



## MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE

### GUIDELINES FOR THE RE-OPENING OF CHILD DAY CARE CENTRES (CDCCs)/ NURSERIES/ CRECHES AND KINDERGARTENS

1.0	<b>Re- opening of Child Day Care Centres (CDCCs)</b>	<p>Managers of all CDCCs, Nurseries, Crèches, and Kindergarten who wish to open their Centres should contact the Ministry of Gender Equality and Family Welfare on <b>Hotline <u>113</u></b> or on the following telephone numbers:</p> <p><b><u>206 3772 – 75</u></b></p> <p>for arrangements to be made for Covid-19 test for all staff of the CDCC prior to opening.</p>
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2.0	Cleaning of premises/ equipment	<ul style="list-style-type: none"> <li>• The Day Care Managers should make arrangements for cleaning and sanitizing of all CDCCs which should be completed <b>just before</b> the opening date.</li> <li>• From there on, each of these institutions will need to undertake regular cleaning of their respective crèches on a daily basis with appropriate sanitization materials.</li> <li>• All transport being used to carry the children to and from the crèches should be thoroughly cleaned and disinfected regularly.</li> <li>• Arrangements for cleaning of yards, common areas, the interior of the building and toilets should be completed just before re- opening;</li> <li>• Regular disinfecting of common surfaces, tables, telephones, keyboards, cots, mattresses used by children and staff.</li> <li>• All surfaces, equipment, furniture and toys to be used by babies and toddlers should be cleaned regularly on a daily basis.</li> </ul>
3.0	Use of thermometers	<p>Each CDCC should arrange for recording of temperature of</p> <ol style="list-style-type: none"> <li>a) all staff daily, and</li> <li>b) (b) children <b>every four hours</b> during the day.</li> </ol> <p>Records kept in a logbook, which should be made available to Officers of the Ministry whenever required.</p>

<b>4.0</b>	Ratio of carers to children	<ul style="list-style-type: none"> <li>• Ratio of <b>staff</b> to <b>children</b> should, as far as possible, be as follows: <ul style="list-style-type: none"> <li>a) for under two years old - 1 carer to 3 children</li> <li>b) for two to three years old - 1 carer to 4 children</li> </ul> </li> <li>• Carers to be assigned to take care of the same group of children throughout the week, as far as possible.</li> </ul>
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5.0	Precautionary measures	<ul style="list-style-type: none"> <li>• All staff should be advised on necessary precautions to be taken when coming to the CDCCs premises by their respective Officer-in-Charge.</li> <li>• They would need to make use of masks and gloves.</li> <li>• <b>Children should not wear masks.</b></li> <li>• Sanitizers should be provided by Day Care Managers and kept handy for use as often as need be in strategic areas throughout the premises.</li> <li>• <b>Parents should not send their children to CDCCs as soon as they show any sickness symptoms and take actions for immediate health care.</b></li> <li>• Staff of CDCCs should alert the parents immediately, for necessary health care actions, in case children within the premises of the nurseries are showing signs of sickness.</li> <li>• Wherever possible, each CDCC should make provision for an isolation room to cater for persons/ children displaying symptoms of illness.</li> <li>• Pedal waste bins with lids to be made available for disposal of used items at strategic places.</li> <li>• Staff should not throw used disposable masks on the premises of the CDCC.</li> </ul>
6.0	Prevention and Protection	<ul style="list-style-type: none"> <li>• Encourage regular hand washing.</li> <li>• Every person entering the premises should also make use of sanitizer and wear a face mask.</li> </ul>

7.0	Administrative Arrangements	<ul style="list-style-type: none"> <li>• Name, address, and contact details of any visitor acceding the premises should be recorded on a daily basis and used in the event of any contact tracing exercise.</li> <li>• Names and contact details of all participants of a meeting should be retained for at least one month. This will help Public Health Authorities for contact tracing if the need arises. Each staff should use his/her personal pen to record attendance.</li> <li>• The use of air conditioning units should be discouraged, as far as possible. Instead, windows and doors should be kept open for cross ventilation.</li> </ul>
8.0	Social Distancing	<ul style="list-style-type: none"> <li>• For parents who drop off and collect their kids, Day Care Managers must inform them of <b>staggered drop- off and pick- up times</b>.</li> <li>• Measures for social distancing, within the premises of the CDCCs, should be respected on a daily basis throughout the period children are within these premises.</li> <li>• Limit access to members of the public entering the building to minimize contact amongst staff and children.</li> <li>• Encourage the use of the staircase while moving up and down one to three levels, as far as possible.</li> <li>• Staff should refrain from using crowded public transport.</li> <li>• Parents and staff should refrain from crowding children in school vans and taxis.</li> </ul>

<b>9.0</b>	Communication	<ul style="list-style-type: none"> <li>• It is recommended that a Communication Committee be set at the level of each institution between the Management and Representatives of Parents, and Logistics providers (transport etc.) to monitor and ensure that all precautionary measures are maintained at all times.</li> <li>• Telephone directory of essential services should be made available to this Committee.</li> <li>• Use of interactive sms platform is encouraged.</li> </ul>
<b>10.0</b>	School Van	<ul style="list-style-type: none"> <li>• A maximum of 9 children are allowed to travel in a 14 - seater van.</li> <li>• Drivers of school vans to check and record temperature of every child before he/ she enters the van and submit the log book to the Day Care Manager on a daily basis.</li> </ul>