

# TASK OUTLINE

Cancels: NEW

See also: POL 10.1.12 (E); PRO 10.1.12 (E); TSK 10.1.12A (E); TSK 10.1.12B(E); RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## TSK 10.1.12C (E) CONDUCTING EMERGENCY HEALTH AND SAFETY VERIFICATION VISITS

After completing the virtual licensing checklist, the **Licensors**:

1. **Informs** provider during virtual visit that licensing staff will make an unannounced health and safety verification visit to occur per leadership direction surrounding emergency circumstances.
2. **Prescreens** themselves according to local health department guidance including but not limited to:
  - Do I or anyone in my household have a fever, cough or difficulty breathing?
  - Have I or anyone in my household been in contact with anyone known to have a confirmed case of COVID-19?
3. **Arrives** at early learning or school-age program with PPE kit and **asks** the following before entering:
  - Do you or anyone in the household/facility have a fever, cough or difficulty breathing?
  - Have you or anyone in the household/facility been in contact with anyone known to have a confirmed case of COVID-19?
  - 3a. If applicant/provider responds yes to any of these, **leaves** early learning or school-age program and **staffs** with assigned Area Administrator for that Region.
  - 3b. If applicant/provider responds no to all of these, **requests** the applicant/provider remains six feet away, **asks** if provider has any screening steps before the visit and **enters** the early learning or school-age program.
4. **Asks** if there is a place to wash hands and **follows** handwashing guidance.
  - 4a. If handwashing not available, **uses** hand sanitizer that contains at least 60%

alcohol.

5. **Inspects** environmental elements of early learning or school-age program and **rechecks** items documented on the sub-checklist during the virtual visit.

Environmental elements include\* but are not limited to:

- Licensed Areas
  - Classrooms or licensed rooms in residence
  - Individual storage areas or cubbies
  - Play area
  - Eating area
  - Napping/sleeping area – infant safe sleep
  - Supplies and materials
- Verify unlicensed space is inaccessible
- Bathrooms
  - Diaper changing areas
- Kitchens (if cooking or storing food for children)
  - Bottle prep/storage
- Verify janitorial space is inaccessible
- Toxics storage
- Weapon storage (if applicable)
- Outdoor play space
  - Equipment and surfaces
  - Alternate outdoor location
- Storage of required records for Department access
- Emergency phone/emergency preparedness items
- Fire safety-emergency exits and pathways
- Cleaning and sanitizing supplies
- Medication storage
- First aid kit
- Transportation equipment

6. **Verbally** addresses immediate WAC/RCW violations related to safe sleep with provider while still on site.

7. **Leaves facility** and **documents** items of non-compliance directly following the walk through.

7a. If a non-immediate item has already been cited on the virtual visit and is out of compliance still, **provides** technical assistance without reciting.

- 7b. If an immediate health and safety item has already been cited on the virtual visit and is out of compliance still, **recites** on the on-site checklist. (Health and safety checklist)
8. **Calls** applicant/provider and **discusses** visit and any noncompliance observed within two business days of walk through. **Ensures** compliance through verbal communication, via photos, video conferencing or scanned copy of document. Immediate violations need correction as soon as possible.
9. **Rechecks** any health and/or safety violations per [10.1.21 PRO Managing Child Care Inspection Reports](#). If recheck cannot be verified virtually **staffs** with Supervisor for approval to conduct an onsite recheck inspection. Develops Adhoc inspection report (if needed)
10. **Documents** notes in WA Compass within 10 business days.

\* For school-age programs that operate on public or private school premises, the department inspects only health, safety, and quality standards that do not relate to the physical facility. (RCW 43.216.250 & WAC 110-301-001).