

**Vermont Department of Health**  
**Vermont CPS Program**  
**Guidance for Seat Check Installation Assistance**

Guidance is a recommendation only and is not meant to supersede your department or agency policy while engaged in seat check activities.

**The general ideas are to limit close contact as much as possible during the car seat check.**

1. Everyone must have something to cover their face above the age of 2 and must use it during the seat installation.
2. No seat checks if anyone has symptoms, including the CPST. CPSTs that have risk factors should consider NOT participating.
3. The entire seat check is conducted with face coverings on and using disposable gloves or hand sanitizer. This will protect the participant's vehicles from contamination as well as the CPST, caregiver, and child.
4. All seat checks should be conducted outside, not in any building or garage, with the exception of any large structure like a parking garage, to keep the facility free from contamination.
5. Consider filling out the Paper Form or Digital Seat Check form by interviewing the caregiver when they make an appointment.
6. It would be best if the caregiver did not touch the paper seat check form or electronic device. Consider putting the caregiver's initials on the form for the liability waiver and have the CPST sign, making a note in the Documentation box that you signed for the parent with verbal approval to do so. (Check to make sure your department policy will allow for this.)
7. If using a digital device for the seat check keep a LOG Sheet with contact information in case anyone is exposed to the COVID-19 virus because the electronic Digital Seat Check form does not obtain PII. No seat checks will be conducted if we do not have the caregiver contact information.
8. We encourage sites to do car seat fittings by appointment. When the caregiver makes an appointment for the seat check please advise them to bring the minimum number of people to the appointment possible. Ideally, the child, someone to care for the child during the seat check and the caregiver.
9. CPST's will try to maintain as much distance as possible from caregivers and children, ideally, the 6' of distance recommended by the CDC. Upon arrival you should instruct the parent on what to do to check the harness while you look on at a safe distance. Then have the caregiver remove the child and check the rest of the car seat installation with the child removed.
10. CPSTs should consider a demonstration method for having the caregiver install the seat. We encourage CPSTs to place the car seat on a table or chair. With the caregiver standing at a safe distance, go over everything they need to know about the car seat, the harnesses, the caregiver's preferred installation method (seat belt or lower anchors) and seating position in the vehicle. Again, from a safe distance, show the caregiver what they need to know about the vehicle. (Lower anchors, how to lock the seat belt etc.)
11. CPSTs install the car seat with the parent looking on from a safe distance. Once the caregiver feels comfortable, remove the car seat, and have the caregiver install the car seat. Check their installation and offer suggestions. Repeat until it is properly installed.
12. When the seat check is complete, wipe down the table used for demonstration, throw away your gloves or re-sanitize your hands.