

# Two-Minute Tips

## COVID-19 Edition: Recordkeeping

Recordkeeping happens throughout the day from drop-off to pick-up. It includes time of arrival and departure, transportation details, daily health check results, and all staff who come into contact with children during the course of the day. Recordkeeping is considered a best business practice for all early learning providers. The tips below provide suggestions on streamlining additional requirements for ease and efficiency.

### Practice Tips

#### Streamline Recordkeeping

Download this [attendance log](#) which combines attendance and health checks on one form.

Consider preprinting children's names alphabetically to save time as they arrive at drop-off.

For programs that provide transportation and want to merge that information onto one form, try adding a column to indicate transported children as shown in this example.

Date: 10/27/2020 Stable Group: Butterflies

**COVID-19 Daily Attendance Log**

#	CHILD NAME (First, Last)	IN TIME	WHO DROPPED OFF?	OUT TIME	WHO PICKED UP?	HEALTH CHECK COMPLETE*	
						Pass	Fail
1	Amelia Smith	7:45 am	Mom (to bus)	5:30 pm	Dad	<input checked="" type="radio"/>	<input type="radio"/>
2	Bella Keetser	8:25 am	Dad	5:15 pm	Dad	<input checked="" type="radio"/>	<input type="radio"/>
3	Daisy Lee	8:10 am	Dad	5:17 pm	Mom	<input checked="" type="radio"/>	<input type="radio"/>
4	Daniel Portman	8:55 am	Dad	5:20 am	Grandma	<input checked="" type="radio"/>	<input type="radio"/>
5	Henry Burnett	9:15 am	Grandma (to bus)	6:00 pm	Dad	<input checked="" type="radio"/>	<input type="radio"/>
6	Isaac Fate	9:13 am	Mom (to bus)	5:25 pm	Mom	<input checked="" type="radio"/>	<input type="radio"/>
7	Jennifer Smith	7:45 am	Mom (to bus)	5:30 pm	Dad	<input checked="" type="radio"/>	<input type="radio"/>
8						<input type="radio"/>	<input type="radio"/>

To avoid sharing writing utensils, assign one staff member to complete all the required information.

#### Be Prepared

Store all materials required for recordkeeping in a central location for easy access. This could include the following: clipboard,

recordkeeping forms, sanitized pen, preprinted card with daily health check questions, digital watch, and thermometer.



#### Be Observant

Encourage staff to look for any developing symptoms of COVID-19 in children throughout the day.

#### Offer Resources to Families

Post or distribute this "Fever and Your Child" information sheet where parents can see it.

[English Version](#)

[Spanish Version](#)

Encourage families to conduct daily health checks and to also keep records at home. Share a template of the recordkeeping form for them to use. For parents and caregivers who need guidance on how to properly take a temperature, refer to this [website](#).<sup>1</sup>

#### References

<sup>1</sup>[Center for Disease Control and Prevention.\(2020\). Social distancing. \(https://bit.ly/3siLZyC\)](#)

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