

COVID-19 CHILD CARE FACILITY OPERATING CHECKLIST

Checklist Intergration of CDC Guidelines and Nevada Administrative Code (NAC) 432A

FACILITY NAME:

DATE COMPLETED:

✓

✓

Sanitation (NAC 432A.414: Sanitation)		Hygiene Practice (NAC 432A.412: Handwashing)	
All tables and chairs (after each use)		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	
Nap mats/cots/cribs (after each use)		Handwashing procedures posted by every sink	
All toys (after use or more as needed)		Assure hand soap and paper towels are stocked daily at opening, nap time and closing	
All shelving, cubbies, and other storage surfaces (throughout the day as needed)		Meals and Snacks (NAC 432A.385: Snacks and Meal)	
Ensure toys are rotated and constantly cleaned/disinfected. Mouthed/high contact toys must be removed and set aside until cleaned		Label <i>all</i> children's drinking cups	
Frequently touched surfaces (i.e.- doorknobs, light switches, countertops, sink and toilet handles, etc.) as often as possible		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.)	

All electronics (e.g. touch computer screens used for staff, parents, or children; keyboards; credit card machines; tablets) after each use		Water fountains should be sanitized regularly, at minimum once per day. If water fountains have been out of use, ensure they are safely re-opened by following these guidelines: https://www.cdc.gov/nceh/ehs/water/legionella/building-water-system.html	
Recommending the removal all soft/cloth toys (including dress-up clothes)		Staff members must wear gloves when assisting the children with any food service	
If possible remove small rugs (i.e.- circle time rugs, small rugs, etc), if not, must launder daily		Social Distancing (NAC 432A.250)	
All outdoor equipment to be disinfected and/or sanitized each day		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)	
Temporarily cease all group sensory activities		Limit the mixing of children; for example stagger playground times or use of multi purpose rooms	
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)		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		Communication	
Staff and children 2 and older are required to wear masks when inside the facility, including when meeting families at the door and walking the children to their classrooms		If a child displays COVID-19 symptoms call parent for pick-up, isolate the child as best as possible until the parent arrives. Follow isolation instructions found in the DHHS COVID-19 Guidelines for Child Care Facilities	
Complete a visual "well check" and inquire if staff and children have any COVID-19 symptoms as listed in the DHHS COVID-19 Guidelines for Child Care Facilities. Limit attendance if there are concerns as outlined in the DHHS COVID-19 Guidelines for Child Care Facilities		If staff member displays COVID-19 symptoms they should be sent home immediately. Follow isolation instructions found in the DHHS COVID-19 Guidelines for Child Care Facilities	

<p>Temperature check for all staff and children upon arrival to facility- temperature should be less than 100.4. Persons who have a fever of 100.4 F or above or other signs of illness should not be admitted to your facility</p>		<p>If a staff member or child tests positive for COVID-19 or if they come in contact with anyone who has tested positive, facility needs to notify Child Care Licensing, other appropriate health entities, and follow isolation and quarantine instructions as appropriate in the DHHS COVID-19 Guidelines for Child Care Facilities</p>	
<p>Staff and children should wash their hands upon entry to the classroom</p>		<p>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. Follow symptom check guidance included in DHHS COVID-19 Guidelines for Child Care Facilities</p>	
<p>Limit personal belongings (e.g., backpacks, purses) brought into facility</p>		<p>Conduct frequent classroom checks, staff meetings, and information sessions to ensure all policies and procedures are followed properly</p>	
<p>When possible infant car seats should be stored in a separate area away from children</p>		<p>Maintain transparency and open communication with staff and parents so they are informed of evolving situations</p>	