

Checklist

Each Childcare Program must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

Business/Entity name:

Contact name:

Entity Address:

Contact telephone:

(You may contact the person listed above with any questions or comments about this plan.)

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-14e, available at <http://www.sfdph.org/directives>.
- Designate a COVID-19 staff liaison. *Liaison name:*
- Everyone who enters the facility is screened for COVID-19 symptoms or exposure.
- Parents are informed to keep children home when ill.
- Sick leave policies support personnel to stay home when ill.
- Limiting non-essential visitors, including volunteers.
- Cohort size is limited to 14 children and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and adults) in the cohort. If the maximum number of children allowed by the childcare's license is lower, the cohort may not exceed that size.
- Staff is assigned to no more than two cohorts and works solely with those cohorts.
- Interaction between cohorts is minimized to the greatest extent feasible.
- Each cohort is in a separate room or space or a solid non-permeable, cleanable partitions extending from the floor and at least 8 feet high separates the cohorts.
- Physical distancing between adults is maintained as much as possible.
- Physical distancing between children is encouraged as appropriate, and balanced with developmental and socio-emotional needs of the age group.
- At naptime, children's mats or cribs are placed as far apart as possible, so that their heads are at least 6 feet apart.
- All adults and children 10 years and older wear a face covering unless eating or drinking or otherwise exempt.
- Children 2-9 years are encouraged to wear face coverings to the extent feasible during the following times:
 - During group activities or playtime when children are not physical distancing, especially indoors;
 - Where children may encounter staff and children from other cohorts; and
 - If a child becomes ill after arriving and is waiting for pick up (and is not asleep)

Health Officer Directive No. 2020-14e (Exhibit B)
Health and Safety Plan (issued 9/11/2020)

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- Face coverings are not placed on children under 2 years old or children with documented medical or behavioral contraindications to face coverings.
- Face coverings are never worn during naps.
- Hand sanitizer is kept out of reach of young children.
- Activities are done outdoors to the greatest extent possible.
- Ventilation is maximized to the greatest extent possible through opening windows (when safe to do so) and/or adjusting mechanical ventilation to maximize fresh (outdoor) air ventilation, as appropriate.
- Sharing of supplies and high-touch material is limited to the extent possible.
- Frequently touched surfaces, toys and other objects are cleaned and disinfected regularly.
- Staff contact with families at drop-off and pick-up is limited as much as possible.
- Children and staff wash their hands or use hand sanitizer on entering the facility, before naptime, and immediately before and after eating.
- No group singing, especially indoors.
- No field trips.
- Protocols have been established in the event a child or staff member has symptoms of COVID-19, has close contact with a person with COVID-19, or is diagnosed with COVID-19.

Additional Measures

Explain: