

# COVID-19 Child Care Locations Self-Auditing IPAC Checklist

## Child Care Location Information

<b>Name of Child Care Location:</b>	
<b>Address:</b>	
<b>Name and Position of Person Completing the Checklist:</b>	
<b>Date of Audit:</b>	

The purpose of this self-auditing IPAC (Infection Prevention and Control) checklist is to help identify gaps and opportunities for improvement to infection, prevention and control requirements in response to COVID-19. The checklist should be completed monthly so that improvements to IPAC can be made where required. There is no requirement to submit this form to Toronto Public Health unless otherwise directed.

This self-auditing IPAC checklist is to be used in conjunction with Toronto Public Health (TPH) [COVID-19 Guidance for Child Care Settings](#) and the [Ministry of Education Operational Guidance for Child Care During COVID-19 Outbreak](#), along with any internal policies and procedures. For additional information, refer to the [City of Toronto website](#).

**Note:** Responses in the 'No' column must be addressed to ensure key processes are in place to mitigate and reduce COVID-19 transmission risk(s).

## Self-Auditing Checklist

### 1. Infection Prevention and Control (IPAC)

	Requirement	Yes	No	N/A	Notes
1.1	Enhanced Health and Safety and IPAC Policies and Procedures have been developed and are updated with measures to help reduce the spread of COVID-19 including written policies and procedures to assist with preparedness for and management of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**2. Daily Screening**

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
2.1	Daily screening practices for COVID-19 are in place and conducted prior to entry/drop-off for children, staff, and all other individuals entering the location (centre/home) as required by TPH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Screening station allows for physical distancing (minimum 2 metres) between staff and the person being screened and/or is separated by a physical barrier (e.g., Plexiglas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Screening checklist is posted at the main entrance/drop-off areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Equipment and supplies are provided at screening station (e.g., alcohol-based hand sanitizer, thermometer, approved disinfectant, PPE for staff conducting the screening, facial tissue and no-touch waste receptacle). Barriers are in place in screening areas as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Individuals that answer 'Yes' to any of the screening questions are not permitted to enter the child care centre/home. These individuals are advised that they must self-isolate and are encouraged to be tested for COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Staff must escort children into the child care centre/home after screening. Parents must not go past the screening area or enter the child care centre/home unless there is a specific need to do so. Parents must wear a non-surgical mask or face covering if they are required to enter the child care centre/home or when accompanying children into the screening area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Requirement	Yes	No	N/A	Notes
2.7	Symptomatic individuals are not permitted into the centre/home until they: <ol style="list-style-type: none"> <li>receive a negative COVID-19 test result</li> <li>receive an alternative diagnosis by a health care professional, or</li> <li>it has been a minimum of 10 days since their symptom onset and they report being recovered as per current TPH guidance (i.e., <a href="#">COVID-19 Decision Tool for Child Care Attendees</a>, <a href="#">COVID-19 Decision Tool for Child Care Staff and Visitors</a>).</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	All daily active and passive screening results are maintained and kept on-site. Refer to the TPH Screening Questionnaire for <a href="#">staff/visitors</a> and <a href="#">children</a> . TPH Screening Questionnaire. Each record should include: <ul style="list-style-type: none"> <li>Name</li> <li>Contact information</li> <li>Time of arrival and departure</li> <li>Screening completion/result</li> <li>Rooms/areas visited</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Children and staff/students are passively screened for symptoms during operating hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Operator conducts surveillance and maintain daily record of illness (respiratory and enteric) in the child care centre/home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 3. Staff and Children Assigned to Designated Cohorts

	Requirement	Yes	No	N/A	Notes
3.1	The maximum group size for each room is followed as set out under the <a href="#">CCEYA</a> . Children attending on a part-time basis are counted in the cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Child care staff/students are assigned to a specific cohort or group, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

May 8, 2021

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
3.3	Children assigned to a group stay together throughout the day and do not mix with other groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Child care staff/students only work at one location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Child care staff assigned to two cohorts/groups of children in a nursery program only when required to ensure operation/delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Child care supply/replacement staff work at a single designated child care centre/home. Supply/replacement staff will be considered part of the cohort they are assigned to. Reassigning supply/replacement staff to a different cohort/group within the same child care centre/home is avoided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### 4. Hand Hygiene and Respiratory Etiquette

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
4.1	Increased hand hygiene frequency. Hand hygiene practices reviewed and reinforced. Staff must ensure that proper hand hygiene is practiced often and when necessary (e.g., before and after eating, after using the bathroom, after covering a cough or sneeze).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Staff/students provide supervision for hand hygiene practices and provide assistance where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Adequate hand hygiene supplies (soap and running water, paper towels, alcohol-based hand sanitizer and waste receptacles lined with a plastic bag) are provided in washrooms, classrooms and diaper change areas. Waste receptacles in diaper change stations and washrooms are foot-activated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Staff/students and essential visitors practice proper respiratory etiquette (e.g., cover cough/sneeze with elbow or a tissue), and are advised to avoid touching their face, nose and mouth with unwashed hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
4.5	Alcohol-based hand sanitizer concentration (70%-90%) is provided in rooms/program areas. Dispensers are not be easily accessible to children.				

**5. Environmental Cleaning and Disinfection**

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
5.1	Environmental cleaning and disinfection is increased, especially in high-traffic areas such as bathrooms, and frequently touched items/surfaces are cleaned and disinfected at least twice daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Staff are trained on how to use cleaning agents and disinfectants as per manufacturers' instructions, including required disinfectant contact times, safety precautions, required PPE, and securely storing cleaning and disinfectant supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Appropriate PPE is worn during cleaning and disinfection and cleaning bodily spills per the safety data sheet(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Appropriate disinfectant effective against COVID-19 is used as per manufacturer's instructions: <ul style="list-style-type: none"> <li>• Disinfectant</li> <li>• Contact time</li> <li>• DIN #</li> <li>• Concentration (ppm)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	A sufficient supply of appropriate cleaning and disinfecting products provided and accessible to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
5.6	<p>Cleaning and Disinfection:</p> <ul style="list-style-type: none"> <li>Cots and cribs are labelled and are cleaned and disinfected weekly or as necessary on an as and when required basis. Bedding and blankets are laundered weekly or as necessary, and stored in a way to prevent sharing and cross-contamination.</li> <li>High-touch surfaces are cleaned and disinfected at least twice daily, and between cohorts.</li> <li>Toys are cleaned and disinfected daily and as often as necessary (e.g. soiled) and between cohorts.</li> <li>Mouthed toys are removed, cleaned and disinfected immediately after the child has finished using it.</li> <li>Indoor/outdoor play equipment are cleaned and disinfected daily and as often as necessary (e.g. used by a symptomatic person), and between cohorts.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7	Logs are maintained to track cleaning and disinfecting activities for each room/area, individual play items and sleep equipment such as cots and cribs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8	For child care programs located in a shared space, arrangements are made with other users/stakeholders to ensure enhanced cleaning and disinfecting practices are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**6. Toys, Equipment and Other Materials**

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
6.1	All toys and equipment are made of materials that can be cleaned and disinfected (e.g., remove plush toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Toys and equipment are designated for each room or group of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Requirement	Yes	No	N/A	Notes
6.3	Group sensory play activities are suspended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Indoor/outdoor play structures are only be used by one cohort at a time. Shared outdoor spaces/playgrounds may be used if physical distancing can be maintained between groups and other individuals outside of the group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Items and materials that cannot be cleaned and disinfected such as books are batched and rotated on weekly (i.e., 7 day) basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 7. Staff Training

	Requirement	Yes	No	N/A	Notes
7.1	All child care staff/students are aware of the <a href="#">signs and symptoms of COVID-19</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Staff/students are aware of and able to implement IPAC policies and procedures, including the proper use of personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	All child care staff/students must review the <a href="#">training modules</a> developed by Toronto Children Services in collaboration with Toronto Public Health (TPH).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Operators must keep up-to-date training records for staff/students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 8. Physical Distancing

	Requirement	Yes	No	N/A	Notes
8.1	Physical distancing (two meters/six feet) is maintained between groups and staff/children within the same group, when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Physical distancing strategies are incorporated in the child care setting. Refer to the <a href="#">COVID-19 Guidance for Child Care Settings</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Requirement	Yes	No	N/A	Notes
8.3	Staff areas (i.e., break room, lunchroom) have signage posted which indicates occupancy limits. Extra seating is removed to ensure proper physical distancing can be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 9. Communication with Children, Parents and Visitors

	Requirement	Yes	No	N/A	Notes
9.1	Staff and parents/guardians have been provided with COVID-19 specific information, including the signs and symptoms (e.g., fact sheets) and additional information sheets (e.g., hand hygiene, physical distancing, self-monitoring).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Telephone or video conferencing is used whenever possible for meetings between staff and parents/guardian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Tours and visits for prospective participants take place outside of operating hours or are conducted virtually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 10. Personal Protective Equipment (PPE)

	Requirement	Yes	No	N/A	Notes
10.1	Surgical masks and eye protection are worn by all child care workers, visitors and students while inside in the child care premises. The use of masks and eye protection is not required outdoors if physical distancing can be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Children: Children in grade one and above are required to wear a non-surgical mask or face covering while indoors at the child care setting, and outside where physical distancing cannot be maintained. Kindergarten children are encouraged to wear a non-surgical mask. Masks are not recommended for children under the age of two.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
10.3	Child care operators/licensees should document exceptions related to the wearing of PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or surfaces (e.g. diaper change pads and surrounding counter tops).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.5	Sufficient and appropriate supply of PPE is available, and instructions for use are posted in appropriate locations (i.e., glove use information is posted at diaper change areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 11. Food Safety Practices

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
11.1	"No sharing" policies and procedures are reinforced. Self-serving or sharing of food, utensils or other items (e.g., serving spoons, shared condiments) at meal times is prohibited as well as children preparing/providing shared food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Meals or snacks are served in individual portions to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	There is no food provided outside the regular meal provision of the program, except where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 12. Communication with Staff and Parents/Guardians

	Requirement	Yes	No	N/A	Notes
12.1	Ensure parents/guardians are aware of and follow health and safety measures/information: keeping children home when they are ill; instructions of screening and protocols if a child/staff becomes ill; immediate pick-up once child begins to show symptoms of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	COVID-19 information is posted and available to staff and parents/guardians (e.g., COVID-19 fact sheets, hand hygiene, <a href="#">physical distancing</a> , self-monitoring).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Staff and parents/guardians conduct daily passive screening measures for COVID-19, prior to coming to the facility and on entrance to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	Parents/guardians have provided an emergency contact that is able to pick up child when parent/guardian is not available. Emergency contact is aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 13. Isolation and Exclusion of Ill Children and Staff

	Requirement	Yes	No	N/A	Notes
13.1	A designated space is available for symptomatic children away from healthy children. Hand sanitizer or a hand washing sink is available in the designated space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Staff supervising the ill child maintain physical distancing as best possible and wear PPE including a surgical mask and eye protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	Doors and/or windows are open to increase air circulation into the isolation area when in use if it can be done so safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.4	The area is cleaned and disinfected immediately after the child with symptoms has been picked up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

May 8, 2021

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
13.5	Child care staff and children who have been exposed to an individual who became ill with symptoms continue to be grouped together (i.e. cohorted), and monitored for signs and symptoms of illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**14. Occupational Health and Safety**

	<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
14.1	Operator dismisses staff and children exposed to a confirmed case of COVID-19 while awaiting investigation by Toronto Public Health. The cohort members must self-isolate and be excluded from the child care setting for 14 days or as otherwise instructed by TPH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Those who are symptomatic/exposed to a confirmed case of COVID-19 are encouraged to get tested. Individuals are advised to visit an Assessment Centre for testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	