



CHEEKY CUBS COVID POLICY AND PROCEDURES

Introduction

This Covid-19 pandemic has influenced every aspect of our daily lives and has forced us to re-think our lives and everything we thought was obvious. The new normal is unfamiliar and we can only hope that our predictions about our new way of functioning will be enough. We are definitely sailing uncharted waters.

Due to the continued danger of the virus infection, regulations to do risk analyses, enforce high standards of hygiene, keep social distancing and limit the access of the public to the school will be part of the new “normal” for Cheeky cubs Preschool.

Some of our planned measures will be difficult to implement due to the young age of our learners, but we have creative and capable staff members who will adjust to the circumstances to change learner’s behaviours to fit the required regulations.

This document is subject to change due to the constant change of circumstances and regulations received from the Government.

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 are quite severe or even life threatening. (In either case it is important to check with your healthcare provider and to follow instructions regarding staying at home or away from public spaces to prevent the spreading of the virus)

HOW DO WE STOP THE VIRUS FROM SPREADING?

1. Prevent direct contact with people that are sick: teachers, staff and learners who are sick needs to stay at home.
2. Use personal protective gear like masks or face shields at all times.
3. Clean surfaces in the environment regularly with disinfectants. Use 20ml of bleach in 1l of water to clean handrails, windowsills, windows, floors, cupboards, office furniture, etc.
4. Keep a social distance of 1.5metres between persons.
5. Wash hands often with soap and water. Use hand sanitisers with an alcohol % of 70%.
6. Avoid touching eyes, mouth and nose with unwashed hands.
7. Cough in your elbow or in a tissue that you can be disposed of.



PREVENTATIVE MEASURES THAT CHEEKY CUBS PRESCHOOL IS PUTTING IN PLACE

1. MANAGEMENT OF CHEEKY CUBS PRESCHOOL:

- Before the learners return to the school the management team and staff will go back to school to prepare for the return of learners.
- The building and premises will be deep cleaned and sanitised. This includes classrooms, kitchen, bathrooms.
- Schedules for regular cleaning and sanitising (twice a day) of door handles, handrails, tables, work surfaces, toys, educational toys, and all other learning material will be put into place.
- Cleaning schedules for cleaning and sanitisation of jungle gyms, dollhouse, sand-, water toys, tricycles and all other outside toys will also be made.
- Risk assessment of the school will be done.
- Signs will be placed throughout the school to remind staff, learners, parents and the public of all the regulations, protocols and procedures that will be implemented.

2. STAFF:

Training

- Staff members have received training and in-depth orientation regarding COVID-19 and the measures related to the management of COVID-19 as prescribed by government.
- The staff received in-service training on how to receive and support parents, how to integrate protective measure in a non-threatening and age appropriate manner, health protocols, observation of children for signs of infections and other measures as prescribed by the Department of Social Development.
- Training also included how to do screening tests, practising proper hand hygiene, how to correctly and efficiently use personal protective equipment and classroom management.
- 5 of the staff members will attend an online first aid course to keep our training up to date.
- 1 staff member will be attending a trauma course to assist learners with emotional support when school starts.
- 1 member has completed a food handling course that is specifically developed for food handling in this COVID- 19 pandemic.
- All staff have received training in proper disinfecting and cleaning practises according to the *Directions on Health and Safety Measures in the Workplace* issued by the Minister of Employment and Labour



3. ACCESS CONTROL

- Cheeky Cubs Preschool has placed drop off/arrival and pick up/departure of children procedures in place to ensure social distancing, avoid crowding at the entrance and allow for an orderly symptom screening process.
- A child friendly sanitizing station will be set up in the foyer.
- The gate will be open and managed by staff members.
- Only one entry point will be allowed to ensure all staff, learners, parents and public will be screened.
- Upon entering/exiting the premises, hands of all people, will be sanitized with an alcohol-based hand sanitizer, consisting of 60-95% alcohol base.
- Hands, shoes and schoolbags will be sanitised before entering the school.
- Only Parents and Guardians are to accompany children to and from school; (In instances where other arrangements are required, the school needs to be informed in writing).
- In the morning access to the school for dropping of learners will only be allowed from 7:15 to 8:00 (No access will be granted after said time).
- To prevent crowding drop off times will be divided into 3 time slots: (7:15-8:00). Parents will be asked to choose a time slot in which they will be dropping off their children.
- Parents will accompany their children to the foyer where they as well as the learner will be screened. From there the learner will be accompanied by a staff member to their classroom. There will be visible signs to follow as to where they should go to drop off their children and the procedures that needs to be followed.
- Should any child, parent or caregiver display any visible signs of sickness the learner will not be permitted to attend school and parents should be notified immediately if the learner arrived via public transport or any other method other than by the parent.
- If anyone (parents, caregivers, taxi drivers, general public) entering the school do not adhere to safety and preventative measures mentioned in this document, they will not be allowed into the school.
- In the afternoon the same protocols will be implemented at that gate as in the foyer. Parents will go through screening proses while a staff member fetch the learner. The learner will go through the screening proses upon leaving the schoolgrounds.
- Access to the school will be limited and no person will be allowed access to the schoolgrounds without an appointment.



4. SCREENING PROCESS:

- Screening will take place at a minimum of 3 times a day and will be recorded.
- Upon entering the school staff, learners, parents and the public's temperature will be measured with an infrared thermometer and it will be recorded on a screening sheet.
- A quick and age appropriate questionnaire will be completed by parent/guardian.
- Screening will take place to ascertain whether they have any of the observable symptoms associated with COVID -19, namely fever, cough, sore throat, redness of eyes, shortness of breath or difficulty breathing.
- If the symptom screening shows that a child or adult (staff member included) suffers from the symptoms it will be reported immediately to the compliance officer (Eiwet Nel).
- Staff members and children that are found to show symptoms as a result of symptom screening must be send home immediately, or if not possible immediately, be isolated in the sickbay until such time that he or she can go home.
- Staff, learners, parents or members of the public with a temperature of 38°C or more will not be permitted to enter the school.
- Should a learner start displaying any signs or symptoms during class time the learner will go to the sickbay to be screened. Should the learner have a temperature of 38° or higher the learner will be isolated in the sickbay whilst parents are notified to collect the learner immediately. A first aid trained staff member will record and complete the report while they stay with the learner until the parents arrive. Learner will go into self- isolation until they have been seen by a doctor and declared fit to go back to school.
- A medical certificate is needed to ensure learner is fit to resume schooling. In the case that a learner tests positive for COVID- 19 the rest of educators and learners that was in close contact with learner should go into self-isolation for 14 days and get tested within 1 week. A medical certificate needs to be supplied before educator/learners are allowed to resume work/school. Parents need to be notified via phone call as well as in writing and email ASAP. Should such event happen the school will ensure that the school is sterilized and sanitized immediately. The Department of health and Department of Social development circuit manager will be notified immediately.
- Parents are advised not to send any learners to school should they be ill (COVID -19 or any other illness).



5. PERSONAL PROTECTIVE EQUIPMENT

Facemasks

- All staff, parents and members of the public have to wear a facemask or face shield at school.
- No child from birth to 5 years is required to wear a face mask or other form of shielding.
- A child 2 to 5 years that falls sick or shows clear symptoms related to COVID-19 may be required to wear a face mask only for the purpose of his/her movement between the sick bay area and another area such as the bathroom or to exit the premises, for the shortest possible duration of time and under the supervision of an adult. A child will not be required to wear a face mask while in the sick bay or isolation area.
- Cheeky Cubs Preschool will supply PPE to all staff members.

Rubber gloves

- No child shall be required to wear rubber or plastic gloves.
- Staff will be required to wear rubber gloves for cleaning, food preparation, diaper changing, first aid and cleaning body fluids.

6. PERSONAL HYGIENE PRACTICES

Handwashing

- Cheeky Cubs Preschool will ensure that children and staff have access to clean water on the premises or portable water for the purpose of washing of hands with soap and clean water.
- Children shall be taught in a fun and age-appropriate manner about the reason for and correct way of hand washing.
- Children shall wash their hands before entering the classroom, and before leaving the classroom.
- Children 3 years and younger shall always be supported and supervised when they are required to wash their hands.
- Regular hand washing shall be practiced in-between learning activities.
- Paper towels will be used to dry hands or hands should be allowed to thoroughly air-dry after washing.



Hand sanitiser

- As far as feasible and possible, children shall rather wash their hands with soap and clean water before entering the classroom than the use of hand sanitizer.
- If hand sanitisers are used as a method of disinfecting hands, it shall always be done under the supervision of an adult.
- Children under 3 will not be using hand sanitisers.
- Hand sanitisers will be issued to all staff members and will be available in all classrooms, office, kitchen and bathrooms.
- Cheeky Cubs Preschool will ensure that sanitiser materials and PPE's will be available at all times.

Hand washing stations

- Each classroom will have its own hand washing station which will include a plastic water dispenser and plastic basin with lukewarm water, antibacterial soap, paper towels, hand sanitiser, disposable gloves, spray bottle with disinfectant and a dust bin with a lid.
- Parents should teach learners the proper way of washing hands.

7. BATHROOM ROUTINES

- Children will use the bathroom in small groups no bigger than 5, under the supervision of a teacher.
- Hand washing will be done before and after visiting the bathroom.
- Where potties are used, they will be spaced 1.5m apart and each child has his own potty.
- Nappies will be changed in designated changing area. Staff member will wash their hands before and after changing the child's nappy. Nappies will be disposed of in a nappy bag and placed in a container where other children do not have access to it.



8. SOCIAL/ PHYSICAL DISTANCING

The concept of social distancing may be difficult for young children to understand due to its abstract nature. It needs to be recognized that the implementation of physical distancing practices may be challenging with young children, and it will not always be possible to implement in the same manner as with older children and adults.

As much as possible distance should be maintained between learners.

- The classrooms will be re-arranged to ensure a physical distance of at least 1 metre between children.
- The number of children that sits at a table will be limited.
- Each class will function separate from other classes.
- Classes will play on the playground at different times. Only one class will play outside at a time.
- Children will eat in their classrooms.
- Every child will have his/her own mattress that will be placed at least 1,5m from the next mattress.
- The children will lay on the mattresses with their head to the feet of the child next to them.
- All the full day learners will need two sets of bedding (pillowcases, blankets and sheets), and we will wash the linen every day.
- Babies will sleep in every second cot.
- Babies will stay with one caretaker per day and only that caretaker will handle them for that day.
- Toys and the playground will be sanitised in between the different outside playtimes.
- Open windows and good ventilation will be ensured in the classes.
- In the context of provision of care and support to the young child, for example, helping a child use the toilet, supporting them to eat, or giving comfort when a child is in distress, it may not be possible or advisable to maintain physical distancing. In these cases, reasonable measures need to be employed at the discretion of the staff member.



9. FOODHANDLING, LUNCH AND SNACK TIMES

- Learners will eat in their classes.
- Supervision during eating times will be high priority and meals will be consumed under the supervision of a staff member to ensure that food sharing does not take place.
- The virus spreads easily through body fluids and learners will not be allowed to share food or touch each other's food or sit too close to each other while eating.
- Lunchboxes will be removed from the children's schoolbags and will be disinfected on the outside before it is returned to an individual child. It will be advised to open packages of snacks at home to avoid the handling of packages by different individuals.
- After eating learners will wash their hands and their faces will be wiped and cleaned as well.

10. DAILY PROGRAM

- The daily program and routine of each class will be adjusted to accommodate additional hygiene practises and age appropriate learning activities in relation to COVID -19 measures.
- Classrooms will be divided into sections and only a small number of learners will be allowed to play in a certain section at a time.
- All resources, including educational equipment, apparatus and toys will be cleaned before and after learners played with it.
- Play and learning materials will be cleaned regularly during the day, especially if children are rotating between areas.
- No sensory play is permitted until further notice by the Department of Social Development.
- All outside play equipment will be cleaned before the arrival of children each day.
- All outside play equipment will be cleaned after each break when children have used it.
- Sandpits will be closed and not used.
- Hand washing station will be placed outside and children will wash their hands before they play outside and before they return to back to class.
- The half day learners will be picked up in the office. Parents will go through the screening procedure as in the morning while a staff member will bring the learner to the office. The learner will also go through the screening procedure before leaving the premises.



- The full day children will be picked up at the gate in Park street. Signs and posters will indicate the screening area. The same procedure will be taken as in the morning. While the parents are being screened a staff member will bring the learner to the gate and the learner will be screened before leaving the premises.
- Classrooms will be cleaned and sanitised throughout the day according to a schedule.

11. STAFF CLOTHING

- Facemask or face shields will be worn at all times.
- Gloves will be available to staff at all times.
- Staff will not be wearing jewellery on their hands and wrists.
- Nails will be short and no artificial nails will be allowed.
- Staff members will keep their hair neat, tied and away from their face.

12. HYGIENE AND CLEANING ROUTINES

- Cleaning staff has been trained and will be using a prescribed method of cleaning and disinfecting.
- Cleaning staff and teachers will be provided with a facemask and facial screen and hand gloves as well as all supplies needed to ensure sanitation and disinfection takes place.
- The cleaners will clean and disinfect according to a daily schedule where times and dates are recorded.
- Colour coded rags will be used to clean different surfaces.
- Each classroom will have its own mop and bucket and floors will be washed regularly with disinfectant cleaners.
- Warm water will be used to clean.
- A solution of 0.5% sodium chlorite (bleach) will be used to clean as well as a 70% ethanol disinfectant

Cleaning of toilets and bathrooms

- Toilets will be cleaned using a toilet brush and bleach. The outside of the toilet will be wiped with a damp cloth designated for this purpose. The cloth will be rinsed in warm water and bleach before next use.
- After every use sinks and taps will be sprayed and wiped with a disinfectant by the cleaning staff or teacher.

Cleaning of sleeping area

- After learners wake up mattresses and pillows will be stripped and the covers will be washed.



- Mattresses will be sprayed and wiped off with disinfectant before it is put away.
- Each learner will sleep on the same mattress every day.
- If blankets are used, they will also be washed.
- Cot linen will also be washed daily and cots will be wiped off after every nap time.

Cleaning of dishes

- Plates and other dishes will be washed in warm water according to regulations.
- Dishes will be rinsed off in warm water and left to air dry.
- Any dishes that has a crack or chip will be discarded.

Diaper changing stations

- Dustbins will be emptied after every diaper change.
- Staff member changing the diaper will wash hands before and after changing the diaper.
- The baby's hands will also be wiped with wet wipes after diaper change.

Toys and educational toys

- Toys will be stored in plastic bins with a lid or plastic crates
- No soft/ stuffed toys will be played with.
- Only two crates or bins of toys will be put out to be played with.
- After learners played with toys it will be wiped off and sprayed with disinfectant or washed and left outside to air dry.
- Story books will be wiped off after every use.

Outside apparatus and sandpits.

- The cleaning of outside toys will be scheduled between the playtimes of classes.
- Jungle gyms will be disinfected at scheduled times.
- Bikes will be sprayed after use with a disinfectant.
- Learners will wash hands with soap and water after playing outside.



13. STAFF RESTROOMS

- Restrooms are only to be used by staff.
- Only paper towels will be used in restrooms.
- Hands will be washed according to regulations.
- Hand sanitisers will be available.
- Spray bottle with disinfectant will be available to clean taps before and after use.

14. HEALTH OF CHILDREN

Observation of children

- Cheeky Cubs Preschool staff will continuously observe children for symptoms such as fever, cough, shortness of breath, sore throat, loss of taste/smell.
- The following procedures will be followed if a child shows symptoms during the school day:
- The child with symptoms will immediately be isolated in the sick bay while their parent or guardian are notified and arrangements are made to transport the child in a manner that does not place any other adult or child or member of the public at risk, either to be self-isolated or for medical examination or testing.

Children with underlying health conditions

Children who are most at risk of COVID -19 are as follows:

- Children with chronic and severe respiratory tract diseases (e.g. Cystic Fibrosis, Chronic lung disease).
- Children with Congenital Cardiac disease.
- Children with severe Immunodeficiency (e.g. HIV infection with a low CD4 count, Malignancy)
- Children with severe Neurodevelopmental disability.
- Well-controlled Asthma and Allergic rhinitis in children is NOT considered a risk factor based on the current literature.
- A child with an underlying health condition that may place that child at a higher risk than normal may not return to an early childhood development programme, unless a medical practitioner has given written authorization that it will be safe for such a child to return to school.
- Cheeky Cubs Preschool will give support to those children in terms of their learning and the teacher will take the responsibility to keep regular contact with the parents and the child.



Sickbays and isolation areas and first aid.

- Cheeky Cubs Preschool has designated the sickroom in the office as the school's sickbay and isolation area.
- If a child/ staff member falls sick at school they will immediately be isolated in the sickbay.
- The child's parent or guardian will immediately be contacted and arrangements will be made for the pickup of the sick child.
- Staff members will also make arrangements to leave the premises and seek medical help if they show any symptoms.
- A child that are in the sickbay will not be left alone.
- The child will be looked after by a staff member who are trained in first aid.
- The symptoms and health complaints of the child/staff member will be recorded.
- The bed and linen in the sickbay will be cleaned regularly and will be sanitised after every use.
- Entry into the sickbay by any other child, other than those who are not well, is strictly prohibited.
- No other staff member, other than those directly required for the care of the sick child, is permitted to enter the sickbay.
- Staff attending to a sick child in the sickbay shall adhere to all health and safety measures required.
- The sickbay will be stocked with the required first aid materials.
- Extra masks will be available in the sickbay.

15. RECORD KEEPING

- Strict records of attendance, reasons for absenteeism and medical documentation will be kept.
- Daily screening records for each child will be kept.
- A visitor book will be signed by visitors with ID number, full name and contact number of the person.



The role of the parent/guardian

Before the school opens

Social Distancing:

- Parents are required to upfront explain to children the concept of social distancing;
- At school, children will be educated in social distancing, and spaciouly divided within their different classes;
- The 1,5meter distance between individuals is the norm and should always be adhered to;
- Parents are required to upfront explain to children the concept of not touching the eyes, noses and mouths;
- Children will be advised/educated not to touch their eyes, nose and or mouth;
- Hands touch many surfaces and can pick up viruses. Once the surface is contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Respiratory Hygiene:

- Make sure you and the people around you, are following good respiratory hygiene;
- This means covering your mouth and nose with a bent elbow or tissue, when coughing and or sneezing, distancing, hand cleaning etc. Please teach these different techniques of covering your mouth when coughing to your children.
- The tissue used, should then immediately be disposed;
- Children will be asked / assisted to use tissue paper for sneezing and coughing purposes. Tissue(s) used, will be thrown into a special bin and disposed on a regular basis by the appointed cleaners;
- Hands will regularly be washed and sanitized after a sneeze or cough; (If the child sneezes/coughs more than normal, he/she be removed from the group and it be recommended that he/she be monitored for further symptoms)

Setting the example:

- Parents are urged to remember, that setting the correct example to the children is providing the correct responses to information at the end of the day;
- It is very important to remember that children are looking up to adults for guidance on how to react to stressful events; (If parents seem overly worried, children's anxiety may rise.)
- Parents should re-assure children that health officials nationally and that staff at Cheeky Cubs Preschool are working hard to ensure that adults and children stay healthy; (However, children also need factual and age appropriate information about the potential seriousness of disease risk and concrete instruction, about how to avoid infections and the spreading of the virus)



- Teaching children positive preventive measures, talking to them about their fears, and giving them a sense of some control over their risk of infection can help reduce anxiety.
- What specific guidelines are recommended in this regard?
 - Remain calm and familiarize yourself with the latest facts on the COVID-19 virus;
 - Children will react and they will follow your verbal and non-verbal reactions;
 - What you say and do about COVID-19, current prevention efforts, and related events can either increase or decrease your children's anxiety;
 - Emphasize and re-assure your children, that they and your family are fine;
 - Remind them that you and the adults at their school are there to keep them safe and healthy throughout the lockdown period and thereafter;
 - Allow children to talk about their feelings and help re-frame their concerns into reality and perspective, sharing the correct facts about the virus;
 - Children may need extra attention from you and may want to talk about their concerns, fears, and questions they might have;
 - Be aware of any comments that other adults may utter around your family. You may have to explain what a certain comment means if they are different than the values that you have at home;
 - Engage your child in games or other interesting activities instead;
 - Maintain a normal routine and keep to a regular schedule, as this can be re-assuring and promotes physical health;
 - Encourage your children to keep up with their Day Care Centre work and extra-curricular activities, but don't push them if they seem overwhelmed;
 - In the absence of information, children often imagine situations far worse than what they are;
 - Don't ignore their concerns, but rather explain that for now, a relatively small percentage of the population are infected with the COVID-19 virus;
 - If we stick to the basics, avoid touching surfaces and or objects unnecessary, protect ourselves by adhering to the hygiene rules and regulations, we will be fine.



When school opens:

- Parents are urged to bath children before school in clean hot water:(Check the water temperature with your wrist or elbow – it should be comfortably warm, not hot. 36-38 degrees Celsius) Also make use of: Dettol / Savlon / or a similar Antiseptic/Disinfectant;
- Cloth children in freshly washed set of clothes, and always send an extra pair of clothes with.
- Ensure your child(ren) gets 8 hours of sleep every night. (The better they sleep, the better their immune systems fighting viral infections and diseases);
- The usage of Vitamins such as Vitamin B and C is highly recommended; (i.e. Zink and Omega 3 supplements)
- The usage of foods high in these vitamins and minerals are also highly recommended; (Lots of fresh fruit, vegetables and less sweets, sugar and starch are recommended);
- Children should drink at least 1 litre of water per day (room temperature);
- Personal hygiene and social intelligence forms part of any child's education (Parents to start educating them as far as possible on this subject at home and schools and day care centres will have to continue with the educational process during the day. This should become our new way of living).

It is important for you as parents to note that the decision to return your children to an early childhood development centre is voluntary and the sole decision of the parent or guardian.

Thank you

Cheeky Cubs Preschool