

# Planning Checklist for Diapering Stations in Shelters



Checklist items	Yes	No	Comments
<b>Building and placing a diapering station</b>			
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 8 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.
<b>Stocking the station</b>			
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 – 95% 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?	<input type="checkbox"/>	<input type="checkbox"/>	*EPA-registered disinfectant appropriate for the diapering surface or freshly prepared bleach solution.
<b>Education</b>			
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.

