

COVID-19 Child Care Facility Operating Checklist

The following checklist integrates Centers for Disease Control and Prevention (CDC) guidelines with Nevada Administrative Code (NAC) 432A requirements for licensed child care providers.

Facility Name _____

Date Completed _____

Sanitation (NAC 432A.414: Sanitation)	✓
All tables and chairs (after each use)	
Nap mats/cots/cribs (after each use)	
All toys (after use or more as needed)	
All shelving, cubbies, and other storage surfaces (throughout the day as needed)	
Ensure toys are rotated and constantly cleaned/disinfected. Mouthed/high-contact toys must be removed and set aside until cleaned.	
Frequently touched surfaces (i.e. doorknobs, light switches, countertops, sink and toilet handles, etc.) as often as possible.	
All electronics (e.g., touch computer screens used for staff, parents, or children, keyboards, credit card machines, iPad) <i>after each use</i> .	
Recommending the removal all soft/cloth toys (including dress-up clothes)	
If possible, remove small rugs (e.g., circle time rugs, small rugs, etc.); if not possible, must launder daily.	
All outdoor equipment to be disinfected and/or sanitized daily.	
Hygiene Practice (NAC 432A.412: Handwashing)	✓
Frequent handwashing for all staff and children with soap and warm water for at least 20 seconds, including before and after the following: each activity, meals, outdoor activities, bathroom use, diapering, and contact with bodily fluids, garbage, or animals.	
Handwashing procedures posted near every sink	
Assure hand soap and paper towels are stocked daily at opening, nap time and closing	
Meals and Snacks (NAC 432A.385: Snacks and Meals)	✓
Discontinue family-style meal service (if meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils).	
Avoid the use of water fountains.	
Staff members should wear gloves when assisting the children with any food service.	

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Social Distancing (NAC 432A.250)	✓
Temporarily cease all group sensory activities.	
Maintain group sizes (if possible, classrooms should include the same group each day, and the same staff should remain with the same group each day).	
Limit the mixing of children (e.g., stagger playground times or use of multi-purpose rooms).	
Place nap mats 6 feet apart if possible, or at minimum place children head to foot.	
Drop-off and pick-up should be completed at designated area (NAC 432A.374: Isolation of ill children and NAC 432A.378: Reporting of Communicable Disease)	✓
Drop-off and pick-up should be completed at designated area.	
Recommend staff wear masks when meeting families at the door and walking the children to their classrooms.	
Complete a visual "well check" and inquire if staff and children have the following symptoms: cough, shortness of breath, or any other COVID-19 symptoms. Limit attendance if there are concerns.	
Temperature check for all staff and children upon arrival to facility)temperature should be no higher than 100.4).	
Staff and children should wash their hands upon entry into the classroom.	
Limit personal belongings (e.g., backpacks, purses) brought into facility.	
When possible infant car seats should be stored in a separate area away from children.	
Communication	✓
If child presents COVID-19 symptoms, call parent for pick-up, isolate the child as best as possible until the parent arrives. Child cannot return without a doctor's release.	
If staff member presents COVID-19 symptoms, they should be sent home immediately and cannot return without a doctor's release.	
If a staff member or child tests positive or if they come into contact with anyone who has tested positive, facility needs to notify Child Care Licensing as well as other appropriate health entities immediately upon notification.	
Maintain illness log of all staff and children who exhibit symptoms of any illness, noting the date of absence, date of return, and reason for absence.	
Conduct frequent classroom checks, staff meetings, and information sessions to ensure all policies and procedures are followed properly.	
Maintain transparency with staff and parents so they stay informed of evolving situations.	