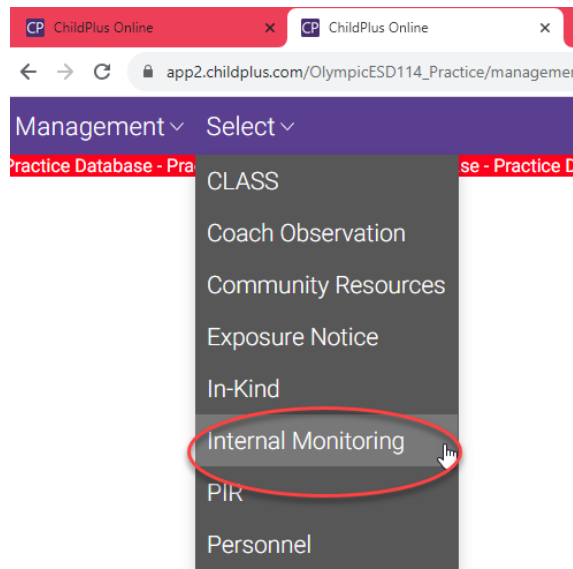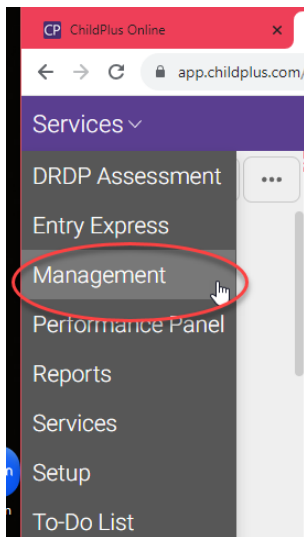# Health & Safety Checklists – CPOnline Instructions

From the main drop-down menu, select Management. Select Internal Monitoring.

The following Reviews screen opens with the list of reviews in the system.
(FYI: The list can be filtered and sorted. To open an existing checklist, click on the review you want to open.)

Create New Review Record

To add a new monitoring checklist, Click Add Review.

Completed ↓	Due by	Scheduled	Checklist	Location	Individual	Reviewer	Status	Findings	Review ID
8/25/2023			Health & Safety - Teacher Daily	Discovery EHS Center • Discovery EHS CCP		Sandeno, Karen	Incomplete	1	6421
8/24/2023			Health & Safety - Teacher Daily	Discovery EHS Center • Discovery EHS CCP		Caspersen-Andresen, Laila	Completed On Time	1	6419

When you click Add Review, the Review Details screen opens. Data enter the following:

- Date Completed: Enter date of the Health & Safety Review
- Reviewer: Select your name
- Checklist: Select the Health & Safety Checklist to be completed. After selecting, the classroom data entry field opens.
- Classroom: Select the classroom you are reviewing.

When Review Details are entered, click Save.

Your new review record opens.

Health & Safety - Teacher Daily   ...

Completed 8/25/2023 by Sandeno, Karen   Review ID: 6422
Olympic ESD 114 · Discovery EHS Center · Discovery EHS CCP

Completed daily prior to children arriving (and corrected prior to children arriving)			
1. Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets.	No Concern	Concern	ⓘ
2. Check menus/Health Alerts for any food allergies.	No Concern	Concern	ⓘ
3. Sanitizing and disinfecting solutions are fresh, dated, and out of child's reach. Kept in one easily accessible primary storage location.	No Concern	Concern	ⓘ
4. Emergency Care Forms for children/staff are current and kept in the file and in the Emergency Backpack.	No Concern	Concern	ⓘ
5. Refrigerator thermometer is visible and set to 41 degrees or less.	No Concern	Concern	ⓘ
6. Freezer thermometer is visible and set to 10 degrees or less.	No Concern	Concern	ⓘ
7. Outdoor play area is in good repair and safe condition (equipment is secured to ground, soft falling surface, free of sharp edges and debris).	No Concern	Concern	ⓘ
8. Outdoor play area is arranged so that no child can leave the premises or get into unsafe or unsupervised areas.	No Concern	Concern	ⓘ
Completed daily after children leave for the day			
9. Tables, sinks and toilets are cleaned and sanitized daily.	No Concern	Concern	ⓘ
10. Toothbrushes are cleaned and allowed to air dry. (Dispose of and replace splayed toothbrushes and those of ill children.)	No Concern	Concern	ⓘ
11. Toys requiring attention (dirty, "mouthed," etc.) are sanitized and allowed to air dry.	No Concern	Concern	ⓘ
12. All food in refrigerator is labeled and dated.	No Concern	Concern	ⓘ

For each checklist item, click the Result:
- No Concern = click when standard identified is fully met, no correction of any kind
- Concern = click when standard identified is not fully met, even when the correction is made immediately. It is important to document all the steps you take to prepare the classroom to be safe for children.

   When you click Concern, fields open for Reviewer's Notes and Status.
   - Reviewer's Notes = type notes if needed to explain the specific concern for the item
   - Status = the only two options to use for Health & Safety checklists are Corrected Onsite or In Process.
      - Select Corrected Onsite when concern is addressed immediately at the time of the health and safety check. No other documentation required.
      - Select In Process when item is not corrected yet.

Follow Up on In Process Concern

To document the process of correcting a concern, open the existing checklist and update the record. When checklist opens, click the information icon to open the data entry box for the specific item.

Data entry box for the review item opens. Data enter:

- Status = change to Closed
- Closed Date = enter the actual date item was corrected. ChildPlus auto-fills today's date. Change the date if necessary.
- Add Notes (optional) = click Add Notes if you need to document additional information.

ChildPlus Learning Library Resources

For additional information on using internal monitoring checklists, visit the Learning Library.

You can click this link: https://library.childplus.com/search/topic/15

You can also open the Learning Library from the Help menu in CPDesktop or CPOnline.