

COVID-19 Pandemic State of Emergency

Licensed Child Care Centers and Family Child Care Homes

Daily Temperature Chart and Attendance Roster

Following the COVID-19 screening upon arrival, enter the name and arrival temperature reading of each staff member and each child on this Daily Attendance Roster. Take additional temperature readings of each staff member and each child at least one other time during the business day, or as often as you feel wise to do so and enter those temps on this chart.

If you are transporting children from school, enter the name and temperature of each school age child at the point of pick-up before the child enters your vehicle.

If any school age child registers a temp of **100.0°F or higher** at pick-up, they should be restricted from entering your vehicle and returned to school administrators for contacting and notifying the child's parent/guardian. (Attend the child until delivered to a responsible party.)

If any staff member or child registers a temp of **100.0°F or higher** while in your facility, they should be **isolated immediately** and **dismissed** for home quarantine/medical attention as soon as possible.

At the close of each business day, place all form(s) in a three-ring binder or similar for safe keeping.

Name	Arrival Temp	2 nd Reading	3 rd Reading
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F
	°F	°F	°F

Schedule a specific time each day to take 2nd and 3rd temp readings and incorporate into your daily routine. You may print and complete individual sheets for staff, individual sheets for children, and individual sheets for after-school pick-up if you like.

***Parents, visitors, guests, staff spouses, servicemen, delivery persons should not enter the facility unless properly screened.**