



SA Childcare Association

Nurturing Winners!

CHECKLIST AND PLANNING –

WHAT SHOULD I DO, HOW SHOULD I PLAN TO REOPEN MY ECD, PARTIAL CARE OR AFTER SCHOOL CENTRE

(As is applicable to your specific centre)

Please use this checklist in conjunction with the Department of Basic Education's Standard Operating Procedures for the prevention, containment and management of Covid-19 in Independent Schools and Early Childhood Development Centres.

1. OWNERS AND /OR MANAGEMENT TEAM HAVE TO START WORKING

Prior to the return of children and staff, all buildings should be cleaned and disinfected, including classrooms and especially water and sanitation facilities, particularly surfaces that are touched by many people (railings, tables and equipment, door handles, toys, teaching and learning aids, etc.) This should become routine.

2. TEACHERS AND ASSISTANTS MAY THEN BE ALLOWED AT THE SCHOOL

Training: Your staff must be orientated and taught the new policies, procedures and practises for when the school starts operating.

(Use This Checklist as well as Department of Basic Education SOP document as Training documents)

Allocate staff to different tasks e.g. screening, classroom management, playground rules, bathroom use, food and sanitation etc

3. ENTRY- DAILY ACCESS CONTROL

Self-help hand sanitizer stations must be provided outside/at the entrance of the school building and there must be designated person/s available to spray the sanitizer on the hands of the children and parents.

You must be able sanitize hands, bags etc. of everyone that is allowed entry to the building. No biometric entry systems should be used.

If your numbers are low Schools could plan for a single entry and exit point where the screening process for children, staff, visitors, parents / guardians and suppliers will take place. Parents, family, friends and suppliers will not have free access to the school. The number of entrance points to the school may have to be limited for a period of time.

If possible, stagger arrival times for teachers by class and children by age group.

If possible, let drop-off take place outside main door, but inside school area. Everyone handing over children must be screened. (You need to know if the parents/guardians are symptom free.

4. SYMPTOM AND TEMPERATURE SCREENING

Owners or principals should ensure that sufficient staff is at hand at all times to conduct the screening process.

On arrival, all staff and children must be screened daily for **symptoms** of Covid-19, including a temperature assessment. Age appropriate questions could be asked to ascertain if there are symptoms: Symptoms of COVID-19 that should be well known to all: Symptoms that could appear in a period of 2-14 days, if exposed and or infected with the virus, are:

- Fever;
- Cough;
- Shortness for breath;
- For some people the symptoms are like having a cold; for others is quite severe or even life threatening.

Staff and children and parents will have their temperature measured with the aid of a non-contact handheld device if possible.

The temperature reading and symptoms (if any) of every individual must be recorded in a register and must be retained for future reference.

Children, parents, staff or visitors registering an elevated temperature of 37.5°C or above, **must not be permitted access** to school property and must immediately return to a self-isolating facility away from the school site. (Return Home and contact a Testing Centre, Hospital, Medical facility)

Identify one room / classroom to be used as an isolation room should you encounter a child with possible Covid-19 symptoms during the school day. Make sure you have the medical and parental emergency numbers on hand for all children.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Face Masks:

All children over the age of two and all staff must wear face masks as well as staff, visitors, etc at school.

- Children and babies under two years of age **must not** wear face masks; it can increase their risk of suffocation.

- Management has to provide personal protective equipment (PPE's) in the form of face masks or face visors to all staff.
- Parents/guardians are required to supply their children with face masks and/or any other form of PPE.
- Schools must keep a supply of masks on hand to issue to those children who may have forgotten to bring face masks or if face masks are damaged or lost during the day. The cost of the mask can be for the parent's account.

Hand Sanitiser:

- It is highly recommended that children should bring a small bottle of hand sanitiser to be kept in the class and under the supervision of the teacher.
- Hand sanitiser has a high percentage of medical alcohol or ethanol and is highly flammable.
- It can also irritate or burn sensitive parts of the skin and the eyes. Use with caution!
- It is the responsibility of the owner / principal to ensure that adequate supplies of sanitation products and PPE equipment are available at all times at the school.

The following items should be available:

- Sanitiser dispensers (if possible)
- 500ml sanitiser spray bottles
- Larger containers of sanitiser to refill spray bottles
- Face masks
- Disposable gloves
- Disinfectant for the cleaning of contact surfaces
- Non Contact temperature devise

7. SOCIAL DISTANCING

Efforts for maximum preschool social distancing (May not be very practical!):

- Rearrange your classrooms.
- Seat fewer children at tables.
- Segregate mattresses. (Each child must have their own). Place mattresses head to toe.
- Place cots as far from each other as possible. Out of cots, allocate certain babies with a specific teacher or assistant. Use one teacher for a group of babies as far as possible.
- Playground –Teachers/assistants will need to remain with their classes on the playground.
- Segregated playground area could be allocated for each class. (if practical)
- Toys that are used (mouthed!) by children should be sanitised after use. In winter, blankets, sheets, pillow cases (if used) should go home to be washed.
- Make sure there is ample ventilation in classroom.

6. FOOD PREPARATION, EATING AND HYGENE

- It is mandatory for any all Child Care Facility that cook/s must do a food handlers course. Their certificate should be displayed in the kitchen.
- SA Childcare has a Food Handlers course for Kitchen staff and we will be doing this training electronically via Zoom or other platforms. This will happen in Lockdown and during the first week of the re-opening. To book use Ctrl and click this link:
<https://survey.app.do/food-handlers-covid-19-training>
- The risk of preparing food and dishing food to children should be handled with the greatest care and treated accordingly;
- Supervision during mealtimes is of the utmost importance;
(Because the virus is spread via body fluids children should not be allowed to:
 - Eat in close proximity of one another;
 - eat each other's food
 - Touching each other while eating/drinking.
 (Cleaning of mouth and hands after a meal is of vital importance and should be handled with the greatest care.)

8. DAILY PROGRAM

- Teachers and support staff arrive, go through screening and open the school.
- Admin and support staff works at the entrance on a rotational basis. They use gloves and masks/shields at all times.
- Children will be taken straight to class by the welcome team at the entrance and be received by the class teacher and/or assistant.
- Before any bathroom visit hands should be sanitized.
- After bathroom visit wash hands under running water with soap – remove all towels and use (kitchen) paper towels. Drying of hands can also be a dance and a shaking of the hands. (Learning by playing!)
- Soap is kept in containers which will be cleaned and disinfected regularly.
- Before eating it is time for washing of hands and or sanitizing.
- After eating sanitize again.
- Lunch boxes are sprayed/sanitize before they are opened.
- It would be advantageous if classes could remain segregated in their own classroom or playing outside in their own designated area. The afternoon activities will be challenging, social segregation will need to be kept as far as possible.
- After any outside activities sanitation will take place on returning to the class.
- When parents/caregivers fetch children they again have to be screened. Their children will be escorted to the gate and screened and sanitized before leaving the school ground.
- All movement in and out of the school and/classrooms could be accompanied with sanitization.

9. GENERAL REQUIREMENTS

- The school is cleaned daily.

- Kitchen staff has to wear masks, gloves and aprons at all times.
- Bathrooms will be cleaned after every use. If one child has used the bathroom it should be cleaned before it is used by the next child.
- The gap between playground activities could be 30 minutes if it is not feasible to designate outside play areas per class. The outside equipment should then be disinfected after each class has been outside.
- All classroom surfaces (tables, chairs bookcases etc) should be disinfected during playground activities.
- Request a travel register from staff (husbands and wives) and parents should they be traveling for work. Destination, duration means of transport departure date and arrival back date.
- Staff handbags etc. must be sanitized before entering the school.
- The office will be cleaned and disinfected at least twice per day, at arrival and departure.
- If there is a school phone it may not be used by staff. Should be disinfected every time it is used by office staff.
- Staff who makes use of public transport must make sure they use safest method of travel.

STAFF MATTERS

Absence due to illness

In the case of absence due to illness, staff is required to provide the following to their school: A medical certificate indicating the cause of illness and confirmation that the diagnosis is not COVID-19. Before returning to work. Also the expected date of their return to school.

A staff member sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least seven days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Clothing

- Plastic disposable aprons or gowns (washable) could be worn.
- A mask/screen must be worn at all times.
- Pocket hand sanitisers must be made available to them.
- Staff should wear no jewellery on their hands/arms to school.
- Nails should be kept short.

Other

Training must be provided regarding health and safety precautions, e.g. social distancing and hygiene.

- Staff meetings may be held, but venues must be set up in accordance with required social distancing practices, placing individuals at least 1.5 metres apart.
- Tea breaks must be staggered.
- Lunch breaks must be staggered.
- Staff must wash their own eating and drinking utensils.

Adult bathrooms

- These bathrooms may be used by staff only.
- Consider designating a bathroom for staff per phase or age group.
- No hand towels may be provided. Paper towels or dryers must be used.
- Hands must be washed according to the policy.
- Hand sanitiser must be available.
- Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.
- Sanitiser spray must be supplied to clean taps before and after use.

HYGENE AND CLEANING ROUTINES

9.1 General

Cleaning must be done as follows:

1. Wear disposable rubber gloves.
2. Use a disposable cloth per room
3. The mop per room must be clearly labelled.
4. Mops must be soaked in a solution/disinfectant in a safe area (buckets of water pose risks).
5. Wear a disposable plastic apron.
6. Use hot water and detergent.
7. Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.
8. Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol solution.
9. Household rubber gloves are appropriate for undertaking household tasks. These gloves should be washed with soap or detergent and hot water, both inside and outside, after use and hung up to dry.

9.2 Toilet cleaning

- Use a toilet brush with a cleaning agent containing bleach (e.g. JIK) to clean toilets. Wipe the outside and rim of the bowl with a damp cloth that is specifically used for that task

and the same type of cleaning agent. Wash the cloth in hot water and detergent before using it again.

9.3 Bathroom cleaning

- Clean hand basins with JIK or a similar cleaning agent that contains bleach. Use a well-known brand of household cleanser for general bathroom cleaning. Separate cleaning cloths should be used for the bathroom.

9.4 Sleeping equipment and areas

- Take sleeping mattresses/stretchers outdoors and spray and restack them within two hours. Replace blankets daily.
- Blankets must be taken home every day.
- Strip cots of any linen, take the mattress outdoors, spray and wipe it down with a disposable cloth and then fit fresh linen.

9.5 Dishes

- Dishes should be washed according to the standards required in the existing policy.
 - Dishes should be rinsed in hot water and allowed to air-dry.
 - Any cutlery or crockery that is slightly cracked or damaged should be replaced.
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9.6 Nappy changing

- Ensure that the water, sanitation and waste-management facilities are all functioning efficient.
- Bins must be emptied after every change.
- Persons changing nappies must wash hands before and after change and also clean the hands of the baby with a wet wipe after changing the nappy.

9.7 Hand washing

- Wash hands as per Covid 19 instruction.
- All areas in which hand washing takes place should have paper towels in a holder.
- Do not use hand towels.
- Sanitiser spray must be **applied** to all **taps** before and after use.

9.8 Play and learning equipment

- Toys must be stored in plastic storage boxes and labelled.
- No soft toys or teddies are allowed.
- A maximum of two boxes of toys may be taken out at a time.
- After use, toys must be cleaned and left to air-dry (not left out on the grass to dry).

- Storybooks must be wiped down daily if used.
- A roster must be compiled allowing children to play outside class by class.
- Social distancing must be ensured during line-up time. (Play a game!)
- Bathroom routines need to allow for only a few children to use the bathroom at one time.

9.9 Play in sandpits

- Irrespective of sandpit size, try to only allow 50% of normal number that always used to play in the sandpit at one time to allow for some form of social distancing.
- Exchange sandpit toys after each group before new group starts.
- After use, clean the toys and leave them to air-dry.
- Sandpits must be treated with coarse salt at the end of every week.
- Practise hand-sanitising routines on returning to class.

9.10 Outdoor equipment

- Spray outdoor equipment after every playtime if different groups use them.
 - Spray plastic motor bike handles.
 - No water play or group sensory play areas are permitted until further notice.
 - Practise hand-sanitising routines on returning to class.
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