

MINISTRY OF HEALTH, WELLNESS & THE ENVIRONMENT

CENTRAL BOARD OF HEALTH

Guidance Document for Daycares and Pre-Schools

Objective: To inspect Nurseries, Daycare Centers and Pre-schools and assure that the actions and practices listed below are followed to protect the students, teachers and staff at the institution.

Action	Requirements	Resources	Time Frame
<p><u>Personal Hygiene</u></p> <p>1. Provide hand wash station at the entrance of the school</p> <p>Strategic Points:</p> <ul style="list-style-type: none">• Entrance• Food preparation area	<p>Have hand washing sinks supplied with potable running water</p>	<p>Liquid Soap (undiluted)</p> <p>Potable running water</p> <p>Paper Towel</p> <p>No-touch lined garbage containers</p>	<p>Before Opening and Ongoing</p>

<p>2. Provide tissue and no-touch garbage containers in all classrooms and around the institution to encourage proper respiratory hygiene.</p>	<p>Classrooms are supplied with tissue paper and no-touch garbage containers</p> <p>Garbage containers are lined, cleaned and disinfected regularly.</p>	<p>Tissue Paper</p> <p>No- Touch Lined Garbage Container</p> <p>Garbage Liners</p> <p>Cleaning Products and Disinfectants</p>	<p>Before Opening and Ongoing</p>
<p>3. Encourage frequent and thorough hand washing (at-least 20 seconds) and proper respiratory hygiene practices.</p>	<p>Post signs displaying good hand and respiratory hygiene practices</p> <p>Implement hygiene practices within the curriculum</p>	<p>Posters</p> <p>Flyers</p> <p>Video</p> <p>Songs</p> <p>Practical-Demonstrations</p>	<p>Upon Opening and Ongoing</p>
<p>4. Supply all classrooms, halls, etc. with hand sanitizers.</p>	<p>Install sanitizer dispensers within classrooms, halls, etc.</p> <p>Maintain sanitizer stock within dispensers</p>	<p>Hand Sanitizer (70% alcohol)</p> <p>Dispensers</p>	<p>Before Opening and Ongoing</p>
<p>5. Maintain separation of personal effects</p>	<p>Store personal effects such as bags, blankets, clothing, bottles, etc. in assigned cubicle</p>	<p>Cubicles</p> <p>Labels</p>	<p>Upon Opening and Ongoing</p>
<p><u>Cleaning and Disinfecting</u></p> <p>1. Clean and disinfect frequently touched surfaces at-least three times per day or when visibly soiled</p>	<p>Clean and disinfect toys, knobs, handles, light switches, desk, tables, chairs, cots, electronics, diaper changing tables, etc.</p>	<p>Cleaning agents (detergents)</p> <p>Disinfectants (Clorox)</p> <p>Cleaning Schedule</p> <ul style="list-style-type: none"> Refer to Guidance documents on Cleaning and Disinfection 	<p>Before Opening and Ongoing</p> <p>Daily</p>

<p>2. Clean and disinfect bathroom facilities at least three times per day or when visibly soiled.</p>	<p>Clean and disinfect toilets, handles, countertops, faucets, knobs, etc.</p>	<p>Cleaning agents (detergents)</p> <p>Disinfectants (Clorox)</p> <p>Cleaning Schedule</p> <p>Refer to Guidance documents on Cleaning and Disinfection</p>	<p>Before Opening and Ongoing</p> <p>Daily</p>
<p><u>Social Distancing</u></p> <p>1. Maintain physical distancing amongst teachers, staff and students within classrooms, canteens, bathrooms, etc.</p>	<p>Physical Distancing (6ft) between students, teachers and staff</p> <p>Regulate the amount of students in the classrooms, canteens, bathrooms, etc.</p>	<p>Physical Markers</p>	<p>Before Opening and Ongoing</p>
<p>2. Reduce number of students in outdoor play</p>	<p>Monitor and regulate outdoor playing</p>		<p>Upon Opening and Ongoing</p>
<p><u>Sick Policy</u></p> <p>1. Encourage sick persons (teachers, staff and students) to stay at home.</p>	<p>Develop Sick Policy</p> <p>Enforce Sick Policy</p>	<p>Sick Policy Document</p>	<p>Upon Opening and Ongoing</p>
<p>2. Isolate sick persons (teachers, staff, and students) who may become ill while at the institution.</p>	<p>Identify isolation room or area</p> <p>Stock Personal Protective Equipment</p> <p>Stock First-Aid Kits</p> <p>Prepare Emergency Contact List</p> <p>COVID-19 HOTLINE 462-6843</p>	<p>PPE (gloves, masks, etc.)</p> <p>First-Aid Kits</p> <p>Telephone</p> <p>Contact List</p>	<p>Before Opening</p>

<p>Waste Management</p> <p>1. Ensure garbage is removed daily and disposed of safely.</p>	<p>Provide garbage container throughout institution.</p> <p>Ensure garbage containers are lined, emptied, cleaned and disinfected regularly.</p>	<p>No-touch garbage containers</p> <p>Garbage liners</p> <p>Cleaning Products & Disinfectants</p>	<p>Before Opening and Ongoing</p> <p>Daily</p>
<p>Water</p> <p>1. Ensure there is an emergency supply of potable water</p>	<p>Each school must have a large enough water catchment to supply the facility in the event the Government supply is off or no longer available</p>	<p>Water Tank</p> <p>Cistern</p> <p>Pressure Tank</p> <p>Pump</p>	<p>Before Opening and Ongoing</p>

- Refer to the Guidelines for Nurseries, Daycares and Pre-Schools for additional information