

PLANNING CHECKLIST FOR DIAPERING STATIONS IN SHELTERS



BUILDING AND PLACING A DIAPERING STATION

Checklist items	Yes	No	Comments
Is diapering station as far from water stations, food prep, and dining areas as possible?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the diaper changing surface made of non-porous material?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a rail or similar barrier that surrounds the diaper changing surface to help protect children from falls?	<input type="checkbox"/>	<input type="checkbox"/>	
Is one station available for every eight diapered children?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the diapering station within arm's reach of sink?	<input type="checkbox"/>	<input type="checkbox"/>	Sink should not be used for food preparation, dishwashing, or dispensing water to drink.

STOCKING THE STATION

Checklist items	Yes	No	Comments
Is sink stocked with liquid soap?	<input type="checkbox"/>	<input type="checkbox"/>	If diapering station cannot be placed within reach of an existing sink and a temporary handwashing station cannot be set up, provide hand sanitizer containing 60% alcohol. Place sanitizer within reach of caregiver, but out of reach of children (ideally in a fixed wall dispenser).
Are paper towels or air dryers available for drying hands?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a lidded, plastic-lined trash receptacle (preferably with a foot-operated opening mechanism) available in the diapering area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are clean paper towels, butcher paper, or other disposable materials available for lining the changing table?	<input type="checkbox"/>	<input type="checkbox"/>	
If shelter will provide diapers and wipes, are these placed within reach of caregivers but away from diapering surface?	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate disinfectant solution* in reach of caregivers, but out of children's reach?			*EPA-registered disinfectant appropriate for the diapering surface or freshly prepared bleach solution.

EDUCATION

Checklist items	Yes	No	Comments
Are signs posted to instruct caregivers to wash their hands and child's hands with soap and water immediately after the diaper change?	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs posted to use the diapering station sink for handwashing but not for drinking, cooking, or washing dishes or clothing?	<input type="checkbox"/>	<input type="checkbox"/>	
If diapering station is not near sink or temporary handwashing station, are signs posted at diapering station to direct caregivers to nearest sink?	<input type="checkbox"/>	<input type="checkbox"/>	
Are instructions posted about how to use the disinfectant solution?	<input type="checkbox"/>	<input type="checkbox"/>	Consider labeling spray bottle with instructions in large type or including these instructions on posters about diapering procedures.