

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 or higher, chills, congestion or runny nose, headache, muscle 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 Illness Log 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 face covering or medical mask while caring for the sick child. If the sick child is older than 2, 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: <ol style="list-style-type: none"> 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. 				
For more information: Guidance for child care administrators: What to do when you have a confirmed COVID-19 case in your facility				
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 and staff of a confirmed or suspected COVID-19 infection in the facility. See COVID-19 Fact Sheet for Families .				
Remember: do not tell families anything that can identify the individual who is or may be sick.				
Please report to King County Coronavirus Call Center: 206-477-3977, identifying yourself as a child care program , if: <ul style="list-style-type: none"> • You have a single, mild case or 2 or more children or staff with suspected or confirmed COVID-19 infections in your childcare; • You are considering a brief 2-5 day closure or a longer 14 day closure; OR you are considering a temporary closure • Staff, children, or volunteers become severely sick with suspected or confirmed COVID-19 infections or undiagnosed respiratory illness (requiring hospitalization or causing death). 				
Notify your licensor of a suspected or positive case.				
If you are considering closing for a period of time:				
Please call the Public Health COVID-19 Call Center between 8:00 AM and 7:00 PM PST at 206-477-3977. Identify yourself as a child care provider and you will be connected to a nurse consultant from the Seattle & King County Child Care Health Program.				

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.