

# Daily checklist for **administrators/supervisors**

Following this checklist will help enable safe, and secure responses to outbreaks

- Ensure that you are wearing **face coverings** and maintaining at **least six (6) feet** from all employees/visitors
- Ensure that **self-attestation form** for screening is posted in a visible area
- Conduct **verbal screening** of children and staff for symptoms upon drop off
- Ensure that children/staff remain in their consistent groups, and each group is **physically distancing** (each consistent group should be separated with a wall, divider or partition) from others
- Ensure all play areas/rooms have been **thoroughly cleaned** in adherence to CDC guidelines
- Monitor children/staff for symptoms
  - In the case of symptomatic or test positive child/staff, **refer to outbreak response protocols**. If there is a positive case, call the RI Department of Health immediately at **401-222-2577** or **401-276-8046** (after hours)



## Suggestion

Refer to checklist before you leave the house, keep in visible area at work

# Daily checklist for **staff**

Following this daily checklist will help enable safe, and secure responses to outbreaks

- Ensure that you are wearing **face coverings** and maintaining **at least six (6) feet** from all employees/visitors
- Conduct **verbal screening** of children and staff for symptoms upon drop off
- Ensure that children/staff remain in their consistent groups, and each group is **physically distancing** (each consistent group should be separated with a wall, divider or partition) from others
- Monitor children/staff within your consistent group for symptoms
  - In the case of symptomatic or test positive child/staff, **refer to outbreak response protocols**



## Suggestion

Refer to checklist before you leave the house, keep in visible area at work

# Daily checklist for **parents/caregivers**

Following this daily checklist will help enable safe, and secure responses to outbreaks

- Screen child for symptoms using self-attestation form or app prior to leaving home
  - If child fails screening, communicate with summer camp **immediately**, keep child at home and **use outbreak response protocols**
  - If child passes screening, take child to summer camp but **continue to monitor for symptoms**
- Ensure that you are wearing **face coverings** and maintaining **at least six (6) feet** from all employees/other parents or caregivers at drop off
- Ensure that you comply with **enhanced drop-off and pick-up protocols** established by the child care provider and in adherence with DHS COVID-19 Child Care Licensing Regulations



## Suggestion

Put checklist on fridge, lunch box, near door to check as leaving for child care, or any other easily accessible area