

**Industry Specific COVID-19 Prevention Plan Template**  
 You may use this template or develop for your specific worksite.  
 This template conforms to CDPH Industry Checklist

**Industry Sector:** Childcare Programs and Providers      **Business Name:**

COVID-19 General Checklist Items for Employers	Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
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**1. Worksite Plan**

1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.			
2	The person(s) responsible for implementing the plan.			
3	A risk assessment and the measures that will be taken to prevent spread of the virus.			
4	Training and communication with employees and employee representatives on the plan.			
5	A process to check for compliance and to document and correct deficiencies.			
6	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.			
7	Update the plan as necessary to prevent further cases.			

**2. Employee Training**

1	Information on COVID-19, preventing spread, and who is especially vulnerable.			
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.			

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3	Enhanced sanitation practices			
4	Physical distancing guidelines			
5	Use of face coverings			
6	Screening practices			
7	Covid-19 specific exclusion criteria			
<b>3. Cleaning and Disinfecting Protocols</b>				
1	Regularly introduce fresh air as much as possible, especially when cleaning			
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.			
3	Designate a container for toys that need be cleaned, sanitized, or disinfected before being introduced back into the classroom environment			
4	Ensure multiple toys are accessible that are easy to clean and disinfect and/or provide individually labeled bins for each child's toys and belongings			
5	Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions			
<b>4. Hygiene Protocols</b>				
1	Implement and enforce strict handwashing guidelines for all staff and children			
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.			

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3	Use bathroom time as an opportunity to reinforce health habits and monitor proper handwashing			
4	Teach children to avoid contact with one’s eyes, nose and mouth and use tissue to wipe their nose and cough/sneeze inside their elbow			
5	Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside and after using the restroom			
6	Discontinue brushing teeth during class			
7	Label personal items and keep in a separate bag to ensure personal items are separate from others			
8	Send home with family or wash daily personal toys and blankets			
9	Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Cots and mats should be labeled for each child			
<b>5. Arrival Procedures</b>				
1	Procedures and communication to families of a drop-off and pick-up process that includes: Parents/caregivers meet at the facility entryway and be brief Enter and exit the room one person at a time and wear face coverings Bring or use own signing pen or sanitize between use			
2	Install hand sanitizers, out of reach of children, near all entry doors and other high traffic areas			
3	Take steps to reduce contact between children and adults			

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4	Consider staggering arrival and drop off times			
<b>6. Health Screening Protocols</b>				
1	Implement screening procedures for all staff and children before they enter the facility			
2	Document/track incidents of possible exposure and notify health officials, staff and families immediately of any possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)			
3	A process to conduct visual wellness checks and take temperature each morning with preferably a no-touch thermometer			
4	Monitor staff and children throughout day for signs of illness, isolate from general room population and notify parents if symptomatic			
5	Exclude any child, parent, caregiver, or staff showing symptoms of COVID-19			
6	Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate			
7	Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation			
<b>7. Group Size and Staffing</b>				
1	Group size should remain as small as possible			
2	Keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible			
<b>8. Classroom Size and Physical Distancing Guidelines</b>				

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1	Arrange activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation, when possible			
2	For napping, place cots, cribs, and mats 6 feet apart, with heads in opposite directions			
3	Use opportunities to reduce time spent indoors and offer more opportunities for individual play			
4	Stagger play and adjust schedules to reduce the number of children in same area			
5	Ensure outdoor play equipment is disinfected between use by different groups.			

**9. Mealtime Protocols**

1	A process for proper hand washing before and after meal			
2	Use paper goods and disposable plastic utensils when possible			
3	Do not allow children or staff to share or touch each other's food			
4	A process for immediately cleaning and disinfecting trays and tables after meals			
5	Ensure meals are provided in individual portions and are delivered by staff wearing gloves			
6	Implement outdoor meals when possible			

**10. Other Actions Taken**

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2				
3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.