



Considerations for Reopening Series for Early Childhood Programs

PART 1: CDC GUIDELINES TO INFORM REOPENING

RESOURCE TOOLKIT

This toolkit was created as part of the QUALITYstarsNY *Considerations for Reopening* webinar series to support early childhood programs during the COVID-19 pandemic. It provides a collection of resources and sample materials developed by QUALITYstarsNY and various government agencies and organizations.

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PART 1: CDC GUIDELINES TO INFORM REOPENING

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Reopening Considerations for Child Care Programs

Part I: Review of Guidelines from the CDC

QUALITYstarsNY Quality Improvement Specialists



June 9, 2020



- New York State's Quality Rating and Improvement System (QRIS) for all types of regulated early childhood programs
- Designed to assess and enhance the quality of early childhood for New York's children and families
- Early childhood programs participating in QUALITYstarsNY receive individualized support, resources, and services to help improve their quality
- Learn more about QUALITYstarsNY and how to apply to participate at qualitystarsny.org



Considerations for Reopening Webinar Series

Visit our series webpage at qualitystarsny.org/reopening to access:

- Webinar recordings from the other series sessions
- Downloadable Resource Toolkits for each session
- Our schedule of upcoming live webinars for the series in English and Spanish

Objectives

1. Participants will be able to consider multiple aspects of reopening the program.
2. Identify at least one person who can support them in the reopening process
3. Develop at least one action step to prepare for reopening.

First Steps

- Poll Staff
- Poll Families



Staffing

- No limitation on the number of staff members in the room with 15 children.
- Keep groups stable and separate from other groups in the program
- Keep staff consistent
- Create a Site Safety Plan for the program
- Assign Site Safety Monitor

Proper Supplies

Do you have or can you get access to:

- Masks
- Gloves / Soap / Disinfectant
- Shoe covering or “indoor shoes”
- Consider Gowns / Aprons for infant staff
- Hand Hygiene / Sanitizer
- Signage

Wash Your Hands
CDC website has lots of printable materials

Handwashing
Refer to your Health Care Plan

NYS expects 30 seconds of handwashing.

OCF 5-1255-7020 (Rev. 12/2015)

**Appendix B:
Hand Washing**

Staff and volunteers must thoroughly wash their hands with soap and running water:

- At the beginning of each day.
- Before and after the administration of medications.
- When they are dirty.
- After toileting or assisting children with toileting.
- After changing a diaper.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

Staff and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water:

- When they are dirty.
- After toileting.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

All staff, volunteers, and children will wash their hands using the following steps:

- 1) Moisten hands with water and apply liquid soap.
- 2) Rub hands with soap and water for at least 30 seconds – remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry.
- 3) Rinse hands well under running water with fingers down so water flows from wrist to finger tips.
- 4) Leave the water running.
- 5) Dry hands with a disposable paper towel or approved drying device.

Cleaning Protocol of Center

Develop a policy/procedure:

- How will you be cleaning the facility each day?
- Handwashing frequency and protocol for staff and children need to be STRESSED!
- Have you considered closing the program earlier to clean?



Cleaning and Disinfecting



Caring for Our Children

- Cleaning, Sanitizing, and Disinfecting:
nrckids.org/CFOC/Databas e/3.3
- Use products that are approved by your agency and are EPA approved:
epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

The terms *cleaning*, *sanitizing* and *disinfecting* are sometimes used interchangeably which can lead to confusion and result in cleaning procedures that are not effective (4). For example, if there is visible soil on a diaper changing or table surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this "first step" is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose and there are many methods that may be used to achieve such purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Note: The term "germs" refers to bacteria, viruses, fungi and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce (5).

Only U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner*, *sanitizer*, or *disinfectant*. In addition, some manufacturers of cleaning products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice:

Caring for Our Children Chapter 3: Health Promotion and Protection 3.3 Cleaning, Sanitizing, and Disinfecting

Food Preparation and Meal Service

- If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children eat.

Cleaning and Disinfecting Toys

Toys that cannot be cleaned and disinfected should not be used.

Machine washable cloth toys should be used by one individual at a time or should not be used at all.



Testing Positive

- Staff
- Children



Parent Pick Up and Drop Off

How will this look in your program:

- Staggering pick up and drop off to avoid crowds (maintain physical distance).
- Are parents allowed in the building?
- Staff greet and screen children at entrance?
- Families designate one person to be the pick up/drop off person.



Washing, Feeding and Holding a Child

Diaper Changing Practice

Refer to your Health Care Plan:

- Must use non-absorbent paper on the table

OCFS-LDSS-7028 (Rev. 12/2018)

Appendix C: Diapering

Diapering will be done only in the selected diapering area. Food handling is not permitted in diapering areas.

Surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears, and crevices. All containers of skin creams and cleaning items are labeled appropriately and stored off the diapering surface and out of reach of children.

Diapers will be changed using the following steps:

- 1) Collect all supplies, but keep everything off the diapering surface except the items you will use during the diapering process. Prepare a sheet of non-absorbent paper that will cover the diaper changing surface from the child's chest to the child's feet. Bring a fresh diaper, as many wipes as needed for this diaper change, non-porous gloves and a plastic bag for any soiled clothes.
- 2) Wash hands and put on gloves. Avoid contact with soiled items. Items that come in contact with items soiled with stool or urine will have to be cleaned and sanitized. Carry

Diaper Changing Practices

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves.



Action Planning Next Steps

What will you do?

- ✓ Poll staff about returning.
- ✓ Poll families about returning.
- ✓ Develop a reopening work group.
- ✓ Decide what health screening method you will use.
- ✓ Train staff on new policies/procedures.
- ✓ Communicate your plans with families.
- ✓ Contact your Licensor, Health Care Advocate and Board (where applicable) to make sure everyone is aware of your plans for the program.

Resource: Centers for Disease Control & Prevention
www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren

New York State Resources

Office of Children and Family Services
ocfs.ny.gov/main/news/COVID-19

Department of Health
coronavirus.health.ny.gov/home



Department of Health and Mental Hygiene
<https://www1.nyc.gov/site/doh/covid/covid-19-main.page>

More in the Considerations for Reopening Series

Part 2: Program Policies and Procedures

- Examines policies and procedures that programs should review and amend when planning to reopen.

Part 3: Transitioning to the New Normal

- Plans for transitions back to the program, including how to support the social-emotional needs of staff, children, and families.

Webinars are available at qualitystarsny.org/reopening

Thank You

- Download our accompanying Resource Toolkit for this session at qualitystarsny.org/reopening
- Become a QUALITYstarsNY participating program! Visit qualitystarsny.org/apply to get started.

qualitystarsny.org



Supporting Links for QUALITYstarsNY's Considerations for Reopening Series

QUALITYstarsNY Considerations for Reopening Series Web Page:

qualitystarsny.org/reopening

QUALITYstarsNY Resource Toolkits: qualitystarsny.org/reopening.php#toolkits

QUALITYstarsNY Resource Toolkits, Spanish:

qualitystarsny.org/reopening.php?lang=spa#toolkits

QUALITYstarsNY register for upcoming live sessions:

qualitystarsny.org/reopening.php#webinars

QUALITYstarsNY register for upcoming live sessions, Spanish:

qualitystarsny.org/reopening.php?lang=spa#webinars

QUALITYstarsNY recorded videos for all sessions:

qualitystarsny.org/reopening.php#videos

QUALITYstarsNY recorded videos for all sessions, Spanish:

qualitystarsny.org/reopening.php?lang=spa#videos

QUALITYstarsNY Intent-to-Apply: qualitystarsny.org/apply.php

QUALITYstarsNY Upcoming Information & Recruitment Sessions:

qualitystarsny.org/action-recruitmentevents.php

List of CCR&R across the state: earlycareandlearning.org/our-members/

The New York City Child Care Resource and Referral (NYC CCR&R)

Consortium: www.nycrr.org/

CDC - Guidance for Child Care Programs that Remain Open:

www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html

CDC printable materials and posters: www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=handwashing

[resources.html?Sort=Date%3A%3Adesc&Search=handwashing](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=handwashing)

[resources.html?Sort=Date%3A%3Adesc&Search=handwashing](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=handwashing)

CDC PPE training: www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html

NYS DOH CONDENSED Version of Reopening Guidance:

ocfs.ny.gov/main/news/2020/COVID-2020Jun26-Day-Camp-Summary.pdf

NYS DOH Interim Guidance for Child Care and Day Camp Programs:

www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Child_Care_Daycamps_Detailed_Guidelines.pdf

NY Forward Safety Plan Template:

www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf?fbclid=IwAR22Q5iB2pSybVvkyb7ofRsE91jTniDD4FkQhjOiURvWJNvVe91C0f9aTEM

NY Forward Grant application (CARES 2 Funding):

ocfs.ny.gov/main/contracts/funding/

NYS COVID -19 Travel Advisory Quarantine State: coronavirus.health.ny.gov/covid-19-travel-advisory

NYCDOHMH Checklist for Child Care Program Guidelines:

www1.nyc.gov/assets/doh/downloads/pdf/covid/businesses/covid-19-reopening-child-care-checklist.pdf

NYC DOHMH Reopening guidelines FAQ:

www1.nyc.gov/assets/doh/downloads/pdf/covid/businesses/covid-19-child-care-reopening-faq.pdf

NYCDOE Guidance for 3K and Pre-K Programs:

drive.google.com/file/d/1n6oj5G6aZLTZxAIfNBGJJdltIV5UGNUG/view

NYCDOE Guidance for Early Learn Programs:

drive.google.com/file/d/1krIuprlyCwKOQHM8C1oLZ7ICIIIc6lPk/view

NYCDOE Family Survey: drive.google.com/file/d/1_-4xsxsO4lhXiF60CDPzI-aACflQaiV/view

NYC DOE Self-Care Checklist for Going Home:

drive.google.com/file/d/1NRw7SGvipypeMohvMJEniMOl_AZnM_S/view

NYC DOE Birth to Five Blended Learning Considerations:

infohub.nyced.org/docs/default-source/default-document-library/birth-to-five-blended-learning-considerations---july-2020.pdf

NYC DOE DECE Program Readiness Self-Checklist for Early Learn Centers:

drive.google.com/file/d/1prH7LRv_S8Yu1bCPE-II4_Lwapn82vi_/view

Caring for Our Children: nrckids.org/CFOC

EPA Disinfectants for Use Against (COVID-19): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

NYS DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19:

coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf

Shared source NY- membership request: www.sharedsourcecny.org/utility-pages/register/

DOH Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency – released on 7/13: www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

NYSED Recovering, Rebuilding, and Renewing: the Spirit of NY'S Schools Reopening Guidance:

www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf

National Center for Pyramid Model Innovations (NCPMI):

challengingbehavior.cbcs.usf.edu/emergency/index.html

NYSECAC – Pyramid Model: www.nysecac.org/contact/pyramid-model/general-information

NYSECAC – Pyramid Model - Book Nooks: www.nysecac.org/contact/pyramid-model/book-nook

Center for Social Emotional Foundations for Early Learning (CSEFEL):
csefel.vanderbilt.edu/index.html

The Center on the Developing Child – Harvard: developingchild.harvard.edu

Conscious Discipline: consciousdiscipline.com

Early Learning Guidelines: www.earlychildhoodny.org/pdi/elg.php

FREE eBooks about Coronavirus / COVID-19: nycdoe.libguides.com/COVID-19ebooks/free

Considerations for Reopening: Part 1 Action Plan

Topic	Items to consider	Who's can support you with this?	Target Completion	Notes
Ordering Supplies				
Cleaning Protocol for Center				
Parent Pick Up and Drop Off				
Child Health Screening Procedures upon Arrival				
Classroom Cleaning & Disinfecting Protocols				

Considerations for Reopening: Part 1 Action Plan

Topic	Items to consider	Who's can support you with this?	Target Completion	Notes
Handwashing Procedures				
Food Preparation and Serving Meals				
Infants and Toddlers Services				
Preschool Services				

Other steps to take:

CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY
NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES

ALL
YES

ALL
YES

OPEN
AND
MONITOR



This template was developed as an example for early childhood programs. Programs are encouraged to adapt templates to meet their program needs and consult all necessary advisors in their program before implementing any policy changes.

Safety Monitor Checklist

Week of: _____

 Safety Monitor Signature

 Date

The Safety Monitor will ensure:	Mon	Tues	Weds	Thurs	Fri
Any time that staff are less than 6 ft. from each other or interacting with children, they must wear a face covering.	<input type="checkbox"/>				
Classrooms maintain consistency by having the same group of children stay with the same staff whenever possible.	<input type="checkbox"/>				
Class size is limited to no more than 15 children (not including staff).	<input type="checkbox"/>				
Each classroom has minimal or no contact with other classrooms or utilize common spaces at the same time, when feasible.	<input type="checkbox"/>				
Staff maintains adequate social distancing in small areas, (restrooms and breakroom).	<input type="checkbox"/>				
Signage is clearly posted to ensure that staff is adhering to the maximum 50% occupancy capacity in small spaces.	<input type="checkbox"/>				
Staff knows how to put on, take off, clean (as applicable), and discard PPE.	<input type="checkbox"/>				
Each classroom has appropriate PPE supplies.	<input type="checkbox"/>				
Staff wears gloves or washes hands before/after contact with shared objects or frequently touched areas.	<input type="checkbox"/>				

1. Maintain continuous compliance with all aspects of the site safety plan.
2. Will conduct random daily checks to ensure compliance.
3. Will complete, sign, and date weekly checklists.
4. Will establish and maintain an organized system for storing staff & child daily health screenings, weekly cleaning checklists, visitor logs and weekly safety monitor checklists.
5. Be prepared to receive notifications of suspected or positive cases and initiate the respective cleaning and disinfection procedures.

This template was developed as an example for early childhood programs. Programs are encouraged to adapt templates to meet their program needs and consult all necessary advisors in their program before implementing any policy changes.

The Safety Monitor will ensure:	Mon	Tues	Weds	Thurs	Fri
Classrooms are not combined with other classrooms in common spaces (Indoor/outdoor).	<input type="checkbox"/>				
Limit the use of shared equipment during outdoor activities.	<input type="checkbox"/>				
Common areas (including playground equipment) are disinfected following each group's use.	<input type="checkbox"/>				
Individual portions are served to children at mealtime, rather than family style dining.	<input type="checkbox"/>				
Tables are separated with seating at least 6 ft. apart from other tables, as feasible.	<input type="checkbox"/>				
Sharing and touching of common objects (e.g. electronic equipment, arts and crafts materials, touch screens) is limited.	<input type="checkbox"/>				
Maintain logs on site that document: date, time, and scope of cleaning and disinfection in the program.	<input type="checkbox"/>				
Supplies needed for disinfecting shared and frequently touched surfaces and common areas (such as breakrooms & bathrooms) and hand hygiene stations are replenished as needed.	<input type="checkbox"/>				
Children's clothing is changed whenever they are soiled with secretions.	<input type="checkbox"/>				
Staff is following proper diaper changing guidelines.	<input type="checkbox"/>				
Staff, children, and visitor daily health screenings are completed, reviewed, and filed, as appropriate.	<input type="checkbox"/>				
In the event that there is a positive case of COVID-19, administration has made proper notifications to OCFS, DOHMH & DOH, as appropriate.	<input type="checkbox"/>				



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

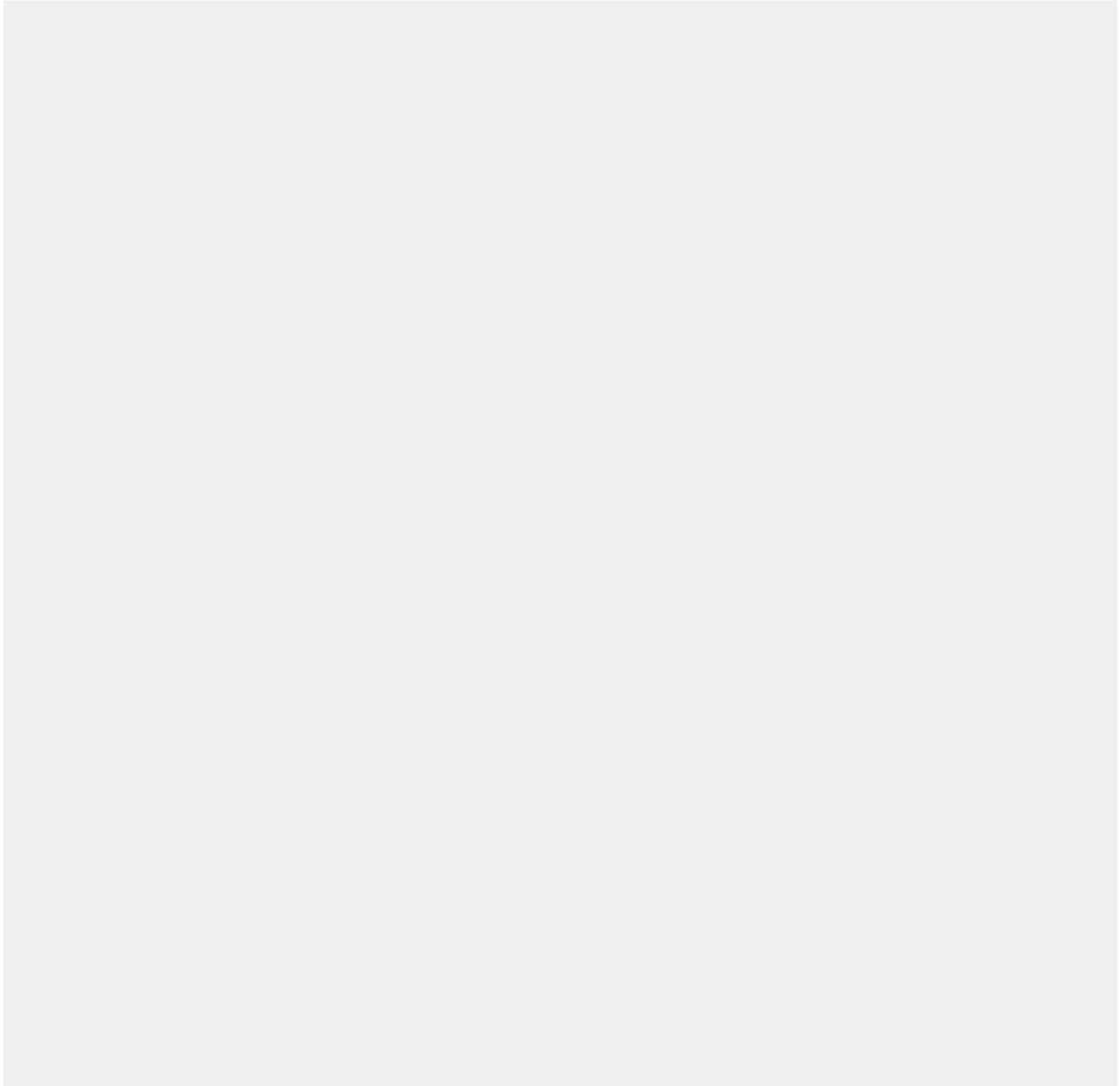
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.



Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

Chapter 3: Health Promotion and Protection

3.3 Cleaning, Sanitizing, and Disinfecting

3.3.0



3.3.0.1: Routine Cleaning, Sanitizing, and Disinfecting

Keeping objects and surfaces in a child care setting as clean and free of pathogens as possible requires a combination of:

- a. Frequent cleaning; and
- b. When necessary, an application of a sanitizer or disinfectant.

Facilities should follow a routine schedule of cleaning, sanitizing, and disinfecting as outlined in Appendix K: Routine Schedule for Cleaning, Sanitizing, and Disinfecting.

Cleaning, sanitizing and disinfecting products should not be used in close proximity to children, and adequate ventilation should be maintained during any cleaning, sanitizing or disinfecting procedure to prevent children and caregivers/teachers from inhaling potentially toxic fumes.

RATIONALE

Young children sneeze, cough, drool, use diapers and are just learning to use the toilet. They hug, kiss, and touch everything and put objects in their mouths. Illnesses may be spread in a variety of ways, such as by coughing, sneezing, direct skin-to-skin contact, or touching a contaminated object or surface. Respiratory tract secretions that can contain viruses (including respiratory syncytial virus and rhinovirus) contaminate environmental surfaces and may present an opportunity for infection by contact (1-3).

COMMENTS

The terms *cleaning*, *sanitizing* and *disinfecting* are sometimes used interchangeably which can lead to confusion and result in cleaning procedures that are not effective (4).

For example, if there is visible soil on a diaper changing or table surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose and there are many methods that may be used to achieve such purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Note: The term “germs” refers to bacteria, viruses, fungi and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce (5).

Only U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner*, *sanitizer*, or *disinfectant*. In addition, some manufacturers of *cleaning* products have developed “green cleaning products”. As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA’s Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to manufacturer’s instructions. The following resource may be useful: [Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education](#).

Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as

required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as, cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explain the risk of exposure to products so that appropriate precautions may be taken.

TYPE OF FACILITY

Center, Early Head Start, Head Start, Large Family Child Care Home, Small Family Child Care Home

RELATED STANDARDS

3.3.0.2 Cleaning and Sanitizing Toys

3.3.0.3 Cleaning and Sanitizing Objects Intended for the Mouth

5.2.1.6 Ventilation to Control Odors

[Appendix J: Selecting an Appropriate Sanitizer or Disinfectant](#)

[Appendix K: Routine Schedule for Cleaning, Sanitizing, and Disinfecting](#)

REFERENCES

1. Thompson, S. C. 1994. Infectious diarrhoea in children: Controlling transmission in the child care setting. *J Paediatric Child Health* 30:210-19.
2. Butz, A. M., P. Fosarelli, D. Dick, et al. 1993. Prevalence of rotavirus on high-risk fomites in day-care facilities. *Pediatrics* 92:202-5.
3. D. Leduc, eds. 2015. *Well beings: A guide to health in child care*. 3rd ed. (revised) Ottawa, Ontario: Canadian Paediatric Society.
4. U.S. Centers for Disease Control and Prevention. 2014. How to clean and disinfect schools to help slow the spread of flu. <http://www.cdc.gov/flu/school/cleaning.htm> Microbiology Procedure. Sporulation in bacteria. <http://www.microbiologyprocedure.com/microorganisms/sporulation-in-bacteria.htm>.
5. Children’s Environmental Health Network Fragrances. Retrieved from: <http://www.cehn.org/our-work/eco-healthy-child-care/ehcc-faqs/fragrances/>.
6. Children’s Environmental Health Network 2016. Household chemicals. http://cehn.org/wp-content/uploads/2015/12/Household_chemicals_1_16.pdf.



3.3.0.2: Cleaning and Sanitizing Toys

Toys that cannot be cleaned and sanitized should not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion should be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized, and air-dried or in a mechanical dishwasher that meets the requirements of Standard 4.9.0.11 through Standard 4.9.0.13. Play with plastic or play foods, play dishes and utensils, should be closely supervised to prevent shared mouthing of these toys.

Machine washable cloth toys should be used by one individual at a time. These toys should be laundered before being used by another child.

Indoor toys should not be shared between groups of infants or toddlers unless they are washed and sanitized before being moved from one group to the other.

RATIONALE

Contamination of hands, toys and other objects in child care areas has played a role in the transmission of diseases in child care settings (1). All toys can spread disease when children put the toys in their mouths, touch the toys after putting their hands in their mouths during play or eating, or after toileting with inadequate hand hygiene. Using a mechanical dishwasher is an acceptable labor-saving approach for sanitizing plastic toys as long as the dishwasher can wash and sanitize the surfaces and dishes and cutlery are not washed at the same time (1).

COMMENTS

Small toys with hard surfaces can be set aside for cleaning by putting them into a dish pan labeled “soiled toys.” This dish pan can contain soapy water to begin removal of soil, or it can be a dry container used to bring the soiled toys to a toy cleaning area later in the day. Having enough toys to rotate through cleaning makes this method of preferred cleaning possible.

TYPE OF FACILITY

Center, Early Head Start, Head Start, Large Family Child Care Home, Small Family Child Care Home

RELATED STANDARDS

[3.3.0.1 Routine Cleaning, Sanitizing, and Disinfecting](#)

[4.9.0.11 Dishwashing in Centers](#)

[4.9.0.12 Dishwashing in Small and Large Family Child Care Homes](#)

[4.9.0.13 Method for Washing Dishes by Hand](#)

[Appendix K: Routine Schedule for Cleaning, Sanitizing, and Disinfecting](#)

REFERENCES

1. Grenier, D., D. Leduc, eds. 2008. Preventing infections. In Well beings. 3rd ed. Ottawa, Ontario: Canadian Paediatric Society

3.3.0.3: Cleaning and Sanitizing Objects Intended for the Mouth

Thermometers, pacifiers, teething toys, and similar objects should be cleaned, and reusable parts should be sanitized between uses. Pacifiers should not be shared.

RATIONALE

Contamination of hands, toys and other objects in child care areas has played a role in the transmission of diseases in child care settings (1).

TYPE OF FACILITY

Center, Early Head Start, Head Start, Large Family Child Care Home, Small Family Child Care Home

RELATED STANDARDS

[3.1.4.3 Pacifier Use](#)

[3.3.0.1 Routine Cleaning, Sanitizing, and Disinfecting](#)

[3.6.1.3 Thermometers for Taking Human Temperatures](#)

[Appendix K: Routine Schedule for Cleaning, Sanitizing, and Disinfecting](#)

REFERENCES

1. Grenier, D., D. Leduc, eds. 2008. Preventing infections. In Well beings. 3rd ed. Ottawa, Ontario: Canadian Paediatric Society.

3.3.0.4: Cleaning Individual Bedding

Bedding (sheets, pillows, blankets, sleeping bags) should be of a type that can be washed. Each child's bedding should be kept separate from other children's bedding, on the bed or stored in individually labeled bins, cubbies, or bags. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

RATIONALE

Toddlers often nap or sleep on mats or cots and the mats or cots are taken out of storage during nap time, and then placed back in storage. Providing bedding for each child and storing each set in individually labeled bins, cubbies, or bags in a manner that separates the personal articles of one individual from those of another are appropriate hygienic practices (1).

TYPE OF FACILITY

Center, Early Head Start, Head Start, Large Family Child Care Home, Small Family Child Care Home

RELATED STANDARDS

[5.4.5.1 Sleeping Equipment and Supplies](#)

REFERENCES

1. Pickering, L. K., C. J. Baker, D. W. Kimberlin, S. S. Long, eds. 2009. Red book: 2009 report of the Committee on Infectious Diseases, 153. 28th ed. Elk Grove Village, IL: American Academy of Pediatrics.

3.3.0.5: Cleaning Crib Surfaces

Cribs and crib mattresses should have a nonporous, easy-to-wipe surface. All surfaces should be cleaned as recommended in Appendix K, Routine Schedule for Cleaning, Sanitizing, and Disinfecting.

RATIONALE

Contamination of hands, toys and other objects in child care areas has played a role in the transmission of diseases in child care settings (1).

TYPE OF FACILITY

Center, Early Head Start, Large Family Child Care Home, Small Family Child Care Home

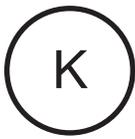
RELATED STANDARDS

[5.4.5.1 Sleeping Equipment and Supplies](#)

[5.4.5.2 Cribs](#)

REFERENCES

1. Grenier, D., D. Leduc, eds. 2008. Preventing infections. In Well beings. 3rd ed. Ottawa, Ontario: Canadian Paediatric Society.



Routine Schedule for Cleaning, Sanitizing, and Disinfecting

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
Food Areas						
• Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
• Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
• Tables & highchair trays	Clean, Sanitize	Clean, Sanitize				
• Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
• Food preparation appliances		Clean	Clean, Sanitize			
• Mixed use tables	Clean, Sanitize					Before serving food
• Refrigerator					Clean	
Child Care Areas						
• Plastic mouthed toys		Clean	Clean, Sanitize			
• Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child; Use dishwasher or boil for one minute
• Hats			Clean			Clean after each use if head lice present
• Door & cabinet handles			Clean, Disinfect			

• Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
• Machine washable cloth toys				Clean		Laundry
• Dress-up clothes				Clean		Laundry
• Play activity centers				Clean		
• Drinking Fountains			Clean, Disinfect			
• Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
• Phone receivers			Clean			
Toilet & Diapering Areas						
• Changing tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
• Potty chairs		Clean, Disinfect				
• Handwashing sinks & faucets			Clean, Disinfect			
• Countertops			Clean, Disinfect			
• Toilets			Clean, Disinfect			
• Diaper pails			Clean, Disinfect			
• Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant
Sleeping Areas						
• Bed sheets & pillow cases				Clean		Clean before use by another child
• Cribs, cots, & mats				Clean		Clean before use by another child
• Blankets					Clean	

Safe and Healthy Diapering to reduce the spread of germs



Keep a hand on the child for safety at all times!



1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

COVID-19 Daily Staff Self-Checklist

Review this COVID-19 Daily Checklist each day before reporting to work. **If you reply YES to any of the questions below, STAY HOME and contact your supervisor.** If you start feeling sick during your shift, contact your supervisor immediately.

Have you recently traveled (within the past 14 days) from states with high rates of COVID-19 infection? <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Yes No State _____

Do you have a fever (temperature over 100°F) without having taken any fever reducing medications?

Yes
 No

Have you experienced any of the following symptoms?

Muscle aches?

Yes
 No

Sore throat?

Yes
 No

Shortness of breathe

Yes
 No

Loss of smell or taste?

Yes
 No

Cough?

Yes
 No

Headache?

Yes
 No

Chills?

Yes
 No

Have you experienced any gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite?

Yes
 No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or experienced symptoms of COVID-19?

Yes
 No

Have you tested positive for COVID-19 in the past 14 days?

Yes
 No

Have you had any symptoms of COVID-19 in the past 14 days? (flushed skin, breathing difficulty, rapid breath breathing, etc.)

Yes
 No

**This sample checklist was adapted from a staff self-checklist developed by UMass Amherst.*

Daily Health Check — COVID-19 Enhanced

Name _____

Date	Temperature	Visual Inspection*	Parent Report**	Notes/Comments

* **Child's appearance:** skin (pale/flushed/rash), breathing (normal, not labored or rapid), mood (look for signs of extreme fussiness)

** **Questions for families:**

1. How has the child been at home?
2. Are they displaying any sign of illness?
3. Are they eating/drinking and sleeping normally?
4. Have there been any unusual events or concerns since they were last here?
5. Has the child knowingly been in close or proximate contact with someone who has tested positive or shown symptoms of COVID-19 in the past 14 days?
6. Has the child tested positive for COVID-19 in the past 14 days?
7. Has the child experienced any symptoms of COVID-19 in the past 14 days?
8. Has the child had any sores or rashes?
9. Has your child recently traveled (within the past 14 days) from states with high rates of COVID-19 infection? State _____
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Sample COVID-19 Symptom Screening Tool

New York State (NYS) requires employers to screen employees for COVID-19 symptoms before the employee can enter the workplace each day. Review this **COVID-19 Symptom Screening Tool** and consider adapting it to your workplace. Employers should take necessary precautions to ensure employee health information is kept private.

Who should use this screening tool?

This tool is a *sample* for most workplaces. Some workplaces, such as health care or long-term care facilities, may have different screening requirements.

How should I use this screening tool?

Use this sample tool in the way that makes sense for your workplace. Ideas for screening include:

- Call employees each workday before they leave home to ask the screening questions.
- Set up an automated phone line that allows employees to indicate yes/no and have someone monitor the line to ensure compliance.
- Issue an auto-generated email or survey that enables a response.
- Designate a screening area and distribute the screening questions on paper to employees when they arrive for work. If written forms are used, they should not identify the employee by name.

Do I need to keep records of screening?

Yes. NYS [requires](#) documentation that health screenings have occurred.

If an employee does not have COVID-19 symptoms, do they still need to follow rules about physical distancing, face coverings and handwashing?

Yes. People can infect others with COVID-19 even when they do not have symptoms, and so they must continue physical distancing, wearing face coverings, and practicing healthy hand hygiene even if the screening tool indicates they do not currently have symptoms.

What should employees do if the screening tool shows they have symptoms?

An employee with one or more symptoms of COVID-19 must not report to work. If the employee needs more information about COVID-19, finding a medical provider, or accessing COVID-19 testing, direct them to **311**. If the employee is experiencing a medical emergency, they should call **911**.

The screening is not a medical diagnosis of COVID-19. Employees are not being advised whether to consult a health care provider or to seek COVID-19 testing. Results are solely to determine whether the employee can report to a worksite outside of their home.

What safety protocols are required if screening is conducted at the workplace?

- Employees must maintain at least 6 feet of distance from others while awaiting screening.
- Screeners and employees must wear face coverings if they can medically tolerate them. If an employee cannot medically tolerate a face covering, the employer should consider a reasonable

accommodation (such as having that employee complete a written screening survey rather than an in-person screening).

- Screen in a location that is not a confined space (for example, do not use a small office with a closed door).
- Design a way to screen that prevents others from hearing what is being said and to minimize others from observing screenings.
- Incorporate physical distancing (maintaining at least 6 feet between screeners and others), or physical barriers, such as a plexiglass barrier, to minimize the screener's and employee's exposure during the screening.

Are employers required to maintain employee confidentiality?

Yes. All information collected from employees must be kept confidential and can only be maintained in the employee's medical or health file, in the same manner as the employer maintains medical notes for leave purposes. These records should be kept separate from the employee's personnel file.

Should we take employee temperatures?

Workplaces are not required to check employee temperatures.

What safety protocols are needed if we conduct temperature checks?

If you decide to conduct temperature checks:

- Use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner).
- Do not use oral (inserted into the mouth) or tympanic (inserted into the ear) thermometers.
- The person using the non-contact thermometer should strictly follow the manufacturer's instructions for use. Additional guidance regarding use of non-contact infrared thermometers can be found [here](#) or at [fda.gov](https://www.fda.gov) (search for "non-contact thermometer").
- When non-contact thermometers are used and the screener does not have physical contact with an employee, gloves do not need to be changed before the next check.
- Screening areas should have a supply of alcohol wipes to sanitize equipment that inadvertently comes in contact with employees. Clean after each employee is screened if there is contact.

My employee has a positive COVID-19 blood antibody test. Do they still need to be screened?

Yes. At this time, antibody tests for COVID-19 cannot be used to detect whether someone is currently sick or infected. It is also not yet known whether a positive antibody test means that someone is protected from getting COVID-19 again. Antibody tests should not be used to decide whether someone should or should not work.

State guidance says "Responsible Parties must immediately notify the State and local health department about the case if test results are positive for COVID-19." How do I notify the City's health department?

You can email the NYC Test and Trace Corps at CovidEmployerReport@nychhc.org.

For how long do I need to conduct the health screening?

This screening tool is intended to be used during the COVID-19 public health emergency only. Some screening practices may not be appropriate or lawful outside the scope of this emergency. Screening requirements may change. Check [nyc.gov/health/coronavirus](https://www.nyc.gov/health/coronavirus) regularly for updates.

SAMPLE

Employee Health Screening

1. Have you experienced a fever of 100.4 degrees F or greater, a new cough, or shortness of breath within the past 10 days?

No.

Go to the next question.

Yes.

No further screening is needed. The employee may not report to work.

2. In the past 10 days, have you gotten a positive result from a [COVID-19 test](#) that tested saliva or used a nose or throat swab? (not a blood test)

No.

Go to the next question.

Yes.

No further screening is needed. The employee may not report to work.

3. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19 or symptoms of COVID-19 (fever, cough, or shortness of breath).

No.

The employee may report to work.

Yes.

No further screening is needed. The employee may not report to work.

Note: there may be additional New York State guidelines that apply to essential workers in your sector, not included in this tool.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION**

Before entering a child care program, employees, volunteers, parents, children and essential visitors **must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers “Yes” to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer **daily**. If any of the answers to the below questions are “Yes,” individuals **cannot** enter the program. If the answers are “No” to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer “No” to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing *ANY* of the following symptoms?
 - o Cough (new or worsening)
 - o Shortness of breath (new or worsening)
 - o Trouble breathing (new or worsening)
 - o Fever
 - o Chills
 - o Muscle pain (new or worsening)
 - o Headache (new or worsening)
 - o Sore throat (new or worsening)
 - o New loss of taste
 - o New loss of smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered “NO” to all questions, you have passed and may enter the program.

If you have answered “YES” to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

Signature

_____/_____/_____
Date

Signature

_____/_____/_____
Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CLEANING AND DISINFECTING LOG

Program Name:	Facility ID Number:
Week of: / / - / /	Form Completed by:

Instructions:

- This form is to be completed **daily**.
- Cleaning and disinfecting must be performed in accordance with all requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster.

Area Being Cleaned:							
<input type="checkbox"/> Classroom	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Common Areas	<input type="checkbox"/> High Risk Areas	<input type="checkbox"/> Vehicle			
<input type="checkbox"/> Playroom/Gym	<input type="checkbox"/> Napping Areas	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Outdoor Areas	<input type="checkbox"/> Other _____			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Floors	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Sink/faucets	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Counter tops	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Table/chairs	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Door handles	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Equipment	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Light switches	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Furnishings	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Toys	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Strollers	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Sign in Areas	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Outdoor Play Equipment	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Hygiene/Hand Sanitizer Dispensers	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD CARE ATTENDANCE SHEET

Month: _____ Year: _____

Program Name: _____

INSTRUCTIONS: Actual times in and out must be recorded in the spaces below. Check box if child is absent. If child was a no show, check to indicate parent was contacted. Daily health check column must be checked after conducted. If there are health care concerns, notes must be recorded on the bottom. CACFP participants may use this form to record each child's food participation for each day.

CHILD'S NAME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			Food Totals
	FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		
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	FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		FOOD*	Date ___ / ___ / ___		
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*B=Breakfast AM= AM snack L= Lunch PM= PM snack S= Supper EV= Night snack

Page totals B _____ AM _____ L _____ PM _____ S _____ EV _____

Notes:

CHILD'S NAME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			Food Totals
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Page totals B ____ AM ____ L ____ PM ____ S ____ EV ____

Notes:



Hands that look clean can still have icky germs!

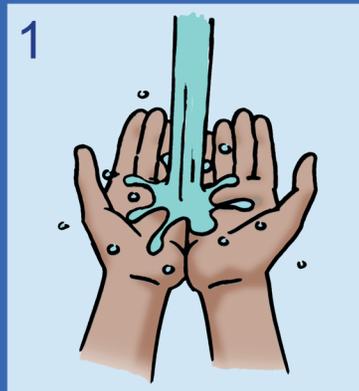


WASH YOUR HANDS!

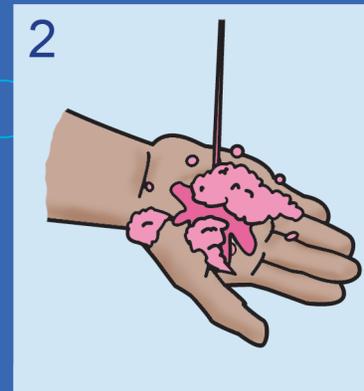


U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

wash your hands



WET



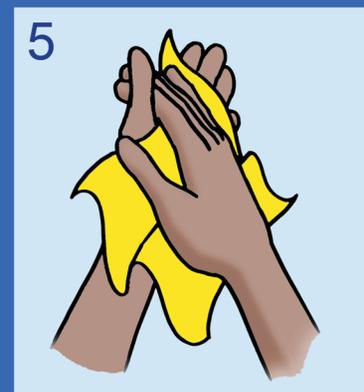
SOAP



SCRUB



RINSE



DRY



TURN OFF
WATER

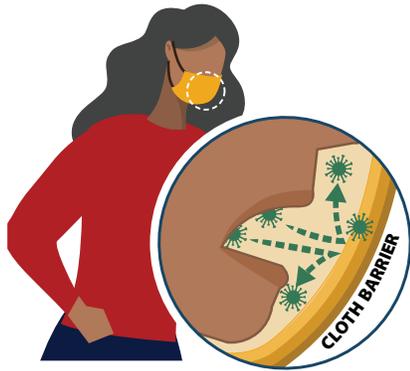


How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

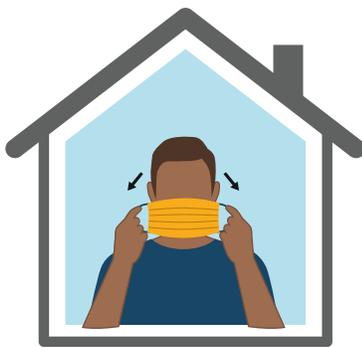


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

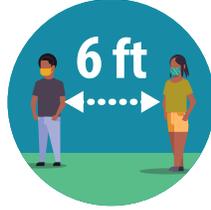
Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



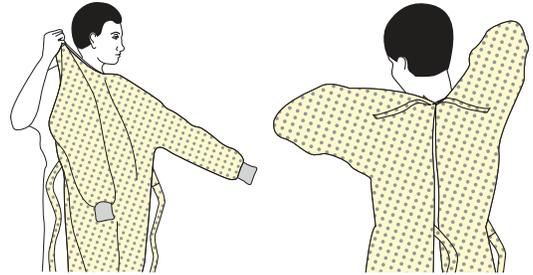
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

SEQUENCE FOR **PUTTING ON** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



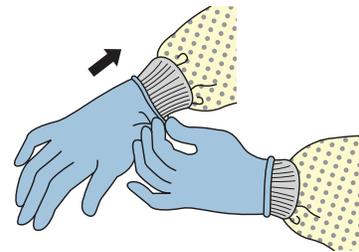
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



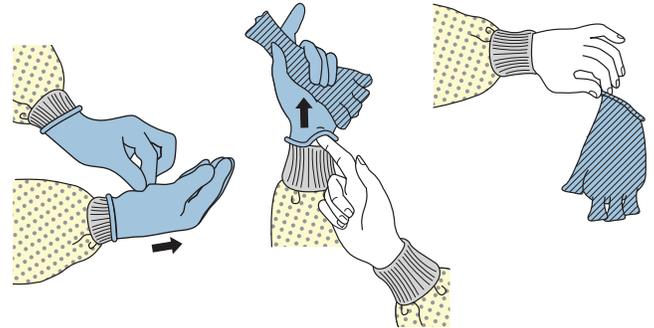
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



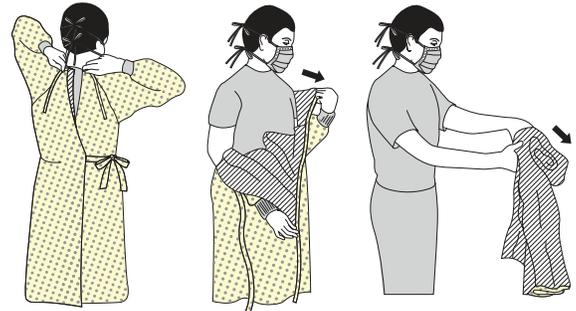
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



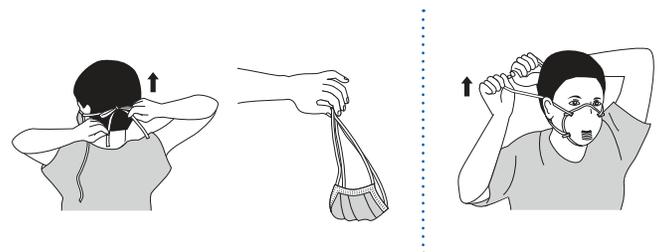
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

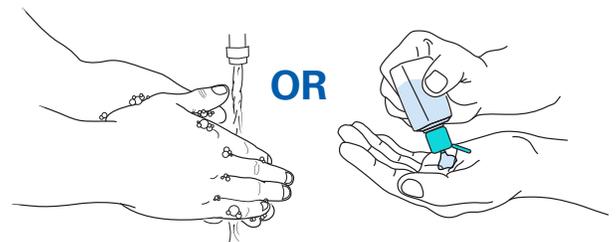


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

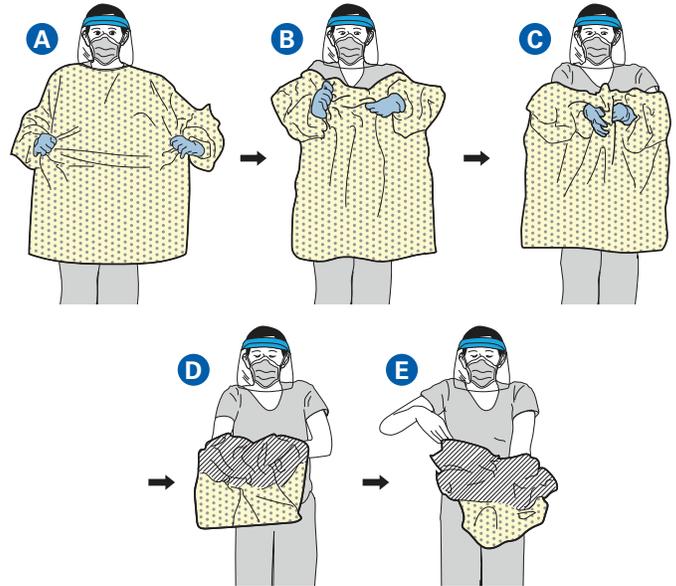


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



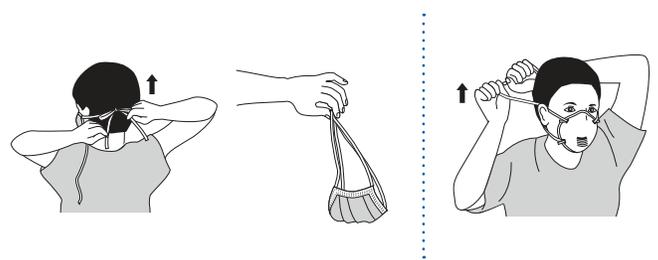
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

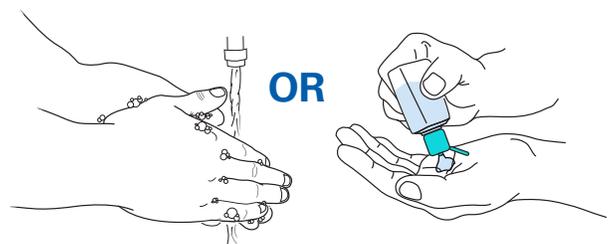


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



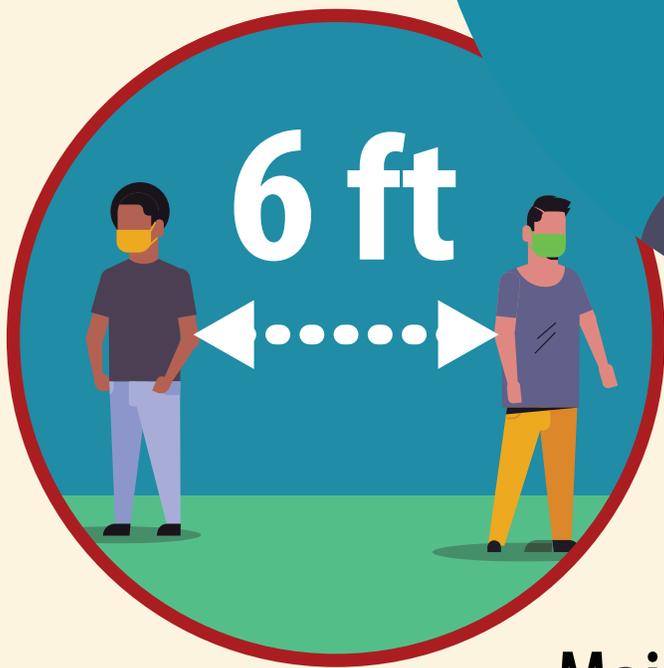
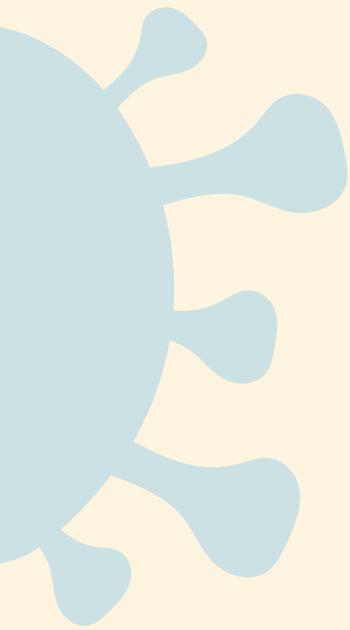
4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



Please wear a cloth face covering.

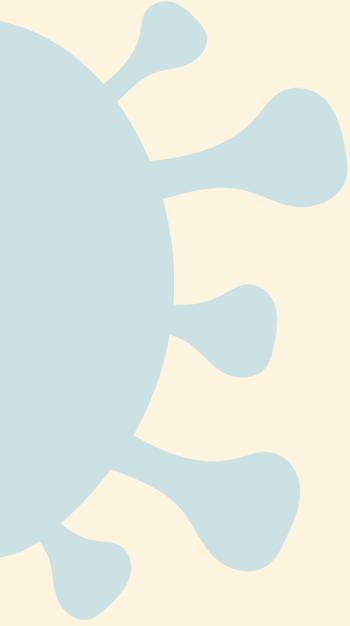


**Maintain a distance of 6 feet
whenever possible.**



cdc.gov/coronavirus

Por favor use una cubierta de tela para la cara.



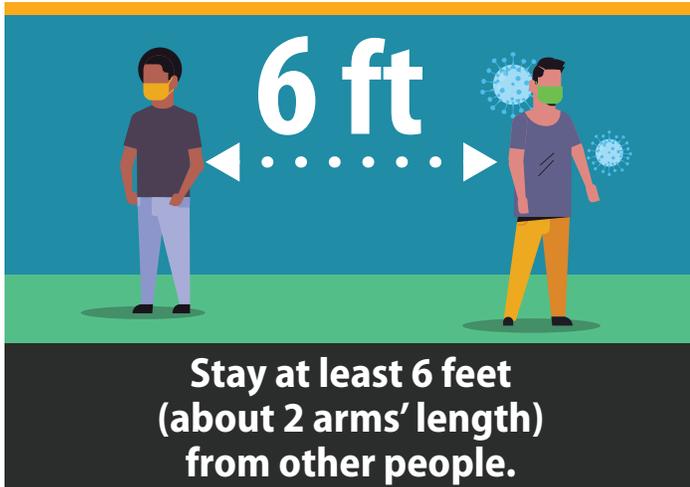
Mantenga una distancia de 6 pies cuando sea posible.



cdc.gov/coronavirus-es

Stop the Spread of Germs

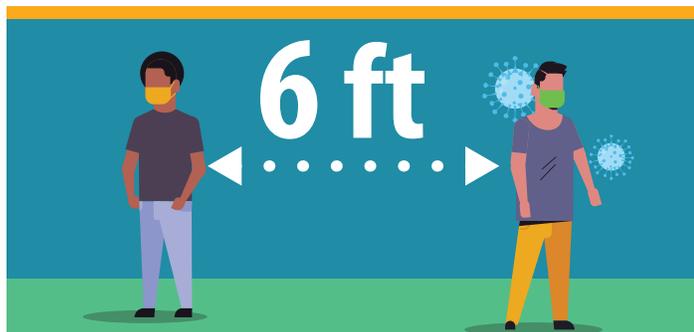
Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelos en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



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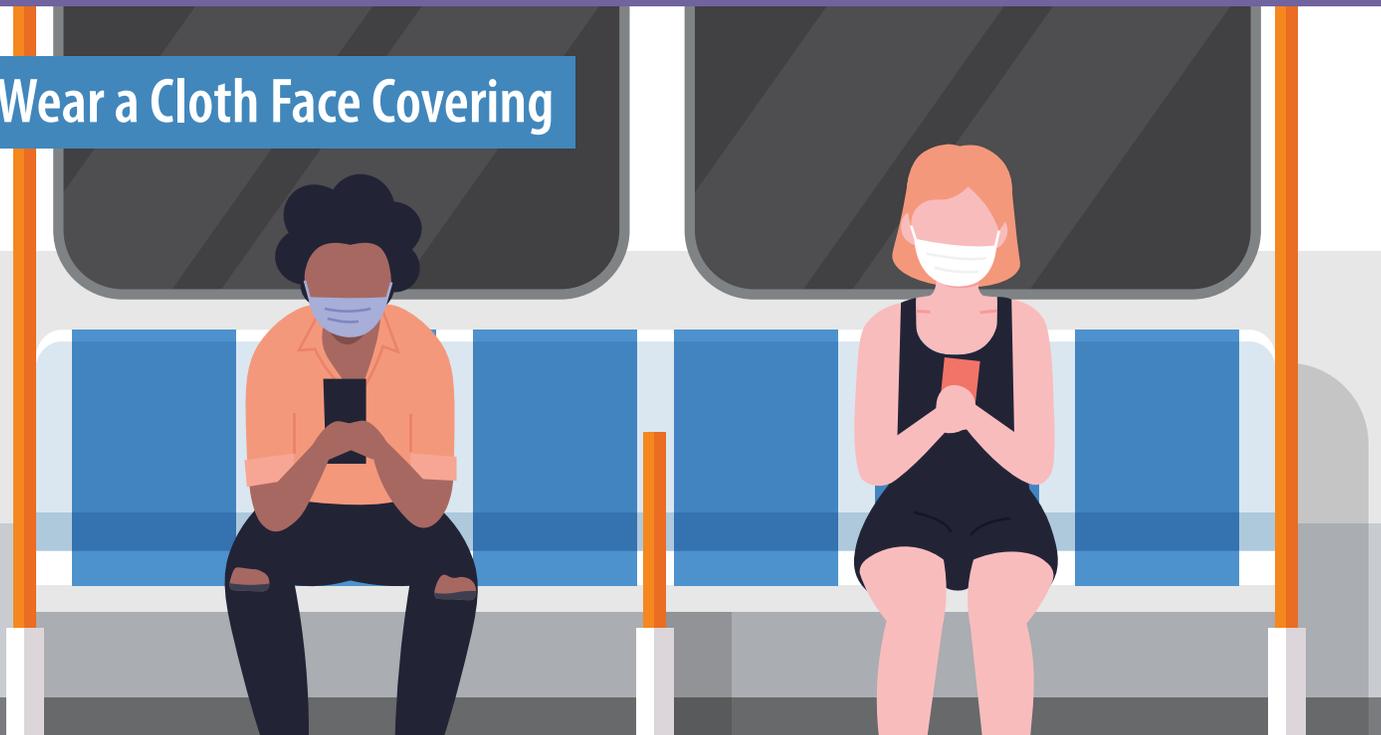
Help Protect Yourself and Others from COVID-19

Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.
You could be infected and not have symptoms.



cdc.gov/coronavirus

Ayuda a protegerte a ti y a los demás del COVID 19

Practica el distanciamiento social



Mantente a una distancia de 6 pies (el largo de 2 brazos) de los demás.

Y usa una cubierta de tela para la cara



Asegúrate de que te cubra la nariz y la boca para ayudar a proteger a los demás.
Podrías estar infectado y no tener síntomas.



cdc.gov/coronavirus-es

Protect yourself from COVID-19 and stop the spread of germs.



Wash your hands thoroughly with soap and water **for at least 20 seconds**, especially before eating.



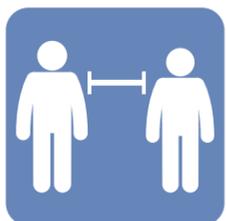
Avoid close contact with people who are sick and stay home if you are sick.



Avoid touching your eyes, nose, and mouth.



Stay home as much as possible. **Everyone** – even young people and those who feel well.



If you must go out, **stay at least 6 feet away** from others.



You must wear a face mask or face covering in public when social distancing (staying 6 feet apart) is not possible, especially on public transport, in stores and on crowded sidewalks.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.

Stay Home. Stay Safe. Save Lives.
www.ny.gov/coronavirus



DON'T SPREAD GERMS AT WORK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Talk to your supervisor about working from home.



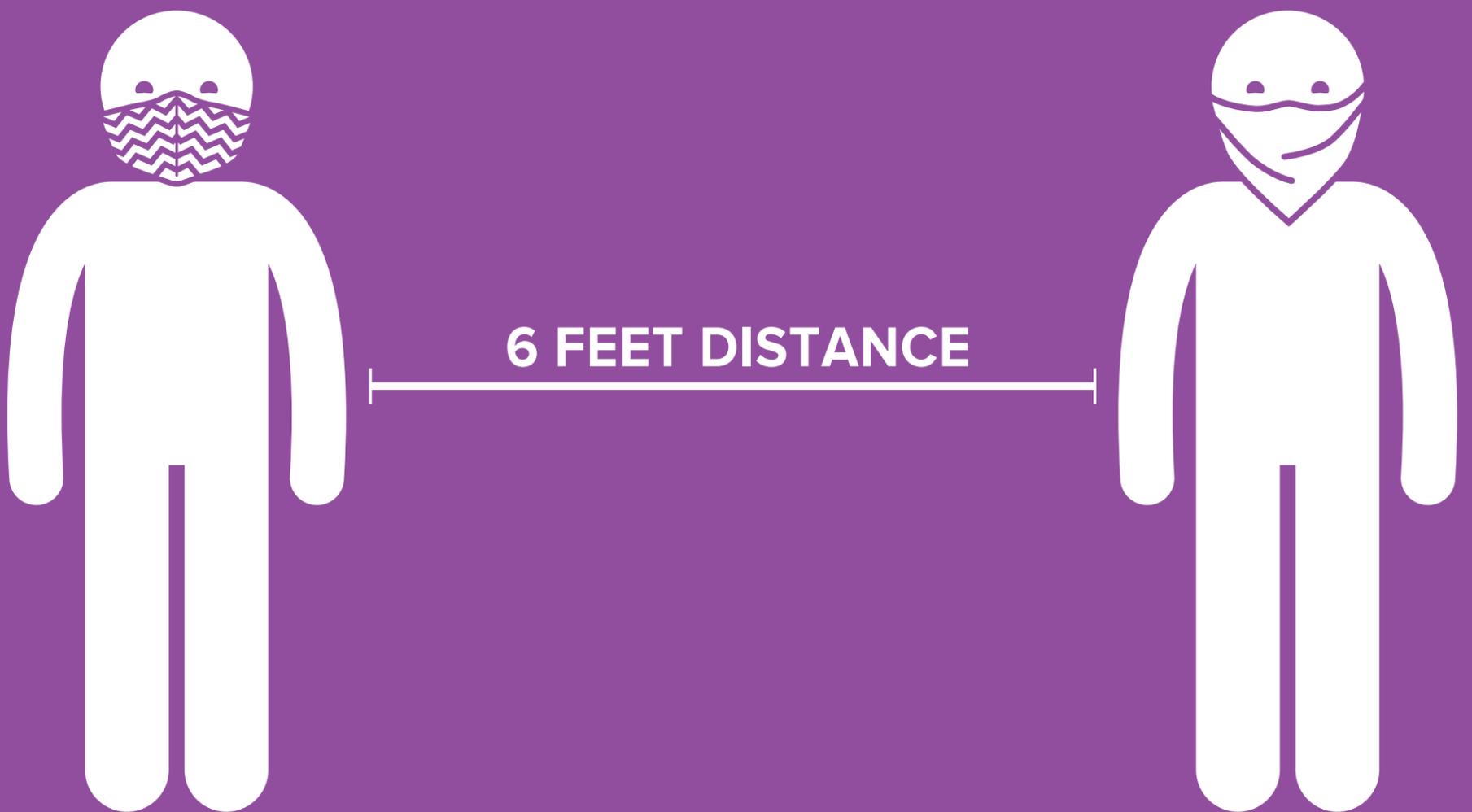
U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Employers: Consider offering flexible leave and telework policies. Make it easier for your staff to stay home when they're sick or caring for a sick family member

STOP THE SPREAD OF CORONAVIRUS: MAINTAIN SIX FEET OF DISTANCE

All New Yorkers must wear a face covering when outside their home if unable to maintain at least 6 feet of distance between themselves and others.

New York State Executive Order No. 202.17.



Text **COVID** to **692-692** for real-time updates
or visit nyc.gov/coronavirus.

Call **311** to report harassment, discrimination, or a violation.

**Messages and data rates may apply. Check your wireless provider plan for details.*

NYC[™]

PREVENT THE SPREAD OF COVID-19 IN NYC!

TAKE THESE STEPS:



Stay home if sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.



Keep your hands clean

Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.

Get tested: There are COVID-19 testing sites in all five boroughs. To find a site, visit nyc.gov/covidtest or call 311.

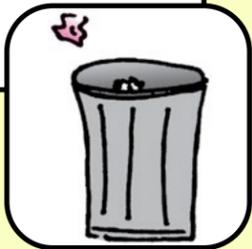
For the latest information, visit nyc.gov/coronavirus.

Stop the spread of germs that make you and others sick!

Cover Your Cough



Put your used tissue in a waste basket.

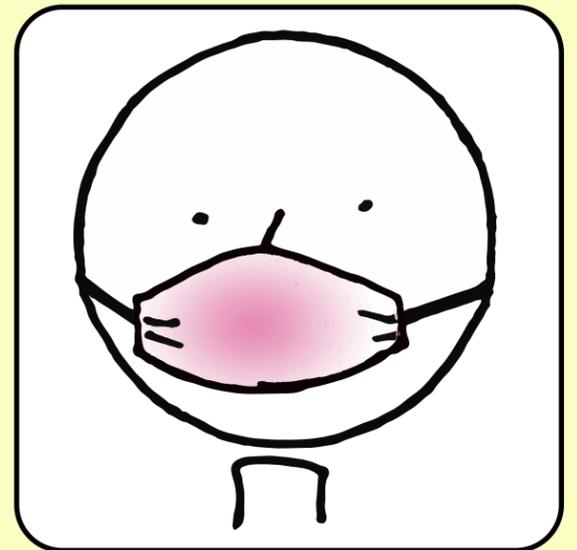


Cover your mouth and nose with a tissue when you cough or sneeze.

or

Cough or sneeze into your upper sleeve, not your hands.

You may be asked by a health care provider to **wear a face mask** in public. Don't worry if you see others wearing masks. **They are preventing the spread of germs.**



Special thanks to the Minnesota Department of Health and the Minnesota Antibiotic Resistance Collaborative.

Wash Your Hands

after coughing or sneezing.



Wash with soap and water.

or

Clean with alcohol-based hand sanitizer.

