Child Care Facility Name: _____

KDHE License #: _____

Child Care Health & Safety: Procedures & Practices
SELF-ASSESSMENT

Child Care Aware of Kansas (CCAKS) and the Kansas Department of Health and Environment (KDHE) have developed this Self-Assessment tool for use by licensed child care programs in response to the COVID-19 pandemic. Sections I and II will help guide child care programs through an analysis of procedures (Section I) and practices (Section II) that should be reviewed, modified, and/or created in response to the pandemic. Resources used in development of this Self-Assessment included national and state guidance related to the COVID-19 public health emergency, provided by the Centers for Disease Control and Prevention (CDC) and KDHE.

CCAKS Child Care Health Consultants are available to help child care programs analyze the results of the Self-Assessment and identify ways to reduce the spread of illnesses within the program. Child Care Programs that complete a Self-Assessment and receive a consultation from a Child Care Health Consultant (CCHC) are eligible to apply for a health and safety grant. Programs are asked to complete, to the extent possible, a Self-Assessment before scheduling a consultation with a CCHC. To schedule, call or send an email to CCAKS.
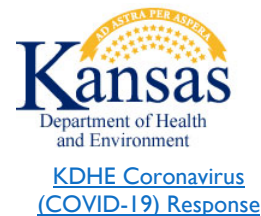
▶ Call: 855-750-3343 or Email: cchc@ks.childcareaware.org

Child care programs must remain in close communication with their local public health department as COVID-19 information and guidance can change rapidly. Local health officials can provide community level guidance and recommendations that support efforts to reduce the spread of illness in their community.

Note: If you have received a past visit from a Child Care Resource & Referral Specialist and/or Infant-Toddler Specialist, please consider those recommendations as you assess the needs of your facility. In addition, if you have completed an Environmental Rating Scale, consider those results as well.

Acknowledgment: Special thanks to Healthy Child Care Colorado for their support.

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Kansas' most trusted child care resource.
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Kansas
Department of Health and Environment
KDHE Coronavirus (COVID-19) Response

Child Care Facility Name: _____

KDHE License #: _____

Person Completing the Assessment: _____ **Title:** _____ **Date Completed:** _____

Connect with a CCAKS Child Care Health Consultant for support.

➤ Call: 855-750-3343 or Email: cchc@ks.childcareaware.org

SECTION I: Health Planning Procedures

Health Planning Procedures	*Use this section to analyze procedures that are in place OR need to be adapted for your child care program compared to COVID-19 public health guidance. Check the box if you have a procedure in place that follows current public health guidance (linked below).* **Tasks**	*Use this section to make notes of necessary changes and items needed. Review with a CCHC and then submit a grant application, based on identified needs.* **Grant Needs**

Communication Plans Review	For the Self-Assessment, I will:
	☐ Update program profile and vacancies with Child Care Aware of Kansas
	☐ Document plans to collaborate with the local health department and my licensing surveyor to stay up to date on the latest guidance. *(https://www.kdheks.gov/olrh/download/health_directory.pdf)*
	☐ Ensure communication protocol with the local health department is in place in advance of a positive COVID-19 case or exposure.
	☐ Develop/update a communication plan for parents and staff including:
	   o Define the process for notifying staff and families if your program needs to close due to a positive case or exposure.
	   o Define the process to follow if a child or staff becomes ill.
	   o Define revised drop off/pick up procedures.
	   o Define the process for health screenings.
	   o Develop a continual messaging plan that ill staff and children should stay home until well.
	☐ Update program emergency preparedness plan and inform others.
	   o Emergency contact information is on file for *every* child so families can be contacted quickly if a child were to become ill or the program needs to close.
		– Grant Consideration Tip: Do you have a messaging system to contact parents/staff?
		
		– Grant Consideration Tip: Is emergency preparedness information easily accessible?

| Program Operations Review | For the Self-Assessment, I will:

☐ Identify signage to be placed in highly visible locations for visitors, staff, children, and parents to view. *(https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)*

☐ Establish a health screening process for signs and symptoms of illness (staff/provider and children). *(https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)*

☐ Determine personal protective equipment (PPE) needs for staff and children. *(https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.htm)*

☐ Review cleaning/sanitation/disinfecting *(https://nrckids.org/CFOC/Database/3.3.0.1 protocols)*.

☐ Determine commonly/frequently touched surfaces and define sanitation schedule and supplies. *(https://nrckids.org/Files/Appendix/AppendixK.pdf)*

☐ Assess supplies and storage needs.

☐ Review and update sick child separation plans, including area to be used.

☐ Ensure appropriate supervision of children that are isolated.

☐ Update plans for quick pick up by families.

☐ Create a staffing plan which excludes high-risk staff and large groups.

☐ Determine if building modification/renovations are needed.

☐ Identify training needs, to include additional training related to the pandemic and licensure:
  o Policies and practices, including emergency procedures
  o Prevention/control of infectious diseases
  o Behavior management and discipline
  o Schedule of daily activities
  o Care and supervision of children in care
  o Health and safety practices
  o Confidentiality

☐ Determine unique needs based on age groups: such as infants, toddlers, school age, etc.

☐ Review personnel policies (paid leave, absences/tardiness protocol, etc.) and make needed changes to support family-friendly policies.

☐ Determine needs to continue support for breastfeeding mothers by updating policies/ practices. | − *Grant Consideration Tip: Is signage culturally sensitive?*

− *Grant Consideration Tip: Do you have enough PPE supplies?*

− *Grant Consideration Tip: Are cleaning supplies EPA-approved (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)?*

− *Grant Consideration Tip: Have you checked out the KCCTO training schedule (https://kccto.org/shop/), CCR&R Trainings (https://stage.worklifesystems.com/ProfessionalDevelopmentClassSearch), or your local health department events?*

− *Grant Consideration Tip: Have you considered your technology needs to support school age children during their academic learning needs (school schedule)?* |

	☐ Review family interview procedures to follow any new visitor practices in your program.	

Daily Routines & Interactions Review	For the Self-Assessment, I will:
	☐ Make needed modifications to drop off/pick up processes to follow healthy and safety guidance.
	☐ Review daily routines to follow COVID-19 healthy and safety guidance:
	  o Handwashing routines – provide training and signage as needed.
	  o Oral health routines (toothbrushing)
	  o Meals time(s)
	  o Drinking water access throughout the day
	  o Snack time and preparation
	  o Needs for food assistance: Consider CACFP. *(https://www.kn-eat.org/CACFP/CACFP_Menus/CACFP_Home.htm)*
	☐ Make needed changes to the learning environment.
	  o Increase ventilation – open windows, change filters more frequently.
	  o Rearrange room layout to encourage physical distancing and individual play.
	☐ Establish policies regarding children bringing personal items including:
	  o Nap bedding, Personal water bottles, toys, etc.
		– Grant Consideration Tip: Are 'cubby' spaces needed or can the room layout be rearranged to accommodate new plans or is new equipment needed?

Special Health Care Needs Review	For the Self-Assessment, I will: ☐ Determine requirements for children and staff with special health care needs. ☐ Review Individualized Health Plans: Ensure this information is up to date. ☐ Consider Medications: non-expired and on-site. Staff are trained on medication administration and proper storage is in place. ☐ Provide training for daily care tasks that are needed, if applicable.	

SECTION II: Health Planning Practices

Health Planning Practices	*Use this section to analyze practices that are either in place or need to be adapted for your child care program compared to public health guidance. Check the box if you have a practice in place that follows current guidance.* **Tasks**	*Use this section to make notes of necessary changes and items needed.* *Review with a CCHC and then submit a grant application, based on identified needs.* **Grant Needs**

Signage is posted throughout the program. *(https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)*	☐ Signage is displayed that messages about:
	   o Physical distancing
	   o Avoiding ill people
	   o Covering coughs
	   o Minimizing non-essential activities in the community
	   o Frequent handwashing
	☐ Six-foot spacing is marked (as needed) – inside and/or outside the child care program.
	☐ Signs are posted throughout the program such as at entrances/exits, handwashing areas, in break areas, etc.	

Personal Protective Equipment (PPE) is available for staff/provider(s) and children. *(https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html)*	☐ Thermometer with disposable covers or non-contact thermometer is available. ☐ Smocks are available for anyone completing health screenings (if not using non-contact thermometer). ☐ Disposable gloves are available. ☐ Face coverings (recommended masks or face shields with masks) are available for anyone completing health screenings.	– *Grant Consideration Tip: Do you have enough masks/cloth facial coverings available if parents, children, or staff arrive without masks? Do masks meet recommendations?*
ALL children & staff receive a health **screening** upon entering the facility and periodic health checks are conducted throughout the	**Health Screening *Exclusion* Criteria:** ☐ Fever greater than 100.4 degrees (F) ☐ Cough ☐ Shortness of breath/difficulty breathing ☐ Sudden loss of smell or taste.	

day. *(https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)*	☐ Other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion). ☐ Seek travel related information, follow KDHE travel information *(https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran)* ☐ Seek information about potential COVID-19 exposure.	
Visitor access is limited; health screenings are conducted as needed.	☐ Visitors, including parents and guests, have limited access to the program or are screened for symptoms of illness, travel, and exposure if entering. ☐ Necessary visitors, including the licensing surveyor, public health officials, or necessary maintenance/repair workers are screened if entering. ☐ A log of visitors is kept, including date/time and contact information (phone or email). ☐ No special events are scheduled. ☐ All on-site tours are discontinued. ☐ New family interviews follow health and safety recommendations including physical distancing protocol.	– *Grant Consideration Tip: If considering offering virtual tours will you have technology equipment* – *Grant Consideration Tip: If conducting interviews after normal business hours, will you incur additional expenses?*
Separate entrances are used and/or staggered drop off and pick up times are scheduled.	☐ Children are dropped off by one parent. Parents wear face coverings at drop-off and pick-up. ☐ Alternate sign in/sign out procedure is implemented so parents do not have to share pens/clipboards or keypads. ☐ Upon entry parents, children & staff wash their hands. ☐ Upon entry a health screening area allows for social distancing. ☐ Use written notes, phone calls, apps, or emails to communicate about child's day (instead of face-to-face discussion).	– *Grant Consideration Tip: Can drop off and pick-up be moved outside?* – *Do you have enough pens available to ensure parents are not sharing?* – *Grant Consideration Tip: Do you need additional hand hygiene stations?*

Appropriate handwashing practices are followed.	☐ Each area/room that children use has easy access to handwashing sinks, with soap and paper towels.
	☐ Children are supervised and guided to follow proper handwashing protocol.
	☐ Carefully follow diaper changing procedures.
	☐ Hands are washed frequently throughout the day and especially:
	    o When returning from outdoors
	    o After toileting, diapering, handling bodily fluids	

	- Before preparing snacks and meals and before/after eating - Before/after giving medications - After feeding/handling a pet - Hand sanitizer is available when washing with soap and water is not feasible. *(Vhttps://www.cdc.gov/handwashing/hand-sanitizer-use.html)*	
There is designated space for separating sick children to stay until parents can pick them up.	☐ Isolation/sick room is disinfected after use. ☐ Staff/provider supervising ill child uses personal protective equipment: - gloves - smock - face covering such as a mask, goggles, or a face shield	
Considerations are made for nurturing and supportive caregiving (when physical distancing cannot be maintained).	☐ Caregiver has an oversized, button down smock/shirt (that can be easily changed if needed) available. ☐ Long hair is secured in a ponytail/clip. ☐ Frequent handwashing is used. ☐ Children have a clean change of clothes, if needed.	*– Grant Consideration Tip: Do you have extra supplies (such as smocks, face coverings, etc.) for these circumstances as they arise?* *– Grant Consideration Tip: Do you have storage for children's clothing?*
Children are cared for in small, stable groups.	☐ Group ratios are maintained. *(https://www.kdheks.gov/bcclr/regs.html)* ☐ Groups are not combined. ☐ Children are not moved into another group. ☐ Same staff/provider with the same group of children throughout the day ☐ Child Care Centers: Break times are covered by consistent staff member. ☐ Room is arranged to encourage social distancing: - Room arrangement allows for children to spread out and promotes individual play. - Unnecessary furnishings, equipment and hard to clean items are removed. ☐ Extend indoor learning activities outdoors (as often and as appropriate) for the children. ☐ Create a schedule for large common area (i.e. playground or gym): - Each group must be kept separate.	*– Grant Consideration Tip: Do you need substitutes to help with drop off/pickup, transitions, break times, etc.?*

	o The space must be large enough to ensure physical distancing can be maintained. o The space must be disinfected after each use. ☐ Staff/provider and children wash hands after using a common play area/playground.	− *Grant Consideration Tip: Do you need additional supplies/toys?*
Face coverings Caregivers wear face coverings while caring for children and/or interacting with parents. *(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)*	☐ Wearing a mask is introduced to children to help them learn the importance. ☐ Each caregiver has 2 face coverings. ☐ Children under 2 years of age never wear a face covering. ☐ Children over 2 years of age are closely supervised when wearing masks. ☐ Each person's masks are stored separately. ☐ Masks are washed if visibly soiled and/or every day of use and before being used again. *NOTE: When feasible and necessary, children 2 years and older may safely wear masks when they can put one on and remove it without assistance and able to avoid touching or sucking on it.*	− *Grant Consideration Tip: Do you need new resources to introduce learning about masks to the children?* − *Grant Consideration Tip: What are the speech and language needs of children that you should consider when choosing a mask type?*
Hard to clean classroom supplies and toys are not used.	☐ Items are cleaned and disinfected after each use. ☐ Toys that have been mouthed or contaminated with bodily fluids are set aside to be cleaned and disinfected. ☐ Toys from home are discouraged.	− *Grant Consideration Tip: Do you need more toys and supplies for individual child play?* − *Grant Consideration Tip: Do you have a place to store hard to clean toys?*
Sensory tables and other commonly used group manipulatives are not used.	☐ Individual sensory activities are provided. ☐ New items are stored in ways that children can access them (such as individual play totes).	− *Grant Consideration Tip: Should you consider disposable plates, bowls, or small containers for individual sensory experiences? Remember - ensure each reusable item is disinfected after each use.*
Family-style meals are discontinued.	☐ An adult serves all food and beverages. ☐ Meals and snacks are served in the classroom. ☐ Staggered meal times are in place for programs using one large room.	
Access to drinking water continues with modifications.	☐ Personal water bottles, if applicable, are labeled with the child's name, cleaned, and sanitized every day. ☐ Water bottles are not stored together. ☐ Drinking fountains, if applicable, are disinfected throughout the day.	− *Grant Consideration Tip: Do you need equipment to make drinking water accessible during all parts of day, including when outside?*

Napping/rest time follows guidelines.	☐ Face coverings are <u>not</u> worn by children during naps. ☐ There is at least 6 feet of space between nap mats/cots/cribs. ☐ Children are arranged in a head-to-foot configuration. ☐ Bedding is not shared, washed weekly, and dried using high heat.	

Cleaning, sanitizing, and disinfecting methods allow you to meet guidelines.	☐ Appliances are in working order.
	   o High heat setting works on dryer (if applicable).
	   o Supplies are easily accessible.
	   o Dishwasher effectively cleans and sanitizes (if CACFP, use this guidance). *(https://nrckids.org/CFOC/Database/4.9) (https://www.kn-eat.org/CACFP/CACFP_Docs/Guidance-Admin_Hdbk/C5_Food_Safety_09_2017.pdf)*
	☐ Sinks available allow for a 3-compartment cleaning process.	

Enough supplies are available for 2–4 weeks.	☐ Sanitizer and disinfectant *(https://nrckids.org/Files/Appendix/AppendixJ.pdf; https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2V)* ☐ Masks/face coverings ☐ Paper towels ☐ Toilet paper and facial tissues ☐ Hand soap, dish soap and laundry soap (if applicable) ☐ Gloves ☐ Thermometer(s) and covers (if applicable) ☐ Personal Protective Equipment (PPE) for health screening processes. *(https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)* ☐ Smocks/t-shirts ☐ Other daily supplies, as needed	
Connect with your **local health department** and licensing surveyor. *(https://www.kdheks.gov/olrh/download/health_directory.pdf)*	Local Health Department Contact (Name, Phone, Email): Local Licensing Surveyor (Name, Phone, Email):	

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Congratulations! You have completed the Self-Assessment. The next step in the Child Care Health Consultation Pathway is to schedule an appointment to connect with a Consultant. Please be patient as we work to meet your needs during this busy time.

➡ Call: 855-750-3343 or Email: cchc@ks.childcareaware.org

Make Note! CCHC Appointment Date/Time: _____ Consultant Name: _____

Resources

CDC Guidance for Schools and Child Care Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
KDHE Guidance for Child Care & Foster Care	https://www.coronavirus.kdheks.gov/227/Childcare-Foster-care
Caring for Our Children, National Health and Safety Performance Standards, Guidelines for Early Care and Education Programs	https://nrckids.org/CFOC
Kansas Children's Cabinet and Trust Fund: CARES Act Support	https://kschildrenscabinet.org/cares-act-support-for-early-childhood/

Helpful Tips

Just the Facts

Misinformation about COVID-19 can create fear and hostility that is hurtful and that makes it difficult to keep everyone healthy. Take advantage of the facts to prevent, interrupt, and respond to stigma.	✓ **Reducing Stigma** *(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html)* ✓ **Stop the Spread of Rumors** *(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html)* ✓ **What to Do if You Are Sick** *(https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)*

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Resources for Supporting Staff, Children, & Parents

Centers for Disease Control and Prevention (CDC)	Sesame Street in Communities	Kansas Department of Health & Environment	Kansas Children's Cabinet & Trust Fund
✓ **Helping children cope** *(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html)* ✓ **Talking with children about Coronavirus Disease 2019** *(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html)* ✓ **Stress and Coping** *(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/index.html)*	✓ **COVID-19: Everyday Challenges** *(https://sesamestreetincommunities.org/subtopics/covid-19-everyday-challenges/)* ✓ **Heroes for Health** *(https://sesamestreetincommunities.org/subtopics/heroes-for-health/)*	✓ **Mental Health Toolkit** *(https://www.coronavirus.kdheks.gov/244/Mental-Health-Resources)* ✓ **Taking Care of Yourself During COVID-19: Resources for Children & Families** *(https://www.coronavirus.kdheks.gov/DocumentCenter/View/930/Taking-Care-of-Children--Families-During-COVID-19-PDF---4-21-20)*	✓ **Resources Links for Families & Providers** *(https://kschildrenscabinet.org/)*