



## MA Department of Early Education and Care

### Minimums Requirements Checklist for Temporary Emergency Residential Sites

Instructions: Review the Minimum Requirements for Operating a Temporary Emergency Residential Site. Use the tool below to indicate that the program meets the minimum standard by adding a ✓ to the appropriate box. If a minimum standard is not met, leave the box empty and use the space at the bottom of this checklist to explain.

Completed checklists must be signed and returned to EEC at [eec.emergency.residential@mass.gov](mailto:eec.emergency.residential@mass.gov) .

<b>Notification and Reporting</b>	<input type="checkbox"/> weekly census reporting to EEC due by noon on Wednesdays <input type="checkbox"/> all required notifications to EEC and other agencies, including but not limited to emergency, evacuation, injury, accident, abuse and neglect, and death <input type="checkbox"/> notifications to EEC on substantial changes to the program
<b>Staffing and Supervision</b>	<input type="checkbox"/> orientation provided <input type="checkbox"/> protection from abuse and neglect <input type="checkbox"/> written description of intended staffing <input type="checkbox"/> staff person with CPR/First Aid available at all times <input type="checkbox"/> written description of on-call/emergency staffing <input type="checkbox"/> plan for on-call administrative/clinical staff <input type="checkbox"/> on-call/emergency procedures posted near phone <input type="checkbox"/> All staff BRCs
<b>Cleaning and Maintenance</b>	<input type="checkbox"/> evidence of regular cleaning and maintenance routines in all areas of the facility <input type="checkbox"/> written procedure for cleaning, sanitizing, and disinfecting
<b>Physical Facility</b>	<input type="checkbox"/> sanitary, comfortable, safe <input type="checkbox"/> no bugs, rodents <input type="checkbox"/> exits clear <input type="checkbox"/> smoke/carbon monoxide detectors <input type="checkbox"/> fire extinguishers <input type="checkbox"/> living units safe, clean, and in good repair <input type="checkbox"/> bathrooms clean and in good repair <input type="checkbox"/> toxic substances are properly stored/locked/labeled <input type="checkbox"/> evacuation routes posted near door
<b>Food</b>	<input type="checkbox"/> plan for purchase, storage, preparation and serving of food <input type="checkbox"/> person responsible for food services <input type="checkbox"/> 3 meals daily <input type="checkbox"/> special dietary needs <input type="checkbox"/> food free from spoilage <input type="checkbox"/> dishes and linens washed after every use
<b>Medication</b>	Residential and clinical staff instructed about: <input type="checkbox"/> medication administration <input type="checkbox"/> documentation procedures <input type="checkbox"/> potential side effects <input type="checkbox"/> special precautions

	Written policies/procedures include: <input type="checkbox"/> persons authorized to prescribe and/or administer prescription and non-prescription medication to a resident <input type="checkbox"/> documentation of medication administered <input type="checkbox"/> notification to attending physicians <input type="checkbox"/> side effect
<b>Health Services</b>	Residential and clinical staff trained in: <input type="checkbox"/> universal precautions and infection control procedures <input type="checkbox"/> requirements for isolation <input type="checkbox"/> disposal of or separate care of eating utensils and linens <input type="checkbox"/> specific precautions <input type="checkbox"/> plan for meeting emergency and non-emergency medical needs <input type="checkbox"/> 24 hours/7 days <input type="checkbox"/> access to qualified medical care <input type="checkbox"/> access to emergency mental health services <input type="checkbox"/> first aid kits stocked and accessible <input type="checkbox"/> procedures for emergency removal and/or transfer <input type="checkbox"/> policy for screening assessments/temp checks (staff and residents)
If any minimum standards are not met, please explain here:	

**All approved Temporary Emergency Residential Sites shall be amenable to intake of new residents, and able to provide services needed for the duration of each resident’s quarantine/isolation, unless otherwise approved by EEC.**

By signing below, I attest that I have read and understood the Minimum Requirements for Operating Licensed and Approved Emergency Residential Sites and that the information provided in this checklist is true and accurate, to the best of my knowledge.

Licensee/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_