



MINISTRY OF HEALTH CENTRAL BOARD OF HEALTH



Guidelines for the Reopening of Nurseries, Daycares & Pre-Schools

General Guidelines

- All Daycares and Preschools **MUST** be registered, inspected and approved by Central Board of Health and the Early Childhood Development Unit before re-opening.
- Caregivers/Teachers/Supervisors **MUST** be trained in Early Childhood by a recognized body and have a certificate to show
- Caregivers/Teachers/Supervisors **MUST** be trained in First Aid by a recognized body and valid for at least 3 years
- Employees **MUST NOT** report to work if they have symptoms of COVID-19, including fever, respiratory symptoms such as cough, shortness of breath or loss of the sense of taste/smell. If in doubt call the COVID Hotline at 462-6843
- An employee that becomes sick should be sent home immediately and their workplace cleaned and disinfected. Others at the facility with close contact (i.e. within 6ft) of the employee during this time are considered exposed.
- Staff and parents of students must inform the Principal/Owner about illness.
- Employees who are well, but know they have been exposed to COVID-19 **MUST** notify the Principal/Owner
- Employees and students absent from work/school due to suspected COVID-19, **MUST NOT** return unless cleared by a Medical Practitioner.

- Owners should inform fellow employees of their possible exposure to COVID-19 in the work place. If an employee is confirmed to have COVID-19, confidentiality should be maintained
- Owners should implement workplace control to reduce transmission among employees
- Workers and students with a cough, runny nose, jaundice, diarrhea, vomiting, should not be permitted on the compound
- Identify an isolation room/sickbay to hold sick students until their parents arrive. Parents must be called immediately to collect their child as soon as possible
- Isolate sick persons (teachers, staff and students) who may become ill while at the institution
- The school must use a touchless infrared thermometer to check the temperature of their employees and children each day before they enter. Any staff or child who has a temperature of 99°F and above, should not be allowed to enter until they have no fever and no evidence of COVID-19 symptoms. *Follow guidelines on Taking Temperature
- All persons on the school compound are required to wear a face mask in compliance with the regulations. The face mask must cover your nose and mouth.
- Each school is required to inform the parents about the measures the school is putting in place to allow for students to re-enter the premises for classes
- Each school is required to explain to the parents the importance and reasons for school-related measures being implemented.
- Each school is required to reinforce the need for strict compliance with the guidelines for the return to school
- Each school is required to take any appropriate action to protect the interest of staff and students from persons who are found to be in any breach of the protocol while on the school compound
- If meals are prepared at the school, all Food Handlers MUST have a valid Food Handlers Badge issued by the Central Board of Health
- There must be a hand washing sink in the preparation area

- All guidelines pertaining to Food Safety MUST be followed. *Obtain a copy of the guidelines pertaining to Food Service Establishments
- Delivery personnel should wash their hands before entering
- There must be a backup supply of potable water in the event APUA water is unavailable or turned off. There should be a pump and a pressure tank attached
- There must be a residual chlorine available in the water (both APUA and private source)
- Parents must adhere to physical distancing while picking up and dropping off their child or children. Parents must be wearing their facemask
- Parents must cooperate, respect and be patient with Centre Management and staff as safety measures are implemented
- General visitors to the centres are discouraged. However, where there are exceptions, their query should be made directly to the Centre Administration. All visitors who do not have urgent concerns should be encouraged to call or email the Centre.
- The names of all persons who visit the compound should be recorded, as well as the date/time of their visit.
- Each School is advised to implement a school absenteeism monitoring system to track both students and staff, or to alert the Ministry of Health of any significant increases in absenteeism due to respiratory illnesses (cough, colds, fever, difficulty breathing).
- A register must be kept of all staff and children at facility; this will include their names, addresses and phone number
- No visitor should be allowed to visit any location in the centre where children are usually expected to occupy.
- All Staff are encouraged to provide emotional support at the first sign or report of distress.
- Until further notice, all field trips are suspended until authorised by the Ministry of Health and Ministry of Education

- Caregivers in need of psychosocial support should be directed to contact 784-5015 for Tele counselling
- The building must be in good repair
- Furnishings should be in good condition
- There should be an Evacuation Plan posted
- Fire Extinguishers must be available and serviced
- There should be a written Sick Policy. The Owner/Staff should understand when and how to immediately notify the Ministry of Health/Central Board of Health of “reportable incident” (COVID-19, Contagious Diseases, etc.
- A First Aid Kit must be available
- All Nurseries/Daycares/Pre-Schools should be licensed with Intellectual Property and Inland Revenue

CLEANING OF THE WORKPLACE, WORK EQUIPMENT & FACILITIES

- The Custodians must thoroughly clean and disinfect all rooms, floor, walls, corridors, railings and other areas of the school to be used by staff and students prior to the return of persons to the environment.
- Custodians must properly clean and disinfect desks, chairs, stools, work stations, tools, equipment, classrooms, equipment on the playground, toys, doorknobs, light switches, cots, diaper changing tables, and facilities prior to re-opening and use by staff and students
- Clean and disinfect bathroom facility after use and when visibly soiled. Focus should be placed on the toilet bowl, the toilet handle, the faucet, the faucet handle and the door handle
- The toilet paper and the paper towel **MUST** be mounted
- A cleaning schedule **MUST** be posted in all bathrooms
- Custodians must be provided with the necessary training and the proper use of personal protective equipment to carry out cleaning and disinfection tasks
- Remove all soft toys from the centre and thoroughly clean and disinfect the toys after use. Discourage the sharing of toys between students.

HYGIENE AND SAFETY PRECAUTIONS

- Custodian staff must clean and disinfect desk, chairs, workstations, equipment and facility on a daily basis
- A daily record of the cleaning regime of critical areas outlining Where to clean, What to clean, When to clean and Who should do the cleaning, should be displayed for check and scrutiny by a Public Health Inspector and daily by the Principal. Areas such as the bathrooms and classrooms. The times of such cleaning operation should also be inserted.
- Custodian staff must undertake daily and frequent (every 2 hours) cleaning of high touched/high traffic areas.
- Staff must desist from sharing common office supplies (e.g. pens, staplers)
- Custodians must wear disposable gloves to clean and disinfect
- Custodians must clean surfaces using soap and water, then disinfectant
- Use disinfectant approved to work against bacteria, fungus and virus (some may be certified to work against coronavirus)
- Diluted bleach solution can also be used if appropriate for the surface
- Facilities for hand hygiene should be available in each classroom at the entrance door. A Hand Washing Station should be erected and equipped with Potable running water, Liquid Hand Soap to facilitate hand washing and a sufficient supply of paper towel for drying hands with a foot operated bin in which to dispose of already used napkin.

VENTILATION

- All work space and classrooms must be properly ventilated
- Keep all doors and windows open whenever possible

PERSONAL HYGIENE & PROTECTION

- All persons on the school compound must wear face masks at all times
- Face masks should not be reused and must be carefully handled and removed to avoid self contamination
- Posters demonstrating how to safely wear and remove face mask should be strategically displayed around the school building.
- Hand washing stations must be placed at the entrance of the school, in adequate amount to prevent to prevent congestion upon arrival
- Staff and students must wash their hands using liquid soap and running water, for at least 20 seconds, especially upon arrival at the school and more so after using the bathroom, blowing their nose/coughing/sneezing, and before eating.
- All staff and students must practice frequent hand washing. Signage(s) demonstrating the correct ways how to wash hands should be placed above the station in this area.
- Students should be given clear instructions to avoid touching hands to face
- It is recommended that parents should give their child/ children a sample sized bottle with 70% Alcohol based sanitizing solution for personal use.
- Staff and students must avoid as far as possible, contact with objects or surfaces used or touched by others (e.g. door handles and knobs) and must wash their hands after contact with such surfaces or objects.
- Disinfect apparatus and learning materials used by teachers/students or other persons as appropriate or as needed

DAILY ROUTINE BEFORE SCHOOL

- All staff and students are required to maintain good hand and respiratory hygiene before, during and after travel between school and home

ON ARRIVAL AT SCHOOL

- Teacher should carefully observe the student upon arrival and during the class time to identify signs of illness
- When parents observe their child or children looking unwell do not bring them to school instead take them to the Doctor.
- Strictly enforce the wearing of a clean face mask for all persons entering the school
- Enforce the hand hygiene protocol at the point of entry (i.e. staff and students must wash their hands on entry to the school)
- Ensure that temperature is taken at the entry point and assess for other signs and symptoms of COVID-19
- Limit the number of persons entering the compound-people who are not directly involved with the school's activities should not be allowed entry
- Keep a register of daily attendance and note any illness of a student or staff
- Inform all staff and students about the school's hygiene and safety policies before they enter the premises. Signage to this effect may be strategically posted.
- Implement measures to avoid congestion at the entrance/exit of the school
- Ensure the enforcement of physical distancing by using aids such as floor markers, ribbons or physical barriers
- Restrict the number of entry points into the school to control the flow and number of persons within the school yard. Note, All School compounds should be fenced.

- Footwear must be removed upon entering the centre. They may choose to wear socks or indoor shoes thereafter. The shoes must be of a material that is easy to wash and sanitize
- Designate separate entrance and exit routes to avoid unnecessary bundling up of people and to enable the practice of social distancing.

DURING SCHOOL

- Children should be restricted to individual small classes. The use of small classes is aimed to limit any potential spread and allow for easy contact tracing and remediation
- Once placed in a class, children and the caregiver must stay within that class
- Downtime and mealtime should be conducted in the specified groups. The class should not be mixed
- Avoid assigning group work to students to ensure compliance with the social distancing policy
- Each caregiver or teacher should strictly adhere to the staff to child ratio:
 - Birth to 1 year: 1:3
 - 1-2 years: 1:6
 - 2-3 years: 1:8
 - 3-5 years: 1:10
- Square footage per child:
 - Birth to 2 years 40 square feet
 - 2-3 years 30 square feet
 - 3-5 years 25 square feet
- The classrooms must be of adequate size to achieve physical distancing and the ratio assigned. This will be observed during inspection
- Provide a designated area for storing personal belongings separately. Such as lunch bags, bottles etc in assigned cubicle
- Space desks to accommodate physical distancing at least 6ft apart
- Keep open, where feasible, all doors to classrooms and other areas occupied by staff and students
- Ensure that students do not congregate while at school

- Strictly enforce physical distancing of 6ft apart at all time for everyone on the compound during school
- Plan activities and lessons with the physical distancing protocols as prerequisites to the plan for a designated group of children and ensure those children remain separated from other children throughout the day. They will perform all activities in this group to allow for easy contact tracing if the need arises
- Ensure the wearing of facemask at all times while in the classroom or outside on the compound.
- Ensure regular cleaning and disinfection of desks, chairs and the general classroom, must be done before and after use
- Limit or prevent the mixing of classes while waiting to be collected
- Restrict/limit the switching of groups or teachers. If possible, utilize the same teacher for the duration of their instructional sessions
- Implement measures to control the movement of students into and out of the classroom and the school
- Discourage/prohibit the sharing of resources such as crayons, artwork etc
- Disinfect all desks and chairs used by students and teachers prior to the start of classes and at the end of classes
- Provide foot operated garbage containers in all classrooms and around the institution
- Garbage bins should be outfitted with disposable liner bags in each classroom, staffroom or speciality room.
- Ensure that garbage liners are removed and disposed of daily and bins are washed at least twice a week
- Outdoor play should be done and supervised in small class groups and outdoor equipment MUST be disinfected after each group has used it.
- Ensure that the physical distancing protocols are observed in the classroom, at meal time and any other time when the children have to gather.

- Reinforce good hygienic practices throughout the day. Teachers should always remind students of the COVID- 19 protocols by having short demonstrations in class.
- Focus on good health behaviour, such as covering coughs and sneezes with the elbow and washing hands frequently
- Encourage children to sing while washing hands to practise the recommended 20 seconds duration
- Have children sit apart for each other; have them practise stretching their arms out; they should keep enough space to not touch their friends

Specific to the Nursery

- Clean clothes must be worn to work each day
- Staff members should wear an apron or smock which should be cleaned or changed between major activities, or when soiled (major activities include between feeds, cleaning the environment)
- Smocks and aprons should be laundered according to the fabric recommendation
- When babies/infants are received by the Care giver, their clothing must be changed before placing him/her in their personal crib/cot.
- Each baby must be held in a clean blanket.
- There must be no sharing of blanket, rags, bibs, or any other personal item.
- Changing tables must be disinfected after each child is changed. Hands **must** be washed and **not** sanitized after changing a diaper.
- Used bottles must be washed and sanitized immediately after use.
- Facemask and face shield must be worn by caregivers or teachers during activities which involves caregivers or teachers to be within 3 feet or less of a child for long period of time, for example, when feeding, bathing or changing diapers.
- All soft toys must be removed from the centre.

- No toys from home are allowed in the centre.
- Ensure that all cribs/cots are placed six feet apart
- Assign a crib/cot to each child. This crib/cot should not be used or shared by any other child while the child is still registered with the centre.
- If nap time is done on the floor, all mats should be placed a minimum of 3 feet apart
- Children should be placed to sleep alternately head to toe
- Sanitize objects and surfaces that are frequently touched during the day.
- All cribs must be cleaned & disinfected before and at the end of each day.
- Nurseries must have a working contact number for all parents and guardians

