

Working with COVID- Rules and Regulations
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EYC Daycare

Working with COVID

EYC management team is applying rigorous measures to open the daycare. We are confident in the cooperation of all stakeholders of the process to ensure all the children and team members are safe and healthy.

Rules & Regulation of Work Environment :

Upon Entry:

- The daycare opens to receive children five days per week from Sunday to Thursday from 8.30 am to 4.00 pm. (Ministry Regulation- until further notice)
- Children are only received and delivered from the Garden gate between 8.30 am and 9.30 pm- Gates close.
- Only Staff is allowed to access the daycare centre from the main office for a check, disinfection and preparation before meeting the children.
- Temperature check and hand sanitizing routine are in place upon entry of both staff, parents and students.

During the Day:

- Hand washing/disinfection routine for both children and team members every 20 minutes.
- Outdoor Classroom is the setting implemented 80% of the interactive playtime.
- Shoes disinfection prior to accessing the classroom for children and staff members.
- Cleaning staff must wear Overshoes to enter classes.
- No visitor allowed during the day for any reason.

Workspace and Play Areas:

- In order to preserve social distancing, we are reducing the number of children to 15 students/ class.

- Indoor and outdoor Play areas disinfection will take place after every session for all equipment and furniture; all to be sprayed and cleaned after every use of children- as soon as they exit the space.
- Toys made of fabrics are prohibited.
- There will be a room for initial medical isolation in the event of any infection of a child or staff members.
- Medical and child-safe chlorine compound is used to disinfect all areas in contact.
- Offices are disinfected every two hours and after any visitors.
- Maintenance and inspections members are only allowed after children times at the Daycare.
- Any visitor to the premises is recorded in the visitor log, with temperature and contacts.

Parents Regulations & Handling

- Late drop-off or arrivals must be limited to emergencies only- Prior approval is required.
- **Pick up is between 3.30 to 4.00** from the Garden. Contact the daycare office if you wish to make an early pick-up.
- **Late pick-up is prohibited until further notice.**
- The after-school program will be suspended until further notice, no children from other schools will be allowed.
- Temperature check takes place upon arrival.
- If parents' temperature is **above 37.2C**, it is considered fever and the child will not be received.
- Mask is required to enter the Daycare Garden.
- Mask is required to talk to staff members or other parents in the Garden.
- Parents may not enter the daycare premises.
- Children showing any signs of discomfort or unwellness at drop off will not be received
- Children showing any signs of discomfort or unwellness during the day must be collected from the isolation room within 30 minutes or will be sent to the clinic-if parents don't show on time.
- Children who **left the daycare sick** can return after a **10 days period of recovery** with a doctor report of the condition.
- Parents will supply children labelled utensils and water supplies as well as all meals- as pandemic persists.
- Any required meetings with parents will be taken online.
- **Parents who travel frequently** must communicate to the Daycare management and their **children must be kept at home for 10 days** after exposure to returning parents.
- Any signs of sickness - connected or disconnected to COVID- will be immediately dismissed from the daycare.
- All tours and appointments are taken online through Google Meets.
- All payments are through bank transfers or deposits- proof of payment must be shared via email.
- There are qualified and trained staff members in infection control methods.

Student Wellbeing and Safety Regulations

- Settling in procedure will include a one parent spending one hour from 9.00-10.00 am only in the outdoors and then dismissed for early pick-up for the first week. Periods of student engagement with class are extended gradually every day.
- 80/20 Outdoor classroom is the playtime setting. Classroom capacities are split on indoor/outdoor.
- Children's temperature and general condition will be inspected thoroughly and recorded strictly every morning.
- If a student's temperature is **above 37.2C**, it is considered fever and the child will not be received.
- Children's temperature is checked twice throughout the day.
- Children's meals and utensils must be supplied from home.
- All students spare changes must be sent weekly washed, disinfected and returned packed
- Naptime will be decreased to 80 minutes to younger classes and 60 minutes for older ones until the pandemic is declared over.
- Parents must supply clean bedding sheets and covers for their child every day.
- Any signs of sickness-related or not related to COVID- will be immediately dismissed from the daycare.
- Children who **left the daycare sick** can return after a **10 days period of recovery** with a doctor report of the condition.

Staff Rules & Regulations

- Staff working hours from 8.00 am to 4.10 pm.
- All staff must submit a full blood picture analysis before they return (Further test may be requested)
- All staff working with children are dressed in a uniform that is freshly dry cleaned and disinfected daily.
- Face Shields and uniforms are labelled
- Face Shield is a must during the whole working day.
- Facemask is required if close physical contact with children is necessary.
- Facemask is used when staff are in close physical proximity to each other.
- Gloves are strictly used during food handling and bathroom times only.
- Upon arrival, all staff temperature is checked & recorded.
- Any temperature **above 37.2C** will be considered as fever and personnel will be dismissed immediately.
- An outdoor break-time space is set for staff to use.
- No breaks outside of the Daycare premises and No food ordering.
- Any signs of sickness - connected or disconnected to COVID- will be immediately dismissed from the daycare.
- Staff who **left the daycare sick** can return after a **10 days period of recovery** with a doctor report of the condition.
- Never come if you are not feeling well.

- EYC Team will follow the above regulation and disinfection system.

We understand that the Daycare is an essential service to many working parents and they may be deeply affected by our total closure. In order to maintain an ongoing service, we need to ensure a tight and hygienic environment.

We are always counting on your commitment and support to keep the daycare a safe haven to all our families.

Daycare Management Team

Updated January 12th, 2021.