Daily checklist for administrators/supervisors

Following this checklist will help enable safe, and secure responses to outbreaks

- Ensure that you are wearing face coverings and maintaining at least six (6) feet from all employees/visitors
- Ensure that self-attestation form for screening is posted in a visible area
- Conduct verbal screening of children and staff for symptoms upon drop off
- Ensure that children/staff remain in their consistent groups, and each group is physically distancing (each consistent group should be separated with a wall, divider or partition) from others
- Ensure all play areas/rooms have been thoroughly cleaned in adherence to CDC guidelines
- Monitor children/staff for symptoms
  - In the case of symptomatic or test positive child/staff, refer to outbreak response protocols. If there is a positive case, call the RI Department of Health immediately at 401-222-2577 or 401-276-8046 (after hours)

Suggestion
Refer to checklist before you leave the house, keep in visible area at work
Daily checklist for staff

Following this daily checklist will help enable safe, and secure responses to outbreaks

- Ensure that you are wearing **face coverings** and maintaining **at least six (6) feet** from all employees/visitors

- Conduct **verbal screening** of children and staff for symptoms upon drop off

- Ensure that children/staff remain in their consistent groups, and each group is **physically distancing** (each consistent group should be separated with a wall, divider or partition) from others

- Monitor children/staff within your consistent group for symptoms
  - In the case of symptomatic or test positive child/staff, **refer to outbreak response protocols**

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**Suggestion**
Refer to checklist before you leave the house, keep in visible area at work
Daily checklist for parents/caregivers

Following this daily checklist will help enable safe, and secure responses to outbreaks

- Screen child for symptoms using self-attestation form or app prior to leaving home
  - If child fails screening, communicate with summer camp immediately, keep child at home and **use outbreak response protocols**
  - If child passes screening, take child to summer camp but **continue to monitor for symptoms**

- Ensure that you are wearing **face coverings** and maintaining **at least six (6) feet** from all employees/other parents or caregivers at drop off

- Ensure that you comply with **enhanced drop-off and pick-up protocols** established by the child care provider and in adherence with DHS COVID-19 Child Care Licensing Regulations

**Suggestion**
Put checklist on fridge, lunch box, near door to check as leaving for child care, or any other easily accessible area