

### 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:

<p>Conduct symptom screening for everyone (staff, children, and visitors)</p>	<ul style="list-style-type: none"> <li>• Has signage been posted to remind staff, children and visitors about symptoms, face mask use, and handwashing?</li> <li>• Where will symptom screenings be conducted?</li> <li>• Who is conducting screenings?</li> <li>• What personal protective equipment, such as face covering or disposable gloves will they use when screening for symptoms?</li> <li>• What is done when staff, children or visitors show symptoms?</li> </ul>
<p>Maintain illness logs daily</p>	<ul style="list-style-type: none"> <li>• Who will be maintaining, reviewing and updating <a href="#">illness logs</a>?</li> <li>• Where will they be filed to maintain for up to three months?</li> <li>• Have you reviewed and updated your illness policy?</li> </ul>
<p>Track symptoms and enforce isolation and quarantine for those who are sick</p>	<ul style="list-style-type: none"> <li>• Who will be assigned to do this?</li> <li>• Who is your point person on staff for COVID-19 related questions?</li> <li>• Has TCHD been contacted to ask questions about isolation or quarantine to ensure it is implemented properly?</li> <li>• Do you have <a href="#">home care, isolation and quarantine educational handouts</a> to provide to parents and staff?</li> </ul>

<p>Manage children or staff that become ill during the day</p>	<ul style="list-style-type: none"> <li>• Where will ill children be isolated and how will parents be notified?</li> <li>• Is the ill child area set up to meet regulation requirements and also maintain 6-foot separation from others that are well?</li> <li>• Are staff trained on COVID-19 prevention and facility COVID-19 policies?</li> </ul>
<p>Report suspected COVID-19 outbreaks immediately</p>	<ul style="list-style-type: none"> <li>• Suspected outbreaks of ANY illness including COVID-19 must be reported immediately to the local public health department.</li> <li>• Complete the form for <a href="#">School and Childcare Case and Outbreak Reporting</a> or call 303-220-9200 and ask for communicable disease.</li> </ul>
<p>Plan for extra staffing in case teachers get sick</p>	<ul style="list-style-type: none"> <li>• Is there back up staff if a teacher becomes ill?</li> <li>• Consider when to close the facility for safety of the participants due to an increase in illness or staff-child ratios.</li> </ul>
<p>Provide face mask use training</p>	<ul style="list-style-type: none"> <li>• How will face mask use be enforced?</li> <li>• Make sure children and staff are trained on when and how to use their face mask.</li> <li>• Provide face mask signage at facility entry ways and throughout the facility</li> <li>• What if someone forgets/loses/breaks their face mask?</li> </ul>
<p>Sanitizing and Disinfecting Products and Frequency</p>	<ul style="list-style-type: none"> <li>• 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 <a href="mailto:EHChildcare@tchd.org">EHChildcare@tchd.org</a> and the <a href="#">EPA List N</a>.</li> <li>• What commonly touched surfaces have been identified for an increased cleaning and disinfection frequency?</li> <li>• How will areas contacted by an ill child or staff member be cleaned, sanitized, and disinfected?</li> </ul>



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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?

- Visit <http://www.tchd.org/818/Coronavirus-COVID-19>
- Email: [EHChildCare@TCHD.org](mailto:EHChildCare@TCHD.org)