

**Checklist for Child Care Administrators:  
Steps to Take When You Have a Suspected<sup>1</sup> or Confirmed<sup>2</sup>  
COVID-19 Case in Your Facility**

Task	N/A	Completed	Date	Initials
<b>Illness Response</b>				
<b>If child or staff develop symptoms while at child care</b>				
Follow all " <a href="#">Keep Me Home If</a> " exclusion guidelines.				
A child or staff 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 documented preexisting condition (such as seasonal allergies) should remain at home. For the most up to date COVID-19 symptom list see the <a href="#">Centers for Disease Control and Prevention</a> .				
Complete <a href="#">Illness Log</a> for individuals with symptoms.				
<b>For sick child</b>				
Designate a staff person to care for and supervise the sick child from a safe distance while awaiting the parent/caregiver's arrival.				
Designated staff person 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.				
While caring for the sick child, the designated staff person should wear a mask that provides more protection than a cloth face covering (see: <a href="#">Labor and Industry Guidance</a> for examples). If the sick child is older than 2 years, they should wear a face covering/mask. Designated staff person should help the child put the face covering/ mask on properly.				
Notify the child's parent/caregiver. Kindly request they pick up their child as soon as possible.				
When the parent/caregiver arrives, the designated staff person 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 <a href="#">free testing site</a> .				
<b>For sick staff</b>				
Separate the sick staff person from children and other staff. Send sick staff person home.				
Ask the staff person 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 <a href="#">free testing site</a> .				

<sup>1</sup> "suspected case" = a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results.

<sup>2</sup> "confirmed case" = a person (with or without symptoms) who tested positive for COVID-19.

Task	N/A	Completed	Date	Initials
<b>Cleaning and disinfecting after sick person leaves</b>				
Designated staff person who cared for a sick child should: <ol style="list-style-type: none"> <li>1. Wash hands.</li> <li>2. Change clothes (if soiled with bodily fluids); bag and seal clothes to be washed.</li> <li>3. Remove mask worn while taking care of sick child and dispose of it in a plastic-lined garbage can.</li> <li>4. Wash hands.</li> <li>5. Put on clean face covering.</li> </ol>				
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. Wait 24 hours or as long as possible after the sick person was in a room before beginning to clean and disinfect. If a bathroom was used by the sick person, clean and disinfect immediately. Follow <a href="#">Cleaning and Disinfecting During COVID-19 document</a> for recommended bleach disinfectant concentration and procedures.				
For rooms: Open windows and doors to the outside to increase air circulation and improve ventilation in the areas the sick person spent time.  For bathrooms: Increase ventilation by keeping a window open and/or turning on a fan that vents to the outside.				
For more information: <a href="#">Guidance for child care administrators: What to do when you have a confirmed COVID-19 case in your facility</a>				
<b>Communication After Confirmed COVID-19 Case in Your Facility</b>				
Notify facility administration of confirmed COVID-19 case(s).				
Meet with key staff, including teachers, janitors, and leadership to coordinate action.				
Notify families of children who are close contacts of a confirmed COVID-19 case by providing them with a copy of the <a href="#">COVID-19 Exposure Notification Letter</a> .				
Show the <a href="#">Exposure Notification Poster for Staff</a> to any staff person(s) who may be a close contact of the confirmed COVID-19 case for next steps.				
You may also choose to provide a copy of the <a href="#">COVID-19 Fact Sheet for Families</a> 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 sick.				

<p>Please report to <b>Public Health</b> if:</p> <ul style="list-style-type: none"> <li>• one or more individuals who have spent time in your facility test positive for COVID-19;</li> </ul> <p>To notify Public Health, please:</p> <ul style="list-style-type: none"> <li>• Call the COVID-19 Call Center at 206-477-3977 between 8 a.m. and 7 p.m. and press 5. Identify yourself as a child care provider. Interpreters are available.</li> <li>• OR complete a COVID-19 Intake Survey using <a href="#">this online form</a>. Public Health will respond with an email or phone call.</li> </ul>				
<p>Notify your licensor of a positive case.</p>				
<p><b>If you are considering closing for a period of time:</b></p>				
<p>Please call the Public Health COVID-19 Call Center between 8:00 a.m. and 7:00 p.m. PST at 206-477-3977 and press 5. Identify yourself as a child care provider. Interpreters are available.</p>				

*Public Health—Seattle & King County’s 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.*