



State of Utah

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Lieutenant Governor

## Utah Department of Health

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### Division of Family Health and Preparedness

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### Bureau of Licensing and Certification

Joel Hoffman  
Bureau Director

March 25, 2020

Dear child care providers,

In order to help protect the health and safety of children and the community in general, the Child Care Licensing program in the Department of Health announces the following temporary emergency conditions for child care providers. These temporary emergency conditions must be followed to help prevent a more rapid spread of COVID-19 and to support families in need of child care services during this challenging time. These changes will apply until further notice from the Utah Department of Health.

**Effective March 25, 2020**, any child care provider must adhere to the following temporary emergency conditions, in addition to the health and safety rules for each facility type, in order to stay open for business:

### Changes to Licensing

1. The department will temporarily stop issuing new licenses, certificates, exemptions, or approvals, except as stated under this letter.
2. Emergency child care locations can only operate with an Emergency Child Care (ECC) approval from the department. Instructions for this temporary facility type are found at <https://childcarelicensing.utah.gov/EmergencyChildcare.html>.
3. The department will not deactivate currently active providers that decide to close temporarily, unless those providers decide to close permanently.

### Emergency Conditions of Operation

1. The provider must restrict groups of people to ten or less. These groups include children and caregivers. The provider can allow more than ten people in the facility **only if** each group of ten individuals or less is in a room separated by full walls from the other groups.
2. The provider must not allow groups of more than ten individuals even for short times or special activities.
3. The provider must ensure that all individuals wash hands with soap and running water on arrival.
4. The provider must ensure that staff, children, and household members are screened for fever, cough, and difficulty breathing at the beginning of the day on arrival, and not allow any symptomatic individuals to enter the facility.

5. If there is a confirmed case of COVID-19 at the facility, the provider must close the facility and consult with their local health department on next steps and when to re-open.
6. The provider must ensure that enrolled children are met at the entrance and that parents or other individuals dropping off or picking up the children do not enter the facility, unless necessary.
7. The provider must ensure that any visitors to the child care program, including families seeking care, wash their hands with soap and running water or alcohol-based hand sanitizer before touching any facility surface.
8. The provider must ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (ex. shared toys, keyboards, desks, remote controls), or at least twice a day (ex. doorknobs, light switches, toilet handles, sink handles, counter tops).
9. In order to remain open, child care providers must acknowledge in writing that they have read and accept these conditions of operation. This must be done by emailing [childcarelicensing@utah.gov](mailto:childcarelicensing@utah.gov) or their assigned licensor **no later than March 27, 2020**. The email must include the following language:

*On March 25, the Utah Department of Health, Child Care Licensing program established new temporary emergency conditions of operating a child care program in Utah. These conditions will be in place until further notice by the Utah Department of Health.*

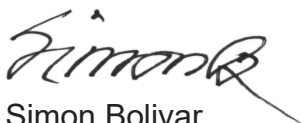
*As the individual with the proper authority for my child care program, I acknowledge that I have read and accept the new conditions of operation and I will immediately implement these practices in my child care program. I understand that by failing to do so, the Child Care Licensing program will terminate my license.*

10. Child care providers must close temporarily or permanently if they cannot comply with any of the above-listed, temporary emergency protocols.
11. The department will conduct random follow-up inspections to verify compliance with these temporary emergency protocols.

Please stay calm, be flexible, and read any updates about the development of this temporary situation at <https://jobs.utah.gov/covid19/index.html>

You can find additional tips for social distance practices at <https://coronavirus.utah.gov/social-distancing-tips-for-business/>

We are truly grateful for the rapid response and responsible measures child care providers in Utah have voluntarily implemented up to this point. Thank you for helping us protect the health and safety of Utah children.



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