Sample Daily COVID-19 Health Checklist for Child Care Providers and Caregivers
(adapted from the National Resource Center for Health and Safety in Child Care and Early Education)

Areas	Before Each Use	Complete/Initials	After Each Use	Complete/Initials	Daily (at the end of the day)	Complete/Initials
Food preparation surfaces	Clean, sanitize		Clean, sanitize			
Eating utensils & dishes			Clean, sanitize			
Table & highchair trays	Clean, sanitize		Clean, sanitize			
Countertops			Clean		Clean, sanitize	
Food preparation appliances			Clean		Clean, sanitize	
Mixed use tables	Clean, sanitize					
Refrigerator						
Plastic mouth toys			Clean		Clean, sanitize	
Pacifiers			Clean		Clean, sanitize	
Hats					Clean	
Door & cabinet handles					Clean, disinfect	
Floors					Clean	
Machine washable cloth toys					Clean	

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Areas	Before Each Use	Complete/Initials	After Each Use	Complete/Initials	Daily (at the end of the day)	Complete/Initials
Dress up clothes					Clean	
Play activity centers					Clean	
Drinking fountains	Clean, disinfect					
Computer keyboards			Clean, sanitize			
Phone receivers			Clean			
Changing tables			Clean, sanitize per rule			
Handwashing sinks & faucets					Clean, sanitize per rule	
Countertops			Clean, disinfect		Clean, disinfect	
Toilets					Clean, sanitize per rule	
Diaper pails					Clean, sanitize per rule	
Floors					Clean, sanitize per rule	
Bed sheets & pillow cases						
Cribs, cots & mats					Clean	
Blankets						

Cleaning, Disinfecting & Sanitizing

There are different procedures to clean, sanitize, and disinfect. The following information is based on federal, state, and local sources, to reduce the spread of germs, with a special focus on COVID-19.

Cleaning

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and decreases the risk of spreading infection.

Disinfecting

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface by cleaning it, we can further lower the risk of spreading infection. Bleach, chlorine wipes, and disinfecting spray are some examples of disinfecting products. Hand sanitizer is also a disinfecting product.

Sanitizing

Sanitizing reduces the number of germs on surfaces or objects to lower the risk of spreading infection by using one of the disinfecting methods.