up               <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and students who are ill stay home until well</li> <li><input type="checkbox"/> Communication plan with <a href="#">local health department</a> for positive COVID-19 cases</li> </ul> </li> <li><input type="checkbox"/> Age group needs: infant and toddler care, naptime cots 6 feet apart</li> <li><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</li> </ul>
	<b>Special Health Needs</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Individualized Health Plans:</b> Up to date, reviewed and approved by CCHC prior to child attending.</li> <li><input type="checkbox"/> <b>Medications:</b> non-expired and on-site. Staff trained, delegated and proper storage prior to child attending.</li> <li><input type="checkbox"/> <b>Training &amp; delegations</b> for daily care tasks completed, if applicable</li> </ul>

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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		<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
Parents drop-off and pick-up children <a href="#">curbside</a> using a staggered schedule (preferred)  <b>or</b> Use separate entrances, social distancing signage and taping off six-foot increments as well as staggering drop off and pick up times.		<input type="checkbox"/> Children are dropped off <a href="#">curbside</a> , 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
<a href="#">Health check station</a> is set up and used every morning for staff and children		<input type="checkbox"/> Thermometer with disposable covers or non-contact thermometer <input type="checkbox"/> <a href="#">Face covers</a> 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
ALL children receive a health screening upon entering the program <b>or</b> at home prior to drop-off  <input type="checkbox"/> Health Check logged on <a href="#">Employee Health Screening Form</a> <input type="checkbox"/> If child is ill, log on the <a href="#">Illness Log</a> <input type="checkbox"/> If temperature of 99.2–100.3 – monitor throughout the day		<b>Exclusion Criteria:</b> <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"/> <a href="#">Other signs</a> of illness requiring exclusion

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## GENERAL OPERATING PROCEDURES CONTINUED

Procedure	Y/N	Checklist
<p>ALL staff receive a health screening upon entering the program</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Check logged on <a href="#">Employee Health Screening Form</a></li> <li><input type="checkbox"/> If staff is ill, log on the <a href="#">Illness Log</a></li> <li><input type="checkbox"/> If temperature of 99.2–100.3 – monitor throughout the day</li> </ul>		<p><b>Exclusion Criteria:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cough</li> <li><input type="checkbox"/> Sore throat</li> <li><input type="checkbox"/> Shortness of breath</li> <li><input type="checkbox"/> Fever 100.4 or more</li> <li><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</li> <li><input type="checkbox"/> Other signs of illness requiring exclusion</li> </ul>
Each group has easy access to handwashing sinks with soap and paper towels.		
Each staff member has 2 <a href="#">face coverings</a>		<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"> <li><input type="checkbox"/> <a href="#">Signs</a> are printed and posted at entrances and exits</li> <li><input type="checkbox"/> <a href="#">Handwashing</a> signs are posted at sinks</li> </ul>
Enough supplies are available for 2–4 weeks		<ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitizer and <a href="#">disinfectant</a></li> <li><input type="checkbox"/> <a href="#">Face Covers</a></li> <li><input type="checkbox"/> Paper towels</li> <li><input type="checkbox"/> Toilet paper</li> <li><input type="checkbox"/> Facial Tissues</li> <li><input type="checkbox"/> Soap and laundry soap</li> <li><input type="checkbox"/> Gloves</li> <li><input type="checkbox"/> Thermometer and covers, if applicable</li> <li><input type="checkbox"/> <a href="#">PPE</a> based on selected screening used</li> <li><input type="checkbox"/> Smocks/T-Shirts</li> <li><input type="checkbox"/> Other daily supplies as required</li> </ul>

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## GENERAL OPERATING PROCEDURES CONTINUED

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 <a href="#">local health department</a> to notify them regarding staff, child, or family with COVID-19 symptoms		Our Local Health Department is:  Phone #:
Connect with Early Childhood <a href="#">Mental Health Consultant</a> 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)		<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 <b>face coverings</b> 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 physical distancing maintained. Groups are not allowed to intermingle in large common areas (i.e. gyms or playgrounds)		<input type="checkbox"/> Playground/Play area schedule is maintained to ensure physical distancing <input type="checkbox"/> If more than one group is in a large common area (i.e. playground or gym) each group must be kept separate <i>and</i> the space must be large enough to ensure physical distancing can be maintained
Hard to clean <b>toys/materials</b> 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 <b>face coverings</b> 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

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## GROUP/CLASSROOM PROCEDURES CONTINUED

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

### NOTES

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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.

[www.healthychildcareco.org](http://www.healthychildcareco.org)

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