

Childcare Centre Re-Opening Operational Checklist

Please print and complete all fields.

Section 1: Business Information	
Childcare Centre Owner Last Name, First Name):	
Childcare Centre Supervisor: Last Name, First Name	
Business Name (Legal Name):	
Business Operating as (Name)	
Current License aligned with new restrictions?	<input type="radio"/> Yes <input type="radio"/> No
Phone Number:	
Email Address:	
Emergency Phone Number (available 24/7 for urgent matters e.g. Supervisor/Owner)	

Section 2: Staffing and Operation
No more than 10 individuals including staff and children are permitted per room
Cohort of 10 must remain together throughout the day and not mix with other cohorts, including at recreational play
Mixed age grouping are permitted as per director and license approval
Staff are only allowed to work at one premise location
Supply staff must be assigned to specific cohorts

Section 3: Health and Safety Policies and Procedures	
Written Health and Safety Policies and Procedures must describe:	<input type="radio"/> Sanitation of space, toys, equipment <input type="radio"/> Illness reporting <input type="radio"/> Physical distancing and how its encouraged <input type="radio"/> Scheduling of shifts (if applicable) <input type="radio"/> Rescheduling of group events and/or in-person meetings <input type="radio"/> Parent drop off/pick up procedures

Section 4: Cleaning and Disinfection	
Chemicals	<input type="radio"/> Only approved cleaning and disinfecting agents must be used for blankets, sleeping mats, toys and equipment (chlorine based disinfectant) <input type="radio"/> Ensure adequate supply to support current operation <input type="radio"/> Expiry dates checked and manufacturer's instructions are followed
Frequency	<input type="radio"/> At least twice a day cleaning of commonly touched surfaces that are readily contaminated
Sanitation Schedules	<input type="radio"/> Sanitation logs must be provided and document cleaning and sanitation activities (of toilets, sinks, rooms) for tracking purposes

Section 5: Personal Protective Equipment (PPE)	
<p>Appropriate PPE includes surgical/procedural masks and eye protection (goggles and face shield) Masks are not recommended for children, especially those under the age of two</p>	
Use of Masks:	<input type="radio"/> When screening for COVID-19 symptoms in designated screening areas and when accompanying children into program areas <input type="radio"/> When cleaning and disinfecting blood or bodily fluid spills <input type="radio"/> When caring for a sick child or child showing symptoms of illness <input type="radio"/> Wash hands before wearing and before and after removal of masks
Hand Hygiene	<input type="radio"/> Perform and promote frequent and proper hand hygiene technique <input type="radio"/> Hand washing using soap and warm water is recommended over alcohol-based hand rub for children

Section 6: Screening for COVID-19 Symptoms	
Screening	<input type="radio"/> Ensure appropriate signage at entrances and drop off areas is visible to alert parents/guardians of screening requirements <input type="radio"/> Daily temperature checks must be done on all individuals including children, staff and child-care providers, parents/guardians and visitors before entry is allowed onto the premise <input type="radio"/> Screeners must ensure PPE is worn and physical distancing (2 meters or 6 feet) or physical barrier (plexiglass) separation is followed during process <input type="radio"/> Ensure alcohol-based hand sanitizers contain at least 60% alcohol and are placed at all screening stations and are not readily accessible by children <input type="radio"/> Ensure daily log records of screening results are keep on site

Section 7: Attendance Records	
Records	<input type="radio"/> Licensees must maintain daily records of anyone entering the building with appropriate length of stay <input type="radio"/> Records must include person's name, contact information, time of arrival/departure, screening results and must be kept up-to-date to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak

Section 8: Illness Protocol

Procedures	<ul style="list-style-type: none"><input type="radio"/> Staff, parents/guardians and children must not attend program if sick. COVID-19 symptoms include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congesting, headache, malaise<input type="radio"/> Children must be monitored for atypical symptoms/signs of COVID-19<input type="radio"/> Sick children/staff while in the program must be isolated in a separate room or keep at least 2 meters from others until family member contacted for pick-up<input type="radio"/> Sick person(s) must follow proper respiratory etiquette, hand hygiene and proper disposal of tissues<input type="radio"/> A sick child must not be left unattended before a parent/guardian arrives.<input type="radio"/> Proper PPE must be worn by staff while caring for the child to avoid contact with respiratory secretions<input type="radio"/> All items used by the sick individual must be cleaned and disinfected or if not possible, be stored in a clean container for at least 7 days<input type="radio"/> Close contacts of the sick child must be cohorted so they can self-isolate at home
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Section 9: Food Provision

Food Provision	<ul style="list-style-type: none"><input type="radio"/> Any sick or symptomatic food handler must be excluded from work<input type="radio"/> Ensure no self-serve, sharing of food, items or cutlery<input type="radio"/> Meals must be served in individual portions to children<input type="radio"/> Ensure proper hand hygiene is practiced when staff is preparing food and for all individuals before and after eating<input type="radio"/> Ensure children practice physical distancing while eating<input type="radio"/> There must be no food provided outside of regular meal provision of the program except where required
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