Child Care Center Considerations for a COVID-19 Response Management Plan

A COVID-19 Response Management plan can help your child care operation prevent disease outbreaks and also respond quickly and effectively when children or staff become ill. A management plan can help you manage cases and know when to contact Tri-County Health Department (TCHD).

What’s Your Plan?

If you encounter an instance of a child or staff member with suspected COVID-19 symptoms, or a confirmed COVID-19 case in your facility, does your operation have a plan in place to respond to and manage those individuals? While there is currently not a requirement to have a written plan, we encourage you to develop a plan using these recommendations and considerations listed in this document:

| Conduct symptom screening for everyone (staff, children, and visitors) | • Has signage been posted to remind staff, children and visitors about symptoms, face mask use, and handwashing?  
• Where will symptom screenings be conducted?  
• Who is conducting screenings?  
• What personal protective equipment, such as face covering or disposable gloves will they use when screening for symptoms?  
• What is done when staff, children or visitors show symptoms? |
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| Maintain illness logs daily | • Who will be maintaining, reviewing and updating illness logs?  
• Where will they be filed to maintain for up to three months?  
• Have you reviewed and updated your illness policy? |
| Track symptoms and enforce isolation and quarantine for those who are sick | • Who will be assigned to do this?  
• Who is your point person on staff for COVID-19 related questions?  
• Has TCHD been contacted to ask questions about isolation or quarantine to ensure it is implemented properly?  
• Do you have home care, isolation and quarantine educational handouts to provide to parents and staff? |
### Manage children or staff that become ill during the day

- Where will ill children be isolated and how will parents be notified?
- Is the ill child area set up to meet regulation requirements and also maintain 6-foot separation from others that are well?
- Are staff trained on COVID-19 prevention and facility COVID-19 policies?

### Report suspected COVID-19 outbreaks immediately

- Suspected outbreaks of ANY illness including COVID-19 must be reported immediately to the local public health department.
- Complete the form for [School and Childcare Case and Outbreak Reporting](#) or call 303-220-9200 and ask for communicable disease.

### Plan for extra staffing in case teachers get sick

- Is there back up staff if a teacher becomes ill?
- Consider when to close the facility for safety of the participants due to an increase in illness or staff-child ratios.

### Provide face mask use training

- How will face mask use be enforced?
- Make sure children and staff are trained on when and how to use their face mask.
- Provide face mask signage at facility entry ways and throughout the facility
- What if someone forgets/loses/breaks their face mask?

### Sanitizing and Disinfecting Products and Frequency

- Are the chemical products approved by the EPA for a child care? Have they been approved by the EPA to kill the coronavirus SARS-CoV-2 (COVID-19)? Check with [EHChildcare@tchd.org](mailto:EHChildcare@tchd.org) and the [EPA List N](#).
- What commonly touched surfaces have been identified for an increased cleaning and disinfection frequency?
- How will areas contacted by an ill child or staff member be cleaned, sanitized, and disinfected?
Additional planning considerations can be found here:

- Definitions for Confirmed and Suspect Outbreaks
- COVID-19 Health & Safety Toolkit for Colorado Child Care Programs
- Class Composition and Teacher Assignment
- A Resource Guide for Child Care Providers During COVID-19
- Preparing Child Care Programs for A Viral Outbreak
- CDPHE Environmental Cleaning Guidance for COVID-19

Want More Information on COVID-19?

- Email: EHChildCare@TCHD.org