



Checklist for Assessing Your Daycare's COVID-19 Preparedness

Use this checklist as a guide for discussions with your child's daycare. Keep notes in case you need to reference this important information later.

NAME OF DAYCARE: _____

PREVENT THE SPREAD OF COVID-19	YES	NO
Does the daycare practice cohorting, where children and staff are kept in the same small group or "pod" day-to-day without mixing between the groups (e.g. having no teachers or staff who float classroom to classroom)? <i>This helps to minimize the extent of COVID-19 spread if a member of the day care team were to become ill.</i>		
Are hand sanitizer stations available in multiple locations throughout the building including near the entrance and throughout classrooms?		
Does the daycare have an isolation area to separate children who become sick?		
Does the daycare have a plan to clean and disinfect surfaces and toys frequently?		
Does the daycare require parents to screen their children and for staff to screen themselves for COVID-19 symptoms daily?		
EDUCATION	YES	NO
Are there signs posted in multiple places reminding staff and parents of steps to prevent the spread of infection including tape on the floor indicating 6 feet of physical distancing?		
What steps has the daycare taken to educate their staff? Notes:		



This is a tool developed by Alexandria Health Department (AHD) to assist child care programs with COVID-19 infection prevention and response readiness.

FOR ADDITIONAL GUIDANCE, CALL THE COVID-19 HOTLINE AT 703.746.4988 OR VISIT



STOP THE SPREAD OF COVID-19



COMMUNICATION	YES	NO
Has the daycare identified member(s) of their staff to serve as liaisons to the health department to collect and share necessary information when a staff member or child is infected with COVID-19?		
How does the daycare share information about COVID-19 policies with families? (e.g. emails, letters, calls) Notes:		
How will the daycare notify parents about children and staff who become infected (e.g. prepared template emails and maintaining up-to-date contact information for families)? Notes:		
CONTINGENCY PLANNING	YES	NO
If staff members cannot work because they need to self-isolate or quarantine, does the daycare have enough staff to maintain adequate child to adult ratios and not mix cohorts?		
Does the daycare have extra face masks for children and staff?		
Does the daycare have a sick leave policy for their employees?		
COMMITMENT	YES	NO
Is the daycare a member of ALX Promise? ALX Promise is a Health Department program that supports businesses as they commit to staying safe during the pandemic. Visit alexandriava.gov/115542 for more information about ALX Promise.		
How else has the daycare shown their commitment to keeping staff and children safe? Notes:		



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