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COVID-19 AND CHILDCARE

As COVID-19 continues to be a threat to our communities and your emergency preparedness plans are in effect, are you considering providing child care services to employees if need arises? In the event that the need arises, please be aware of these key points related to child care services:

- Organizations do not need to have a license for child care services as long as they are provided without charge.
- Child care services must be provided by qualified employees, who have gone through the organizations background check process (not individuals who are not employed), and should be done in a safe environment.
 - Consider who will be monitors in the child care area and if they are capable of providing the necessary supervision.
 - Consider employees who are trained in CPR and Heimlich maneuver.
 - Consider the area to be used and that restrooms are readily available.
- Appropriate measures must be in place to prevent the spread of infectious diseases.
- Provision for child care should be addressed in the emergency preparedness plans. Some of the items that should be addressed include:
 - Age range for child care provided
 - Criteria that qualifies an employee to use the child care services
 - When child care services will be activated
 - How the room will be prepared for child care use
 - Number of children allowed or the number of caregivers to children
 - How disciplinary issues will be handled for disruptive behavior
 - Method for ensuring proper matching of child with parent

A sample policy is provided [here](#).

- Standardized processes for registration should be in place and include forms such as:
 - [Child Care Log](#)
 - [Child Care Behavioral Log](#)

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- Employees who utilize the child care services should be aware of the rules that apply to the child care services and sign their agreement to comply. Some of the things that should be addressed include:
 - Checking in and out of child care
 - Provisions for bedding and clothing
 - Provisions for medications and medication administration
 - Provisions for food and special diets
 - Provisions for infants and young children such as formula, bottles, diapers, wipes, etc.
 - Provisions for toys and personal items
 - Behavior expectations and how disruptions will be handled
 - Process for matching parent with child
- A sample of the expectations or rules for child care services is provided [here](#).