

## Pandemic Planning Checklist for Childcare Centres

Planning Issues	Status			Comments
	Complete	In Progress	Not Started	
Does your centre have an emergency plan?				
Have you made your employees aware of the emergency response plans?				
Do you have a list and contact information for all agencies and suppliers (including alternates) you have regular dealings with?				
Have you considered how to continue childcare if normal methods are disrupted (e.g. under what circumstances would you not offer school age programming)?				
Have you considered how to keep your centre open with a large number of staff ill and unable to work?				
Has your agency reviewed compensation for staff unable to report to work due to their own childcare centre being closed?				
If necessary, can staff stay beyond normal work hours if parents are unable to come and pick up children?				
If necessary, are protocols in place to notify CAS due to a child no longer having next of kin/guardian (e.g. death or hospitalization)?				
Have you reviewed the issue of centre closure and loss of funding with staff?				
If your centre is in a school, do you have an alternate location for childcare in case the school is needed for clinics etc?				
Have you considered combining operations with another licensed childcare centre?				

Have you considered how to find additional staff or volunteers?				
Is there a staff exclusion policy in place?				
Is there a specific pandemic exclusion policy in place for children & staff?				
What additional training will volunteers and reassigned staff require and who will complete that training?				
Do you know where to get up-to-date and accurate information about influenza and the pandemic? € Vaccine & antivirals € Infection control € Personal care € Public health measures				
Have you reviewed proper hand hygiene and respiratory etiquette with children and staff?				
Have you considered having surgical masks onsite for ill children awaiting pickup and staff caring for them?				
Sensory materials, stuffed & plush toy use should be discontinued during a pandemic, what impact does this have to programming when a pandemic could be several months in length?				
Have you considered developing a written policy on the use of alcohol-based hand sanitizers and obtain written permission from parents permitting their use on children?				
If your centre is catered, do you have a backup plan in case delivery is interrupted?				
Have you thought about stockpiling necessary supplies (e.g. cleaning products, paper towel, and food products)?				
Have you considered how to communicate information to your staff and parents in an efficient manner?				
Have you tested your communication system (e.g. fan out)?				
Have you expanded your current list of approved adults to pickup children?				
Who is the supervisor's backup in case they are ill and is that person aware of all emergency plans?				

Who will be responsible for payment issues related to overtime and/or additional salary issues and who is their alternate?				
If public transit becomes a problem, can staff arrange alternate forms of transportation to work (e.g. carpooling)				
If mail service is interrupted, is there critical mail delivery that you need to make alternative arrangements for?				
How are courier packages generally sent out and received?				
Have you spoken with your insurance company regarding pandemic coverage?				
Have support care services been planned for employees and children in case of severe illness/death in centre? € Psychosocial support € Grief counselling				
Is there an easy way to ensure additional equipment (e.g. cell phones, fridges) can be obtained with minimum delay?				
Who has the authority for ordering equipment and who is their alternate?				
Does your centre have the staff and equipment for a website/telephone call-in line to update staff and parents?				
Could any of the centre's services be provided from another work location or from home?				
Who is your security contact should there be a problem with physical access to your work location and who is their alternate?				
Does your site have communication technology that does not require a power outlet (e.g. battery operated radio)?				
Have you reviewed your emergency and pandemic plans with parents and staff so there are no surprises?				