



**BE SAFE AND INFORMED**

# Childcare IN ADAMS COUNTY

Childcare providers play an important role in keeping families, children, and the community safe. In response to COVID-19, this essential support is even more critical to help parents balance work and family. Learn more about the steps childcare providers are taking to make their operations safe.



**ADAMS COUNTY**  
COVID-19 *Response & Recovery*

# Operating Guidelines

## FAMILY HOME AND CENTER PROVIDERS MUST ALREADY DO THE FOLLOWING:



Background checks and fingerprinting



Routine safety and health inspections



Numerous courses and classes, plus 15 courses per year to keep license including: first aid, CPR, medication admin, safe sleep, shaken baby, and standard precautions



Providers must comply with licensing rules that are now being more tightly aligned to quality improvement



Sites and providers must ensure proper nutrition, time outside, healthy routines, and sleep



Monthly fire and tornado drills and quarterly active shooter drills to ensure adequate knowledge and follow-through



Health and safety walkthroughs (conducted virtually during the pandemic) are completed initially and annually to verify compliance with health and safety regulations



All facilities, except family childcare homes, must have monthly visits from a nurse consultant and have approval from the health and fire department to operate

## STAY INFORMED: Ask About Your Provider's...

- ✓ Drop-off/pick-up policy
- ✓ Health screening processes for staff and children
- ✓ Travel policy (family or staff travel)
- ✓ Cleaning, sanitizing, and disinfecting policies
- ✓ Health and safety policies pertaining to COVID-19
- ✓ COVID-19 notification policy
- ✓ COVID-19 closure policy

**Rest assured knowing that when you send your child(ren) to childcare, they are safe, having a good time, and meeting your expectations when it comes to their social and emotional developmental needs.**

## REPORT CHILDCARE COMPLAINTS

To report a licensing complaint, please call **303.866.5958**, to report a health department complaint, email Tri-County Health Department at [ehchildcare@tchd.org](mailto:ehchildcare@tchd.org).



# Ongoing Education and Certification

 LICENSED FAMILY  
CHILDCARE PROVIDERS













 LICENSED CHILDCARE  
CENTERS AND PRESCHOOLS

 SCHOOL AGE PROGRAMS, DAY CAMPS,  
MOBILE SCHOOL AGE PROGRAMS (SACCS)

## BEFORE WORKING WITH CHILDREN all staff must:

Complete standard precautions training	  
Complete first aid and CPR training	  
Have cleared CBI, FBI, and TRAILS background checks	  
Have a current medical statement or annual health history	  
Complete emergency preparedness training	  
Be familiar with the licensing rules and regulations	  
Have a current medical statement	  
If dispensing medication, have medication administration training	  
Read and follow the policies and procedures of the facility	  

## ANNUALLY all staff must:

Complete prevention of sudden infant death syndrome (SIDS) training and use safe sleep practices	  
Complete preventing shaken baby syndrome and abusive head trauma training	  
Recognize and report child abuse and neglect	  
Maintain 15 hours of annual training including three hours in social-emotional development	  

# Safe COVID-19 Provider Operations

Childcare providers play an important role in keeping families, children, and the community safe. In response to COVID-19, this essential support is even more critical to help parents balance work and family life. Learn more about the steps providers are taking to make their operations safe.

## Did you know?

Parents and guardians must always be notified if their child is being taken off the premises (walking or vehicle) and provide written authorization.

Parents and guardians are encouraged to stay up to date on the rules and regulations.

## STEP

# 1

## PREPARING THE LOCATION

- ✓ Routinely **clean, sanitize, and disinfect** surfaces, objects, face coverings, and bedding that are frequently touched or contaminated throughout the day and at the end of the day.
- ✓ Create a **socially distant atmosphere**, including breaking up large rooms.
- ✓ Review healthcare plans, medications, and training needs with health consultant, including for students with special healthcare needs. Determine if it is safe for the children to attend.
- ✓ Have a **COVID-19 case or outbreak protocol** in place. Be prepared to consult with **Tri-County Health Department** 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.
- ✓ Provide continuous communication to families on updated procedures and support for managing health and well-being.

**RESOURCES**  
**COLORADO OFFICE OF EARLY CHILDHOOD**

**SUPPORTING YOUNG CHILDREN DURING COVID-19 (English)**

**SUPPORTING YOUNG CHILDREN DURING COVID-19 (Spanish)**



## STEP

# 2

## BEFORE FAMILIES ARRIVE

- ✓ Post social distancing, cough-covering, and hand-washing signs throughout the facility, including at entrances and exits.
- ✓ Share tips with parents, children, and staff about how to prevent the spread of germs.
- ✓ Communicate with parents, children, and staff about important steps to prevent the spread of germs.
- ✓ Update procedures regularly according to latest local and state guidelines and communicate them with staff.
- ✓ Communicate with staff and families to stay home if they have any symptoms. Utilize substitutes if needed. Learn how sick is too sick, what steps to take when feeling unwell, guidance for returning to school and work, or contact Tri-County Health Department for more information.
- ✓ Provide face coverings for staff and children, as needed.
- ✓ Provide resources to staff about physical and emotional well-being.
- ✓ Make sure all staff are up to date on standard precautions training and there is an exposure control plan on site.

## RESOURCES

Child Abuse and Neglect Hotline | 844.264.5437

Childcare Complaints | 303.866.5958

Childcare Resource and Referral Hotline | 877.338.2273

Early Childhood Mental Health Specialists | 303.866.4393

Early Intervention Colorado | 1.888.777.4041

**QUICK LINKS:** [CHILDCARE SUPPORT](#) | [FAMILY SUPPORT](#)



**COLORADO**  
Office of Early Childhood  
Department of Human Services



## STEP

# 3

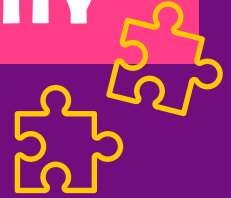
## WHILE CHILDREN ARE AT THE FACILITY

### DROP-OFF/PICK-UP



- ✓ Stagger drop-off/pick-up times and have providers go outside to pick-up/drop-off children.
- ✓ Limit items parents touch by implementing alternative check-in and check-out procedures.
- ✓ **Wash children's hands** upon arrival. Post reminders for children on proper hand-washing — printable flyers available in English and Spanish.
- ✓ Ask parents to wear face coverings and be consistent with who does drop-off and pick-up.
- ✓ Assess children and staff for symptoms daily. Verbally confirm with parents that children do not have symptoms or complete temperature checks as they arrive. Send children and staff home if they exhibit any symptoms or have a high temperature.

### PLAYTIME



- ✓ Maintain **social distancing** of staff and children as much as possible. Stagger times of various groups to limit interactions.
- ✓ **Clean and disinfect** frequently touched objects and surfaces throughout the day; ensure toys are not shared across groups of children.
- ✓ Talk to children and staff about the importance of face coverings.

### MEALTIME



- ✓ Make sure staff and children wash their hands before and after mealtime. Clean and sanitize all cooking areas and utensils.
- ✓ Serve individualized meals in the classroom versus communal space. Do not serve meals family or buffet style.

### OUTDOORS



- ✓ Increase outdoor time and keep indoor areas well ventilated.
- ✓ Maintain social distancing between children and groups of children. Eliminate activities where germs can spread easily (e.g. touching games).

### NAPTIME



- ✓ Use bedding that can be washed and keep each child's bedding separate, washing weekly or before use by another child.
- ✓ To maintain social distancing, set up mats or cots six feet apart, arranged head to toe, if possible.

## RESOURCES

COLORADO OFFICE OF  
EARLY CHILDHOOD

[PRINTABLE HAND-WASHING FLYER \(English\)](#)

[PRINTABLE HAND-WASHING FLYER \(Spanish\)](#)

