

COVID-19 Child Care Centre Self Auditing Checklist

October 9, 2020

Highlights of Changes

- Revised guidance for screening protocols (See 1.3)
- Revised guidance for screening protocols (See 2.1)
- Revised guidance for symptomatic individuals (See 15.1)

CHILD CARE CENTRE INFORMATION

Name of Child Care Centre:	
Address:	
Person Completing the Checklist:	
Date:	
Maximum Capacity for re-opening:	

The purpose of the self-auditing checklist is to identify gaps where child care operators can improve their overall preparedness and management of COVID-19 through the development of policies and procedures, adherence to infection prevention and control practices and appropriate response planning to ensure the health and safety of staff, children, parents/guardians and essential visitors.

This self-auditing checklist is to be used in conjunction with Ministry of Education, Ministry of Health and Public Health directives, guidelines, and recommendations. For additional information refer to the [Government of Ontario](#), [Ministry of Education](#) and [Wellington-Dufferin-Guelph Public Health](#) website.

If you have any questions, please contact *Wellington-Dufferin-Guelph Public Health*

1-800-265-7293 or 519-822-2715 ext.4753; Fax: 519-836-2715;

Email: PHI.Intake@wdgpublichealth.ca

NOTE: Responses in the 'NO' column must be addressed to ensure key processes are in place to mitigate and reduce COVID-19 transmission risk.

1.0	GENERAL MEASURES	YES	NO	N/A	NOTES
1.1	<p>COVID-19 related policies and procedures are developed and include:</p> <ul style="list-style-type: none"> • COVID-19 Response Plan – a plan is in place if a child, parent/guardian or staff is exposed to COVID-19 or has symptoms during program • Cohorting and staffing • Screening procedure and maintaining daily records of results and attendance • Drop off and pick up procedures • Enhanced cleaning and disinfection • Visitor restrictions • Physical distancing <p>Staff are trained in all policies and procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	<p>A copy of the COVID-19 related policies and procedures and COVID-19 Response Plan is accessible to all staff, parents/guardians and emergency contacts.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	<p>Staff are following the Ontario COVID-19 School and Child Care Screening Tool and if any person at the child care centre is exhibiting symptoms of COVID-19 or has been exposed to COVID-19, the COVID-19 Response Plan shall be implemented immediately.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	<p>Staff have completed/reviewed the following training resources:</p> <ul style="list-style-type: none"> • 7 Steps of Hand Hygiene • Putting on Gloves • Putting on Mask and Eye and Protection • Putting on Full Personal Protective Equipment • Taking off Mask and Eye Protection • Taking off a Gown and Gloves • Taking off Full Personal Protective Equipment • WDGPH COVID-19 Guidance: Child Care Centres and Providers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.0	SCREENING	YES	NO	N/A	NOTES
2.1	<p>All individuals (i.e., children, parents/guardians, essential visitors and staff) are screened prior to entering into the child care setting (i.e., whether online or screened upon arrival)</p> <p>Staff, parents/guardians and essential visitors are educated on the signs and symptoms of COVID-19 and are directed to call the child care centre if symptoms develop at home.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	If conducting on-site screening, screening station for COVID-19 is in place at main entry/drop-off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Screening station allows for physical distancing (minimum 2 metres) between staff and the person being screened or is separated by a physical barrier (e.g. plexiglass) and screener is wearing personal protective equipment (i.e., medical mask and eye protection (face shield or goggles))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Equipment and supplies provided at screening station (e.g. alcohol-based hand rub (ABHR), thermometer, disinfectant, PPE for staff conducting the screening).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	ABHR has an alcohol content of 70 - 90%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Ear thermometers must be covered with single-use protective covers (discarded after each use).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	<p>All daily screening records must be maintained and kept on-site (including active screening conducted on site by staff and online screening completed by parents at home). Each record should include:</p> <ul style="list-style-type: none"> • Name • Contact information • Time of arrival and departure • Screening results 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Children, parents/guardians, essential visitors and staff who are symptomatic or fail the screening are not allowed to enter the child care centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.9	Children and staff are monitored for symptoms during operating hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Operator to conduct surveillance and maintain daily record of illness in the child care centre. Child care centre is to report to Wellington-Dufferin-Guelph Public Health when there is a confirmed case of COVID-19: 1-800-265-7293 or 519-822-2715 ext.4753 Fax: 519-836-2715; Email: PHI.Intake@wdgpublichealth.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	COHORTING AND STAFFING	YES	NO	N/A	NOTES
3.1	Where there is more than one child care program or day camp in the same building, both programs and cohorts: <ul style="list-style-type: none"> Maintain physical distancing and Adhere to all health and safety requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	As of September 1, 2020, child care and early years programs may return to maximum group sizes as set out under the CCYEA (i.e., licensed age groups prior to the COVID-19 outbreak)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Children are permitted to attend on a part time (PT) basis, and as with children attending full time (FT), should be included in one group and should not mix with other groups. Each group must remain within maximum group size and ratio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Each cohort stays together throughout the day. Cohort group does not mix with other cohort groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Child care operators are to refer to the Child Care and Early Years Act, 2014 (CCEYA) for maintaining ratios and mixed age grouping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Staff should work at only one child care location, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.7	Supervisors and/or designates should limit their movement between rooms, only doing so when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Supply/replacement staff should be assigned to a specific cohort, where possible, so as to limit staff interaction with multiple cohorts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9	Child care staff acting as a “floater” or coverage for breaks must wear proper PPE (medical mask and eye protection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.10	Environmental cleaning staff (no direct care or close contact with children or other staff) must wear proper PPE (medical mask, eye protection and gloves, as required as per manufacturer’s instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.11	Non-essential visitors are not permitted . However special needs services may continue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0	HAND HYGIENE AND RESPIRATORY ETIQUETTE	YES	NO	N/A	NOTES
4.1	Proper and frequent hand hygiene practices are followed. Review and encourage hand hygiene practices with staff, parents/guardians and children. Please refer to hand washing signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Staff provides supervision/assistance for hand hygiene practices where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Hand hygiene products are available in all rooms (i.e., hand wash sink or ABHR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Hand washing using soap and water is recommended over alcohol-based hand rub for children. Refer to Public Health Ontario’s How to Wash Your Hands fact sheet .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Staff, parents/guardians and children practice proper respiratory etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4.6	Hand hygiene is performed for donning and doffing PPE. Please refer to Putting On and Taking Off PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	ENHANCED CLEANING AND DISINFECTION	YES	NO	N/A	NOTES
5.1	A cleaning and disinfecting schedule and log are developed. Please refer to Appendix D in the COVID-19 Guidance: Child Care Centres and Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Clean and disinfect common areas and items including high touch surfaces (e.g., door knobs, handrails, sink and toilet handles) at least twice daily and as often as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Only use cleaners and disinfectants with a Drug Identification Number (DIN) or Natural Product Number (NPN).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Appropriate PPE is worn during cleaning and disinfection <ul style="list-style-type: none"> • General cleaning (no direct contact or close contact with child or other staff) staff must wear a medical mask, eye protection and gloves as required as per manufacturer's instructions • Cleaning up bodily fluids with the risk of splashing/soiling clothing, staff must wear full droplet and contact precautions: medical mask, eye protection (goggles or face shield), gown, and gloves 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Cleaning and disinfecting products are provided and accessible to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6	All rooms/surfaces where the symptomatic child was present must be cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.0	TOYS AND EQUIPMENT	YES	NO	N/A	NOTES
6.1	Increase frequency of cleaning and disinfection of toys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Designate toys and equipment for each cohort group. If this is not possible, toys and equipment must be cleaned and disinfected before and after each use by each cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Clean and disinfect toys and equipment at least daily if used by same cohort group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Clean and disinfect mouthed toys immediately after each use by a child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Minimize sharing and frequency of touching objects, toys, equipment and surfaces including personal items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Any sensory and nature-based materials that cannot be cleaned and disinfected are: i) Dedicated to each child and kept in a designated location (i.e., cubby/bag/container labelled with the child's name) OR, ii) If they can not be dedicated to a single child, toys/items must be used for only one day and then be placed in a sealed and cleanable container for two weeks before being re-introduced to the cohort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Play structures/playground equipment can only be used by one cohort at a time. Clean and disinfect between use by different cohorts. Children and staff should wash their hands before and after play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	DIAPERING AND TOILETING	YES	NO	N/A	NOTES
7.1	Toilets/potty chairs and seats are cleaned and disinfected between use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Proper diaper change procedure is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.3	<p>Skin products (e.g., lotions) must be dispensed in a manner that does not contaminate the remaining portion (i.e., using a disposable applicator or clean gloved hand).</p> <p>Staff must perform proper hand hygiene (i.e., wash hands before and after application) when helping children put on lotion.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Proper PPE is used for diapering and toileting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	LAUNDRY AND SLEEPING EQUIPMENT	YES	NO	N/A	NOTES
8.1	Place soiled personal items in a securely tied plastic bag and send home with the child's parent/guardian. Soiled items must not be rinsed and/or washed at the centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Personal bedding/linens are labelled with child's name. No sharing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Sleeping equipment (e.g., cribs, cots and mats) and bedding should be designated and not shared. Clean and disinfect/laundry bedding and sleeping equipment weekly or when visibly soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Sleeping equipment (e.g., cribs, cots and mats) and bedding, that are not designated to each child, must be cleaned and disinfected/laundered after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	PHYSICAL DISTANCING	YES	NO	N/A	NOTES
9.1	Physical distancing (i.e., 2 metres) is maintained between and within cohorts in both indoor and outdoor play spaces where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	<p>Physical distancing strategies are incorporated in the child care centre:</p> <ul style="list-style-type: none"> • Spread children out into different areas at meal and dressing time • Incorporate more individual activities. Avoid planning activities involving shared objects/toys 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • Use markings on floors and walls to promote physical distancing • Each cohort must have their own assigned indoor space, separated from all other cohorts by a physical barrier. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow • Move activities outside to allow for more space • Increase distance between sleeping equipment or place children head to toe or toe to toe to allow for 2 metres distancing • Stagger lunch/break time for staff <p>Increase physical distance of chairs and tables in all rooms</p>				
10.0	INTERACTIONS WITH CHILDREN/PARENTS	YES	NO	N/A	NOTES
10.1	Video and telephone interviews with parents/guardians are used, if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Staff should perform proper hand washing before and after applying lotions/sunscreens on children. Lotion/sunscreen should be dispensed in a manner that prevents contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Staff refrain from getting close to the faces of all children, when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A	NOTES
11.1	All adults in a child care setting are required to wear a medical mask and eye protection (goggles or face shield)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Operator has secured and sustained an adequate supply of PPE available for use (e.g., medical masks, eye protection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Staff are trained on the proper use of PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12.0	FOOD SAFETY	YES	NO	N/A	NOTES
12.1	"No sharing" policies and procedures are reinforced: food, water bottles or personal items. Personal items should be clearly labelled with each child's name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Meals or snacks are portioned into individual servings before serving in the program area. No family style dining. No utensils or food items should be shared (e.g., serving spoon or salt shaker).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Food is prepared, handled, stored and served in a safe manner as outlined in Food Premises Regulation 493/17 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	Multi-use utensils must be cleaned and sanitized between uses as per requirements outlined in Food Premises Regulation 493/17 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	If meals or snacks are provided by the family, for their child(ren), food should be stored with the child's belongings or, if refrigeration is required, should be kept in an area designated for the child's cohort and should not be handled by staff designated to other cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.0	COMMUNICATION WITH STAFF AND PARENTS/GUARDIANS	YES	NO	N/A	NOTES
13.1	Parents/guardians are aware of the enhanced COVID-19 related measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	COVID-19 information is posted and available to staff and parents/guardians (e.g., COVID-19 fact sheets, Do Not Enter signage, hand hygiene, physical distancing reminders).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	COVID-19 messaging is adhered to by staff and parents/guardians (e.g., hand hygiene and respiratory etiquette, exclusion of symptomatic children/staff, physical distancing, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

13.4	Only essential visitors are permitted (e.g., special needs resource, plumber).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.5	No field trips/activities requiring group transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.6	Parents/guardians have provided an emergency contact that is able to pick up child when needed. Emergency contact is aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0	MANAGEMENT OF SYMPTOMATIC CHILD/STAFF	YES	NO	N/A	NOTES
14.1	Monitor children and staff and record any symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Symptomatic child at the centre is immediately separated from others and is supervised in a designated room/space and parent/guardian is contacted for immediate pick up. Symptomatic staff must go home immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3	Designated staff member providing care to a symptomatic child should maintain a distance of 2 metres, if possible. Avoid contact with the child's respiratory secretions and perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4	A medical mask is worn by the symptomatic child (if tolerated and above age of 2). Staff member who is taking care of the symptomatic child must wear full contact/droplet precaution PPE as outlined in the WDGPH Guidance document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Designated room/space is equipped with a hand sink supplied with liquid soap and paper towels or ABHR and facial tissue and appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.6	Clean and disinfect the room/space, and any items touched by the symptomatic child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.7	Contact WDGPH (1-800-265-7293 ext. 4753) to notify of any confirmed positive COVID-19 cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14.8	Place soiled personal items in a securely tied plastic bag and send home with the child's parent/guardian. Soiled items must not be rinsed and/or washed at the centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.0	TESTING	YES	NO	N/A	NOTES
15.1	Refer symptomatic staff and children to their health care provider for further advice and/or assessment. Refer to WDGPH Guidance Document for exclusion and isolation requirements. Staff and children waiting for test results are excluded from child care centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Information on Assessment Centre locations is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	