

Teachers will complete this checklist daily and submit to program administration weekly to ensure the health and safety of children, staff, and families.

Physical Environment					
	Mon Init	Tues Init	Wed Init	Thurs Init	Fri Init
Post Signs at entry/ exit alerting visitors and persons non-essential to the operation, that they may not enter the premises.					
Remove all soft items including dress up clothing and items that need to be laundered in order to be properly cleaned and disinfected. (Remove after each use, launder, store in bins in classroom and wash after each use). Use Tape on cover to label the last date and time washed.					
Remove shared sensory items such as play dough, finger paint etc. If you plan a use, give each child their own item. Discard after use.					
Cease use of all group sensory/water tables. Instead, provide individual sensory experiences with individual materials for each child which are then cleaned and sanitized immediately after use. (use cubby buckets, etc. for water/sensory experiences – wash container and discard or wash contents of sensory items)					
Discontinue use of shared art materials, such as crayons, markers, colored pencils, pencils, etc. Give each child a set of crayons and markers, store in baggies labeled with their name, allow their use at individual spots, put away in baggies and store out of reach of kids.					
All classrooms should implement use of Mouthed toy bucket for mouthed/high-contact toys that must be disinfected immediately.					
Ensure that toys are rotated and constantly cleaned/disinfected to ensure effective germ removal. Use NAEYC chart, lead teachers teach all other staff – including new staff, about toy rotation and cleaning schedules and everyone helps with this.					
ALL STAFF – remove street shoes when entering the building. A pair of “school shoes” should be stored in the Center for daily wear. Infant staff – please have shoes or slippers for ONLY the baby room. Center shoes can be worn indoors, and street shoes for outside. (So you need two pairs of extra shoes or slippers).					
Cribs should be placed as far apart as possible. Space between when possible (skip a crib)					
Cribs, Cots and Mats should be at least three feet apart. Place children head to foot instead of head to head.					

Health and Safety					
	Mon Init	Tues Init	Wed Init	Thurs Init	Fri Init
Daily Health Screening at entry for COVID-19 symptoms – this includes taking the temperature of all persons upon arrival each day. (each class should have a thermometer, and clean and sanitize between uses). Temps can be taken in classrooms before breakfast.					
Children and staff will need to wash hands frequently (including when entering the program, before/after each activity, before/after meals).					
Implement social distancing strategies. Ensure the same children remain in the same group each day when possible. Keep groups together throughout the day and whenever possible do not combine groups in the mornings or afternoon.					
Remind children to not touch their faces and to wash their hands after using items that they have shared with another child.					
Increase the frequency in which you clean and disinfect toys.					
Tables should be cleaned and disinfected before and after each use					
Hard surfaces should be cleaned and disinfected three times per day. Special attention should be paid to door knobs, light switches, counter tops and rest rooms. Use one cloth for cleaning, another for sanitizing.					
Keyboards and electronics should be cleaned and disinfected twice daily. Avoid shared use whenever possible.					
Cease family style meal service. Teachers are to serve. Do not switch between items – ie: one teacher serve the main, one the fruit, one the veggie. Wash hands and switch serving utensils if you need to switch. Wear gloves when serving food and change them frequently.					
Follow the deep cleaning schedule – focusing on a specific classroom each day, provided by front desk.					
Children’s bedding should be kept separate and stored in individually labeled bins, cubbies or bags. If in bags. Keep out of reach of children.					

Communication					
	Mon Init	Tues Init	Wed Init	Thurs Init	Fri Init
Post signs for adults regarding covering cough and frequent hand washing.					
Stay in regular communication with all parents regarding any updates and policy changes in respect to the “ever-changing” world.					
Establish alternative means of communication as the standard communication with the Primary Caregiver has been removed. Use Tadpoles, ensure parents are connected with this app so they are seeing updates, etc. Send the daily note frequently so they can keep up to date on children’s progress – especially with new families.					
Post helpful information on the POM Facebook site, or send to Nikki to share with the team					
Participate in weekly ZOOM team meetings to stay connected and informed.					