# Keeping Healthy Checklist

1. Do you encourage employees and volunteers to stay home when they are sick or have flu symptoms?  
   - [ ] Yes  
   - [ ] Needs Attention

2. Do you encourage your employees and volunteers to wash hands frequently and thoroughly?  
   - [ ] Yes  
   - [ ] Needs Attention

3. Do your employees and volunteers have ready access to alcohol-based hand sanitizer that contains at least 60% alcohol in areas where soap and water are not available?  
   - [ ] Yes  
   - [ ] Needs Attention

4. Do you educate your employees and volunteers to avoid touching their eyes, nose, and mouth to decrease spreading germs from their hands?  
   - [ ] Yes  
   - [ ] Needs Attention

5. Does your ministry have set guidelines for how to address children who become ill while in your care?  
   - [ ] Yes  
   - [ ] Needs Attention

6. Does your ministry have set guidelines for how to clean and disinfect surfaces in nurseries, restrooms, and even office settings to prevent the spread of illness?  
   - [ ] Yes  
   - [ ] Needs Attention

7. Do you encourage your employees to practice good health habits, like getting plenty of rest, being physically active, drinking plenty of fluids, and eating nutritious foods?  
   - [ ] Yes  
   - [ ] Needs Attention

8. Does your organization have a disaster plan that could be implemented in the event of a public health emergency, like a pandemic flu or infectious disease outbreak?  
   - [ ] Yes  
   - [ ] Needs Attention

9. Do you have written, job-specific safety training guides that encourage healthy practices in the workplace?  
   - [ ] Yes  
   - [ ] Needs Attention

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**Notes:**

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Completed by: _______________________________  Date: _______________________________

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