During a pandemic, you will need to implement additional measures to minimise the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.). Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces.

Influenza viruses are deactivated by alcohol and chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily.

While we have taken all care in preparing this checklist, we do not represent that it meets all the health and safety requirements or guidelines in any jurisdiction. This material is provided as a convenience and an accommodation for readers, and does not constitute legal advice of any kind. Readers are urged to consult with qualified local counsel to ascertain and facilitate compliance with applicable country, federal, state and local requirements.

### PERSONAL HYGIENE

**Q1.** Situations or times that children or staff should perform hand hygiene are posted in all food preparation, hand hygiene, diapering and toileting areas?

**HAND WASHING PROCEDURES STAFF**
1. Moisten hands with water and apply soap
2. Rub Hands together into a soapy lather for 20 seconds
3. All hand surfaces are washed including fronts and backs and between fingers from wrists to fingertips.
4. Hands are rinsed with running water and dried with a paper or single use cloth towel.
### Handwashing Procedures Compliance

#### Handwashing Procedures for Children
Caregivers/Teachers help children wash their hands when they can stand but cannot wash their hands by themselves. Children's hands hang freely under the running water either at a child-level sink or at a sink with a safety step.

1. Moisten hands with water and apply soap
2. Rub Hands together into a soapy lather for 20 seconds
3. All hand surfaces are washed including fronts and backs and between fingers from wrists to fingertips.
4. Hands are rinsed with running water and dried with a paper or single-use cloth towel.

### Children's Handwashing Procedures Compliance

#### Safety

**Q1.** Please clean and sanitize all Food Surfaces including - dishes, utensils, dining tables, high chair trays, cutting boards. A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

**Q2.** Please clean and sanitize all objects intended for the mouth - including pacifiers and teething toys. A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

### Cleaning/Sanitizing

**Q1.** Do you have separate color-coded cloths, mops, buckets used for different areas?

**Q2.** Are you regularly changing gloves and cloths while cleaning different spaces?

**Q3.** Does floor cleaner being used include disinfectant? (Ensure floors are cleaned twice a day)

**Q4.** Are microfiber cloths being used to clean surfaces and floors?

**Q5.** There is fresh air provided by windows or ventilation system? - If required open doors/windows to increase air circulation.
High touch areas:
Reception desks / Gates / Handrails (4 x daily)
- Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down.
Door Handles including all Entrance & Exit Doors (4 x daily)
- Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.
Tap Handles (4 x daily)
- Spray tap handles with Activate Sanitiser and wipe down with a clean cloth.
Alarm Panels / Key Pad Panels (4 x daily)
- Do not spray directly onto keypad.
- Spray Activate Sanitiser onto a clean cloth and wipe keypad down.
Table and bench tops / High Chairs (Before and after every meal)
- Clean table, bench tops and high chairs with general cleaner and clean cloth
- Spray Activate Sanitiser on clean cloth and wipe table and bench tops before and after every meal.
- High chairs for babies should be cleaned with general cleaner and then sprayed and wiped down with Germex before and after every meal. Do not use the Sanitiser on the high chairs.

Q6. Regular cleaning of high-touch surfaces such as handrails, door handles, taps, alarm panels, table/bench tops and high chair (after every use)
Q7. Are toys being washed and disinfected more regularly
Q8. Do not share cups, dishes and cutlery

DIAPERING

Caregivers/Teachers follow diaper changing procedures below:
- Caregiver/Teacher has one hand on the child at all times.
- Non-absorbent paper liner, large enough to cover the changing surface from the child's shoulders to beyond the child's feet, is used.
- Clothing is removed or otherwise kept from contact with the contents of the diaper during the change.
- Child is cleaned of stool and urine, front to back, with a fresh wipe for each swipe.
- Soiled diapers are placed in a plastic-lined, covered, hands-free can.
- If reusable cloth diapers are used, soiled diaper is put in a plastic bag or into a plastic-lined, hands-free covered can.
- A fresh wipe is used to clean the hands of the caregiver and another fresh wipe to clean the hands of the child before putting on a new diaper and dressing the child.
- The child's hands are washed according to the procedure in item #62 before returning the child to a supervised area.
- Diaper changing surface is cleaned and disinfected with an EPA registered disinfectant after each diaper change.
- Disinfectant is put away, out of children's reach.
- Caregivers'/Teachers' hands are washed after diapering procedure is complete according to the procedure in item

Q1. Correct diapering procedures are being followed?

SOCIAL DISTANCING
Q1. Do I have a clear understanding of all upcoming events, gatherings for your school community. Give special consideration to events that might put students, staff or their families in close proximity. Consider whether any of these events should be cancelled.

COMMUNICATION

Q1. Create and test communication plans for the school community - include strategies for sharing information with staff, students and their families

SIGN OFF

Q1. Additional Comments

Q2. Signature of person completing
Closing does not begin until the last child has been picked up. This ensures that each child gets our full attention. Follow these procedures when closing your school:

Q1. Review the Classroom Attendance Roster to determine if all children have been signed out. If you have any doubts or a child is not signed out, you should also check the Parent Sign In/Sign Out Sheets. Remind parents to sign their child in and out each day in order to ensure the safety of the child.

Q2. In the infant and toddler rooms, make sure that all crib mattresses are turned up.

Q3. Make sure all supply closet doors are closed and locked.

Q4. Check all bathrooms, flush all the toilets, and leave the bathroom doors open.

Q5. Look for and remove any hazardous materials such as cleaning supplies, brooms, mops, etc. that might have been left accessible to children.

Q6. Lock all doors and windows including the emergency exits, if applicable.
Q7. Turn off the interior lighting, except for the lights designated to be left on for security reasons.

Q8. Ensure all kitchen appliances are off, including exhaust fans.

LOCKING PROCEDURES

Q1. Turn on the alarm system, if applicable.

Q2. Ensure that all buses are locked, including emergency doors.

Q3. Make sure that designated outside lights are left on to provide lighting for security.

Q4. Lock the door and double check it.

SIGN OFF

Q1. Anything else to note?

Q2. Name of person completing

Q3. Signature of person completing
Health and Safety Compliance Opening Procedure

<table>
<thead>
<tr>
<th>Name:</th>
<th>Health and Safety Compliance Opening Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator:</td>
<td>US Childcare</td>
</tr>
<tr>
<td>Creation Date:</td>
<td>5/12/2020</td>
</tr>
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<td>5/12/2020</td>
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</tr>
<tr>
<td>Center:</td>
<td></td>
</tr>
<tr>
<td>Room:</td>
<td></td>
</tr>
</tbody>
</table>

### QUESTIONS

#### ANSWERS

**SET UP**

The first two staff members to arrive, wash their hands thoroughly and then commence a thorough walk-through of the building and complete the following procedures:

**Q1.** Turn on all lights in the bathrooms and classrooms. All lights should remain on during operating hours, except for naptime if approved.

**Q2.** Make sure all supply closet doors are closed and locked.

**Q3.** Unlock the emergency exit doors to allow for emergency evacuation or entry.

**Q4.** Hygiene station is set up at the entrance of the facility, so that children can clean their hands before they enter. A hygiene station could be a sink with soap and water and/or hand sanitizer with at least 60% alcohol next to the parent sign-in sheets.

**Q5.** Make sure the Parent Sign In/Sign Out sheets are ready to use. All parents must sign their children in and out.

**Q6.** Isolation room or area is set up (such as a cot in a corner of the classroom) that can be used to isolate a sick child.
Q7. Ensure all toys have been cleaned and sanitized.

HAZARDS/SAFETY

Q1. Look for and remove any hazardous materials such as cleaning supplies, brooms, mops, etc. that might have been left accessible to children.

Q2. Electrical Sockets out of reach or capped. Electrical appliances and cords out of reach.

Q3. Cleaning agents, medicines, poisons and other hazardous materials

Q4. Fire Safety - Are Fire Extinguishers in correct place, unobstructed by tables, chairs etc. and not been tampered with?

Q5. Hygiene - Are rubbish bins emptied and in good order?

Q6. Is room temperature minimum 60.8°F between 0.5 to 1 metre from floor?

Q7. First aid supplies are well-stocked in each location where children spend time - they are also kept in a closed container, cabinet or a drawer that is labelled and stored out of children's reach but within easy reach of staff.

Q8. Ventilation - There is fresh air provided by windows or a ventilation system. There are no odors or fumes (for example, mold, urine, excrement, air fresheners, chemicals, pesticides.)

EXTERIOR

Q1. Conduct a parking lot and playground walk-through. Remove all trash and any potential safety hazards.

Q2. Vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings)

Q3. Are the gates self-closing and in good repair?

Q4. Please check the condition of windows and other areas of glass

BATHROOM

Q1. Hygiene - Is liquid soap available?

Q2. Hygiene - Are paper hand towels available?
**SIGN OFF**

<table>
<thead>
<tr>
<th>Q1. Anything else to note?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Q2. Name of the person completing</th>
</tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Q3. Signature of the person completing</th>
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<td></td>
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</tbody>
</table>
Health and Wellness Screening - Drop Off Procedure

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELLNESS CHECK</td>
<td></td>
</tr>
</tbody>
</table>

Screening of children upon arrival:

1. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
2. Perform Hand Hygiene - wash your hands or use sanitizer.
3. Put on disposal gloves and check the temperature of the child

A child who has a fever of 100.4 or above or other signs of illness should not be admitted to the Center.

Note:
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Please maintain 6 feet from others while undertaking screening.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

Q1. Wellness Check
<table>
<thead>
<tr>
<th>List 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the person attending</td>
</tr>
<tr>
<td>Are you and all members of your household well? (If No record in Comments)</td>
</tr>
<tr>
<td>Have you or anyone in your household been exposed to someone with is or may be suspected as having Covid19?</td>
</tr>
<tr>
<td>Has your household continued to maintain Covid19 guidelines by minimizing travel and staying in your area?</td>
</tr>
<tr>
<td>Do you or anyone in your household have any of the following symptoms: a new cough, high temperatures, shortness of breath, sore throat, sneezing &amp; runny nose, temporary loss of smell?</td>
</tr>
<tr>
<td>My temperature is noted as below 99°F</td>
</tr>
<tr>
<td>Is there anything else we should know? (Please record in Comments)</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>
During a pandemic, implementation of additional measures to minimize the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.) will take place. Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces. Influenza viruses are deactivated by alcohol and chlorine.

Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often.

- Do not to share cups, dishes and cutlery.

Be vigilant and remind the team and children to wash and dry their hands properly before meals, after using the bathroom, after blowing their nose. - Practice good hygiene by coughing or sneezing into your elbow and discard a used tissue immediately.

Remember– Clean Hands Saves Lives

RECEPTION DESKS / GATES / HANDRAILS CLEANED (FOUR TIMES A DAY)

Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down
Please remove all books or magazines from reception area

Q1. Reception Desk Cleaned

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
</table>

Q2. Gates Cleaned
<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3. All Hand Rails Cleaned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DOOR HANDLES INCLUDING ALL ENTRANCE AND EXIT DOORS (FOUR TIMES A DAY)**

Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.

**Q1. All Door Handles Internally Cleaned (include Exit and Entrance Doors)**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
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</table>

**Q2. All Door Handles Externally Cleaned (include Exit and Entrance Doors)**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
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</table>

**Q3. All Cabinet/Draw Handles Cleaned**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
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</thead>
</table>

**LIGHT SWITCHES (FOUR TIMES A DAY)**

Spray with disinfectant cleaner or wipe with disinfectant wipes

**Q1. Light Switches Cleaned**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
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</thead>
</table>

**TAP HANDLES (FOUR TIMES A DAY)**

Spray with disinfectant cleaner or wipe with disinfectant wipes

**Q1. All Tap Handles Internally, Rooms, Bathrooms and Kitchen Cleaned**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
</table>

**Q2. All Tap Handles Externally Cleaned e.g outside area tap for garden hose**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
</table>
**ALARM/KEY PANELS (FOUR TIMES A DAY)**

Do not spray directly onto keypad. - Spray Activate Sanitiser onto a clean cloth and wipe keypad down.

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1. Alarm Panel Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2. Keypad Panel Cleaned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FLOORS (TWICE A DAY)**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1. All Floors Cleaned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOOD AREAS**

<table>
<thead>
<tr>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1. High Chairs Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2. Tables Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3. Countertops Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4. Food preparation surfaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q5. Eating utensils &amp; dishes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q6. Food preparation appliances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q7. Mixed use tables</td>
<td></td>
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</tr>
</tbody>
</table>

**CHILD TOYS/OBJECTS**
PLEASE NOTE:
Toys that cannot be cleaned and sanitized should not be used.
Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.

Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning Frequency:

PLASTIC MOUTHED TOYS
Clean after each use and clean and sanitize at the end of each day

PACIFIERS
Clean after each use and clean and sanitize at the end of each day
Reserve for use by only one child; Use dishwasher or boil for one minute

HATS
Clean at the end of each day OR after each use if head lice is present.

MACHINE WASHABLE CLOTH TOYS
Clean weekly - Launder

DRESS UP CLOTHES
Clean weekly - Launder

PLAY ACTIVITY CENTERS
Clean weekly

<table>
<thead>
<tr>
<th>Q1. Plastic mouthed toys</th>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Q2. Pacifiers</th>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Q3. Hats</th>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Q4. Machine washable cloth toys, Dress up clothes, Play activity centers</th>
<th>Clean type</th>
<th>Cleaned</th>
<th>Time Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
TOILET AND DIAPERING AREAS

Cleaning Frequency

CHANGING TABLES
Clean and disinfect after each use - clean with detergent, rinse and disinfect

POTTY CHAIRS
Clean and disinfect after each use

HANDWASHING SINKS AND FAUCETS
Clean and disinfect at the end of the day

COUNTERTOPS
Clean and disinfect at the end of the day

TOILETS
Clean and disinfect at the end of the day

DIAPER PAILS
Clean and disinfect at the end of the day

FLOORS
Clean and disinfect at the end of the day - use a damp mop with a floor cleaner/disinfectant

Q1. Changing Tables

Q2. Potty Chairs

Q3. Handwashing sinks and facets cleaned and disinfected

Q4. Countertops cleaned and disinfected

Q5. Toilets cleaned and disinfected

Q6. Diaper pails cleaned and disinfected

Q7. Floors cleaned and disinfected

SLEEPING AREAS
Note: Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

**Cleaning Frequency:**

**BED SHEETS & PILLOW CASES**
Clean weekly or before use by another child

**CRIBS, COTS AND MATS**
Clean weekly or before use by another child

**BLANKETS**
Clean weekly

<table>
<thead>
<tr>
<th>Q1. Bed sheets and pillow cases - weekly clean completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2. Cribs, cots and mats - weekly clean completed</td>
</tr>
<tr>
<td>Q3. Blankets - weekly clean completed</td>
</tr>
</tbody>
</table>

**CLEANING CYCLES ARE COMPLETE FOR THE DAY**

This question should only be answered ONCE all cleaning cycles have been completed for the Day

| Q1. All Cleaning Cycles Complete for the Day |