

# Infection Control Checklist

Task	Received training (if applicable)	Sometimes	Always
<b>For Staff</b>			
Staff have received information about where to get their flu vaccines.			
Staff know and practice: <ul style="list-style-type: none"> <li>proper hand washing</li> <li>covering coughs and sneezes</li> </ul>			
Staff wash their hands when working with children: <ul style="list-style-type: none"> <li>before and after meals and feedings</li> <li>after washing a child's nose or mouth</li> <li>after touching objects with saliva or mucus</li> <li>after changing diapers</li> <li>after helping a child use the toilet</li> </ul>			
Staff know how and when to use alcohol-based hand sanitizers (for themselves and for children).			
Staff keep alcohol-based hand sanitizers out of the reach of children.			
Staff know and practice proper procedures for changing diapers to prevent the spread of germs.			
Staff know how to conduct a health check.			
Staff conduct a health check, using the Daily Health Check: <ul style="list-style-type: none"> <li>when children arrive</li> <li>before lunch</li> <li>before children leave for home</li> </ul>			
Staff know how to keep a daily sick log. This form is located: <ul style="list-style-type: none"> <li></li> </ul>			
Staff know where a sick child may be kept from other children until a family member or guardian arrives. This "sick room" is located: <ul style="list-style-type: none"> <li></li> </ul>			
Supplies to control the spread of germs are available. These supplies can easily be found: <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>			

**Infection Control Checklist, continued**

Task	Received training (if applicable)	Sometimes	Always
Staff keep the environment clean by: <ul style="list-style-type: none"> <li>• disinfecting surfaces, toys, and commonly shared items at least once daily and when visibly soiled</li> <li>• using a household disinfectant that is registered by the Environmental Protection Agency (EPA) for use against bacteria and viruses, a hospital disinfectant registered by the EPA, or a chlorine bleach/hypochlorite solution registered by the EPA</li> <li>• making sanitizing solution (1/4 cup household bleach per gallon of clean water), if store-bought disinfectants are unavailable. Label container, "sanitizer." <i>Do not use this water for drinking.</i></li> </ul>			
Staff are encouraged to stay home when sick.			
<b>For Children</b>			
Children know how to wash their hands properly.			
Children routinely wash their hands: <ul style="list-style-type: none"> <li>• before and after meals</li> <li>• after going to the bathroom</li> <li>• after playtime</li> <li>• before going home</li> <li>• whenever their hands are dirty</li> </ul>			
Children know how to cover their coughs and sneezes properly.			
Children routinely cover their coughs and sneezes: <ul style="list-style-type: none"> <li>• with their elbow or sleeve</li> <li>• with tissue</li> </ul>			
<b>For Families</b>			
Families are encouraged to ensure their children (older than six months) receive a flu vaccine every year.			
Families are encouraged to keep sick children home.			
Families have received information on: <ul style="list-style-type: none"> <li>• flu facts</li> <li>• flu vaccines</li> <li>• hand washing</li> <li>• how to cover coughs and sneezes</li> <li>• keeping children home when sick</li> <li>• how to treat the flu</li> <li>• when to seek medical care</li> </ul>			