



COLORADO

Office of Early Childhood

Department of Human Services

A RESOURCE GUIDE FOR CHILD CARE PROVIDERS DURING COVID-19

As a child care provider, you play an important role in keeping families, children and communities safe. The health and safety of children, families, staff and child care providers is of the utmost importance. Child care programs provide an essential support for children in their care as well as for working families. Thank you for providing this vital service in your community!

Use this guide to update your program's practices in response to COVID-19.

Be sure to check out the links in this document for additional information and guidance. Continue to consult with your [licensing specialist](#), [early childhood council](#) and [local public health agencies](#). Also, please continue to update your status in the [Provider Portal](#).



PLANNING YOUR OPERATIONS

- As you examine your home or facility's [operations](#), consider accessing [supplies](#) or [funding](#) opportunities. Review and update your [health and safety procedures](#).
- Use appropriate cleaning supplies to routinely [clean, sanitize and disinfect surfaces](#) and objects that are frequently touched, especially toys and games.
- Organize space for [social distancing](#) - large rooms (gyms, cafeterias, etc) can be used for more than one group. Develop a [classroom composition and staffing plan](#).
- Schedule and meet virtually with your child care health consultant to review health care plans, medications, and any training needs. Discuss [plan](#) and [family communication](#) for students with special health care needs - connect with the child's health care provider to determine if it is safe for the child to attend.
- Develop a protocol for a possible [COVID-19 case or outbreak](#); be prepared to consult with your [local public health agency](#) and notify families if there are cases in the facility or an increase in cases in the community.
- Set up an [isolation room](#) or area that can be used to isolate sick children.



BEFORE FAMILIES ARRIVE



- Post signs at the entrance and exit regarding [social distancing](#), [cough covering](#), [hand-washing](#) and [any other important reminders](#).
- [Communicate](#) with parents, children and staff about important steps to prevent the spread of germs.
- Provide [face coverings](#) for staff and children over the age of 3 years. All staff are required to [wear face coverings](#), unless it impacts their health.
- Communicate to staff and families to stay home if they have any [symptoms](#). When staff are [sick](#), utilize substitutes or check out the [temporary job board](#). How sick is too sick? [\(English\)](#) [\(Spanish\)](#).
- Communicate with staff on updated procedures. Ensure staff have [resources](#) to support their own physical and [emotional well-being](#).
- Ensure all staff have completed the Department-approved [Standard Precautions training](#) within the past year and your program has an exposure control plan on site.

DROP-OFF

- Maintain social distancing by [staggering drop-off times](#) and/or have child care providers go outside the facility to [pick up](#) the children as they arrive.
- Implement alternative child [check-in and check-out procedures](#) that minimize parent touching of shared items. If possible, ask families to have the same parent drop off/pick up each day. Ask parents to wear face coverings.
- Assess children and staff for [symptoms](#) daily. Have parents confirm their child does not have symptoms or [screen children's temperature](#) as they arrive; send children and staff home if they exhibit a high temperature or any symptoms.
- All staff should wear [face coverings](#). Children ages 3 years and older should wear face coverings, if possible. Children should be supervised [when wearing face coverings](#); if the face covering is creating discomfort or resulting in the child touching their face frequently reconsider whether a face covering is appropriate for that child. Children should not wear face coverings during naptime.
- [Wash children's hands](#) upon arrival; post reminders [\(English\)](#) [\(Spanish\)](#) for children on proper hand-washing.



PLAYTIME

- Maintain [social distancing](#) for staff and children as much as possible. Recess, outside activities and hallway passing should be staggered to limit interactions.
- [Clean and disinfect](#) frequently touched surfaces throughout the day; do not share toys across groups of children. [Refer to this guidance](#) for more information on cleaning, sanitizing and disinfecting.
- [Encourage conversation](#) about the use of face coverings; identify [activities](#) that support [children's language](#) and social emotional development.



MEALTIME

- [Wash staff and children's hands](#) before and after meal time. Clean and sanitize all cooking areas and utensils.
- If you need access to food, consider the [Child and Adult Care Food Program](#) or connect to resources in your [community](#).
- [Serve meals](#) in a classroom, not a communal space; each child should receive an individual serving. Do not provide meals family style or buffet style. Children can remove face coverings during mealtime.

NAPTIME

- Use bedding that can be washed. Keep each child's bedding separate and [wash weekly, or before use by another child](#).
- Maintain social distancing by setting up mats or cots 6 feet apart, arranged head to toe if possible.
- Remove face coverings for naptime to ensure children can breathe freely.



OUTDOOR TIME

- Increase time spent outdoors; when indoors, open windows to allow for more airflow.
- As much as possible, maintain [social distancing](#) during outdoor activities. If multiple groups of children are outside at the same time, maintain distance between each group. Eliminate activities where germs could spread easily, such as sandboxes, water tables and games that involve touching, like 'tag.' Sprinkler play is now allowed.
- Eliminate field trips that require transportation of children.



PICK-UP

- Maintain social distancing by [staggering pick-up times](#) and/or have child care providers take the children outside as [parents arrive](#).
- Implement alternative child [check-in and check-out procedures](#) that minimize parent touching of shared items. If possible, ask families to have the same parent drop off/pick up each day. Ask parents to wear face coverings.

CLOSING

- At the [end of the day](#), clean and disinfect surfaces and toys; wash face coverings and bedding that has become contaminated or needs to be used for another child.



COMMUNICATING WITH FAMILIES

- Provide continuous communication to families on updated procedures as well as [supports](#) for the health and well-being of their families, including how to handle separation anxiety.
- Consider sharing these resources with families, in [English](#) and [Spanish](#).