

Checklist for Child Care Administrators: Steps to Take When You Have a Suspected or Confirmed COVID-19 Case in Your Facility

Task	N/A	Completed	Date	Initials
Illness Response				
If child or staff develop symptoms while at child care				
Follow all Keep Me Home If exclusion guidelines.				
If child or staff becomes symptomatic with a cough, shortness of breath, temperature of 100.4°F/38°C or higher, chills, congestion or runny nose, headache, muscle pain or body aches, sore throat, fatigue, nausea or vomiting, diarrhea, new loss of taste or smell or other signs of <i>new</i> illness unrelated to a pre-existing condition (such as seasonal allergies) follow the steps below.				
Complete Symptom Logs for individuals with symptoms.				
For sick child				
Designate a staff member to care for and supervise the sick child while awaiting the parent/caregiver's arrival.				
Designated staff member separates the sick child from other children and staff. If possible, isolate the child in an unoccupied room while waiting for the parent/caregiver to pick the child up.				
If possible, move all other children into an unoccupied room and out of the classroom where the sick child spent time. Close off all areas used by the sick child to prevent re-entry.				
Designated staff member should wear a medical mask while caring for the sick child. If the sick child is older than 2 years, they should wear a face covering/mask. Designated staff member should help the child put the face covering/mask on properly.				
Notify the child's parent/caregiver. Kindly request they pick up the child as soon as possible.				
When the parent/caregiver arrives, the designated staff member should escort the child to the facility entrance.				
Advise family to call child's healthcare provider to get child tested for COVID-19 or go to a free testing site .				
For sick staff				
Separate the sick staff person from children and other staff. Send sick staff person home.				
Ask the staff member to wear a face covering/mask while they are still in the facility awaiting pick up, or if they will be using public transportation to return home.				
If possible, isolate the staff person in an unoccupied room if they are waiting to be picked up.				
Advise sick staff person to call their healthcare provider to get tested for COVID-19 or go to a free testing site .				

Task	N/A	Completed	Date	Initials
Cleaning and disinfecting after sick person leaves				
Designated staff person who cared for a sick child should: 1. Wash hands 2. Change their clothes, and bag and seal clothes to be washed. 3. Remove face covering and either dispose of in a plastic-lined garbage can or place in a sealed bag for washing. 4. Wash hands. 5. Put on clean face covering.				
Any cloth items used by the sick child such as a blanket, napping sheet, and toys should be placed in a sealed bag and laundered.				
Any rooms the sick person spent time in should be cleaned and disinfected. Follow Cleaning and Disinfecting During COVID-19 document for recommended bleach disinfectant concentration and procedures. <ul style="list-style-type: none"> Open windows and doors to the outdoors to increase air circulation in these areas. If possible, wait 24 hours or as long as practical after the sick person was in a room before beginning to clean and disinfect. 				
Communication				
Notify facility administration of confirmed or suspected COVID case(s).				
Meet with key staff, including teachers, janitors, and leadership to coordinate action.				
Notify families of children who are close contacts of the confirmed COVID-19 case by providing them with a copy of the "COVID-19 Exposure Notification Letter."				
You may also choose to provide a copy of the "COVID-19 Fact Sheet for Families" for informational purposes to staff and other families of children who were not close contacts.				
Remember: do not tell families anything that can identify the individual who is or may be sick.				
You must report to Dallas County Health & Human Services if: <ul style="list-style-type: none"> one or more individuals who have spent time in your facility test positive for COVID-19; OR two or more children or staff in your child care have symptoms of COVID-19; To report the To report a positive case of COVID-19 to Dallas County, please complete a COVID-19 Positive Case Daycare Report Form and email the completed form to: Daycareoutbreaks@dallascounty.org .				
Notify your licensor of a positive case.				
If you are considering closing for a period of time:				
Please email Daycareoutbreaks@dallascounty.org .				

Dallas County Health and Human Services' guidance reflects our commitment to protecting the health and safety of our residents in local circumstances. You may find that there are differences in the guidance issued by local, state, and national agencies.