

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 positive test result for a 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 after hours at **401-276-8046**.



Suggestion

Refer to this checklist before you leave the house and keep in a 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 summer camp provider and in adherence with RIDOH regulations and DHS guidelines



Suggestion

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