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As Salaam Mu-laikum respected parents/Caregivers

Firstly, we make shukr to the almighty for all things we are blessed with, be it health or wealth and mostly for granting us yet another day.

Given the circumstances around the pandemic and the vulnerability we face as an institution for young children, We at Qinta Rasul value the safety and health of our families and therefore have implemented certain measures given by the department of social development. We have received the SOP's (STANDARD OPERATING PROCEDURES) from the DBS (Department of Social Development) on June 23<sup>rd</sup> 2020 and have complied with all requirements set out since then.

Qinta Rasul daycare and staff has undergone training ensuring each staff member is aware of procedures and protocols to identify symptoms thereby helping to eliminate the spread of the virus and ensure contamination is kept to a minimum.. Our daily routine has been adapted to ensure social/physical distancing is maintained. We ensure strict disinfectant measures are taken throughout the day, most of these principals were already part of our normal protocols, implemented even before lockdown and the pandemic.

As exciting as it is to have our children at school, Qinta Rasul understands that this is an unusual and challenging time for both children and families. With the virus being around for this long we have all become aware of our hygienic practices and measures needed to protect yourself and others from Covid-19. You may have concerns and fears about the exposure within the school setting- we want to reassure you we are here for you every step of the way and that everyone at Qinta Rasul promise, as always to keep the interest of families at heart, whilst ensuring your child's health, safety and wellbeing remain our top priority.

Having said that, we also need to ask parents to remain vigilant and observant of any symptoms and that they are honest in communication with the school to ensure the safety of all families. As a method to ensure that the academic progress of ill children is not affected the class teacher will arrange for online continuation of lessons if the child is well enough to complete it or in the case of isolation.

Key points to note:

- Children will be screened daily and records kept.
- Parents are required to schedule a meeting should they need to ,no walk in visits.
- All children aged 2+ MUST wear a face mask or covering at all times.
- ANY CHILD OR STAFF MEMBER SHOWING COVID SYMPTOMS SHOULD NOT COME TO SCHOOL.
- Ensure your contact details remain updated
- If your child presents any symptoms and you are called, please collect them as soon as possible.
- How to prepare your child – regularly discuss with your child the importance of safe distance procedures inside and outside the class, coughing and sneezing etiquette, no sharing lunch and sweets, no hugs, and kisses. Discuss the risks of germs and how they enter the body.
- Parents and teachers are required to give daily update on any health developments on drop off and collection
- Any teacher /pupil with underlying health issues are to present an authorization letter from a medical practitioner

Shukran

Staff and management of Qinta Rasul Daycare and learning center.



**STANDARD OPERATING PROCEDURES  
FOR PREPAREDNESS FOR,  
DETECTION OF AND RESPONSE TO THE  
CORONAVIRUS (COVID-19) OUTBREAK IN  
SOUTH AFRICA  
QINTA RASUL DAYCARE  
AGES BIRTH - GRADE R**

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## 1 PURPOSE OF THE DOCUMENT

This document outlines the standard operating procedures (SOPs) for the detection of and response to suspected cases of the novel coronavirus disease (COVID-19) in South Africa. The content of this document informs procedures to be implemented by Qinta Rasul Daycare.

## 2 REFERENCES AND LINKS

### 2.1 GUIDELINES AND POLICIES

The South African government has released case definitions and precautionary measures for COVID19 that can be found at:

<http://www.nicd.ac.za/novel-coronavirus-outbreak-in-wuhan-city-hubei-province-of-china/>

Information as released by the World Health Organization (WHO) is available at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.unicef.org/southafrica/reports/covid-19-coronavirus-explained-parents-young-children>

Standard operating procedures and guidelines for an early childhood development as provided by the department of social development

<https://sachildcare.net/wp-content/uploads/2020/06/ECD-Protocols-JUNE-2020.pdf>

## 3 BACKGROUND

On 31 December 2019, the WHO's China Country Office was informed of cases of pneumonia with an unknown cause detected in Wuhan City in the Hubei Province in China. On 7 January 2020 the causative pathogen was identified as a novel coronavirus (2019-nCoV). Most of these cases were linked to a seafood, poultry, and live wildlife market in Wuhan City, suggesting that the novel coronavirus had a possible animal origin. According to the WHO, as of Wednesday 29 April 2020, 3 052 370 cases have been reported globally: with (on 28 April 2020) 4 793 infected cases, 93 deaths and 1 055 recoveries having been reported in South Africa. For the latest update, refer to <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The incubation period for the disease is currently estimated to be up to 14 days.

<https://www.cdc.gov/globalhealth/countries/southafrica/default.html>

## STANDARD OPERATING PROCEDURES:

### 1 PREPARATIONS OF FACILITIES

- We have deep cleaned and disinfected the entire school and equipment's.
- In preparation for opening we have purchased water containers to ensure portable sanitation and waste management.
- A foot operated sanitizing stand has been erected at the front entrance.
- We have put specific, detailed plans in place to ensure that daily routines are maintained once children leave school. Clean and disinfect the classrooms, bathrooms at least twice a day, particularly high traffic areas (railings, door handles, toys, teaching and learning aids, etc.)
- Sanitize and wipe off any equipment after each use
- To ensure compliance with these procedures, a duty checklist will be placed in each room to ensure it is completed effectively and timeously
- Clear, catchy posters have been put up to enforce handwashing, social distancing and wearing of a face mask.

### 2 GENERAL INFECTION CONTROL

- Physical distancing measures will be implemented in class and at any time between lessons.
- Classrooms will be spaced out and children will be placed distances apart
- Daily routines have been adapted to ensure physical distancing is adhered to.
- Handwashing routine will be demonstrated daily as part of our morning/greeting ring



- Hand sanitizer will be used upon entry and exit off the center and the use of soap and water will be available throughout the day

### 3 TEMPERATURE SCREENING

- Access to the school will be done at two entrances, provided there are 2+ teachers present.
- All persons entering the premises MUST be screened before admission.
- On arrival all staff and children must be screened daily for symptoms of COVID-19, including a symptom check and temperature assessment.
- Temperature will be checked with a non- contact thermometer and will only be handled by the teacher doing the screening
- Temperature reading stations will be set up at the front office and Super Star entrance.
- Temperature reading will be recorded on file.
- Parents will only be screened if/when they leave their vehicle and temperature will be recorded in the visitors' book.
- Teachers and children temperature read upon entry at random during the day and before departing.
- Any persons registering an elevated temperature of 38\*, and, or answered 'yes' to symptoms risks, (see annexure A) must not be permitted access to school property. The person will become a person under investigation (PUI) and must move to an isolation area pending immediate return to self-isolation area away from the school.

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## 4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 4.1 PPE for Staff and parents

- Parents are required to wear a face masks when exiting your vehicle.
- Children are required to wear a face mask or shield.

### 4.2 Face masks

- All staff must wear face masks at school.
- Babies under two years of age must not wear masks, as they are in danger of inhaling CO2 in the mask, which can increase their risk of suffocation.

### 4.3 Sanitizing

- Hand sanitizer will be available at the school and will need to be purchased as a toiletry.
- Only hand soap /wet wipes will be used for children under 2 years old
- Sanitizing or hand washing with soap and water for 20 seconds, air dry or use paper towel to dry
- Teachers are required to do so:
  - Entering the premises.
  - Between screening pupils, parents, visitors or other staff and their personal belongings.
  - Entering or leaving a classroom or learning space.
  - Before and after handing any equipment to learners.
  - Between lessons/activities involving toys or play equipment.
  - After wiping a pupil's nose or assisting pupil in the bathroom.
  - Before and after serving meal.
  - After cleaning desks and chairs.
- Pupils:
  - Entering the premises.
  - Entering or leaving a classroom or learning space.
  - Between lessons/activities involving toys or play equipment.
  - After sneezing or coughing.
  - After using the bathroom.
  - Before and after meals.
  - Before and after outdoor playtime.

## 5 ENTRY TO THE SCHOOL BUILDINGS

### 5.1 Daily access control

- Self-help hand sanitizer stations will be provided outside the school building for age-appropriate usage.
- Drop off zones will be clearly marked at entrance and teacher will assist children out of the vehicle.
- Parents are requested to remain in the vehicle, unless attending a pre-arranged meeting.
- Teachers will take children's temperature BEFORE THE PARENTS LEAVE, whilst parents answer health assessment checklist
- Any child/teacher with a temperature exceeding 38\* should not be admitted and must be taken home immediately

## 5.2 Arrival and collection

- Child /teacher will be screened and given a health assessment
- Sanitizing of hands and any personal belongings
- Upon arrival each child will be directed to/her own classroom
  - Parents MUST always remain in the car.
  - Children should remain in the car until the welcoming area is clear. Do not allow children to leave the car until the educator is ready to screen and receive them.

## 5.3 Visitors/parents/guardians

- Visitors must have their temperature taken, high temperatures will result in non-admission
- Any person visiting the school must have an appointment with a staff member.
- The number of visitors will be limited.
- Any visitor who is granted access must have their hands sanitized and must wear a face mask.

## 6 STAFF

### 6.1 Absence due to illness

In the case of absence due to illness, staff are required to provide the following

- A medical certificate indicating the cause of illness and confirmation that the diagnosis is not COVID-19.
- The expected date of their return to school.

### 6.2 Clothing

- A mask/screen must always be worn.
- Nails should be kept short.

### 6.3 Other

- Training has been provided regarding health and safety precautions, e.g., social distancing and hygiene.
- Tea breaks have been staggered and coincide with classes snack/play time.
- Lunch breaks must be staggered.

### 6.4 Adult bathrooms

- These bathrooms may be used by staff only.
- No hand towels only use of Paper towels.
- Hands must be washed according to the policy.
- Hand sanitizer must be available.
- Sanitizer spray must be supplied to clean taps before and after use.

## 7 HYGIENE AND CLEANING ROUTINES

### 7.1 General

Cleaning must be done as follows:

- Wear disposable rubber gloves.
- Mops must be soaked in a solution/disinfectant in a safe area (buckets of water pose risks).
- Wear a disposable plastic apron.
- Use hot water and detergent.
- Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a
- 70% ethyl alcohol solution for disinfecting small items.
- Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol

solution.

- Household rubber gloves are appropriate for undertaking household tasks. These gloves should be
- washed with soap or detergent and hot water, both inside and outside, after use and hung up to dry. If the gloves are thoroughly cleaned, support staff do not need to use a different pair of gloves in each school area.



## 7.2 Toilet cleaning

- Use a toilet brush with a cleaning agent containing bleach (e.g., JIK) to clean toilets. Wipe the outside and rim of the bowl with a damp cloth that is specifically used for that task and the same type of cleaning agent. Wash the cloth in hot water and detergent before using it again.
- Toilets will be cleaned after each use

## 7.3 Bathroom cleaning

- Clean hand basins with JIK or a similar cleaning agent that contains bleach. Use a well-known brand of household cleanser for general bathroom cleaning. Separate cleaning cloths should be used for the bathroom.

## 7.4 Sleeping equipment and areas

- A blanket and mattress will be allocated to each child
- Each will be clearly marked.
- Blankets will be stored in child's personal cubby and mattresses will be out in the sun at the end of nap time
- Cot linen will also be replaced every second day and mattresses left in the sun.
- Nap time will be done in respective classrooms under the supervision of class educator.

## 7.5 Dishes

- Dishes should be washed according to the standards required in the existing policy.
- Dishes should be rinsed in hot water and allowed to air-dry.
- We are Considering purchasing an industrial dishwasher.
- Any cutlery or crockery that is slightly cracked or damaged have been replaced.

## 7.6 Nappy changing

- Regular nappy changing protocols will remain in place, with extra precautions
- Each child will be changed on his/her personal liner
- Bins must be emptied after every change. (use of a nappy bags)
- Regular hand washing protocol in between each change
- Changing station must be wiped and disinfected after each change.

## 7.7 Handwashing

- Conduct this as per policy.
- All areas in which hand washing takes place should have paper towels in a holder.
- Taps will be sanitized after each use and handled by teachers.

## 7.8 Play and learning equipment

- Toys and equipment have been stored in plastic storage boxes.
- No fluffy toys or teddies are allowed; these are packed away except for the busy bees.
- A maximum of two boxes of toys may be taken out at a time.

- After use, toys must be cleaned and left to air-dry (not left out on the grass to dry).
- Storybooks must be wiped down daily.
- After each use toys and learning aids will be cleaned and not used between children.

#### 7.1 Outdoor play and equipment

- Practice hand-sanitizing routines on returning to class.
- Class play times have changed and will be staggered between each class group.
- teacher/care giver is to Spray jungle gyms after every playtime.
- No water play or group sensory play areas are permitted until further notice.

### 8 CHILDREN'S DAILY PACKS & REQUIREMENTS

Children will make use of their cubby/pigeonholes to store all belongings. Personal item requirements will be communicated via class messenger and replenished as needed.

NO toys/books may be brought into the school.

- Any child/staff member with underlying health issues are to provide a consent letter for the return of school by medical practitioner.

- Parents are to sign a disclaimer (annexure b) as acknowledgement and agreement to Qinta Rasul SOP's procedures and policies re-COVID-19.

#### 8.1 BABIES – BUSY BEES & BUMBLE BEES

Daily

- X3 changes of clothing and /or meals.

Weekly

- Wet wipes
- 25 disposable diapers
- Bum cream container
- Formula tin /packet
- Food/snacks (may be pre -packaged per feed in disposable packets)
- 1 bottle and 1 Sippy cup to be left at school.

#### 8.2 TWINKLE TOTS, WONDERFUL WARRIORS AND SUPER STARS

Daily

• If children are to bring own lunch and/or snack they are preferably to be sent in disposable packaging that will be discarded at school.

Weekly

- X2 changes of clothing will be sent home when used.
- Wet wipes.
- Sun hat

### 9 CLASS TIME

- Each child will be directed to his/her designated area in the class once arrived and should remain in that area unless otherwise instructed.
- Each class groups will remain in their own class for all meals and activities.
- all learning aids will be used by one child only and sanitized after each use.

## 10 MEALS AND FEEDING

All meals will be given in respective classrooms and children will eat in their designated area.

Kitchen staff and food handlers will:

- Wash their hands with soap and water before and after touching any food during preparation.
- Wash their hands with soap and water before serving food to children.
- Clean and sanitize all work surfaces (i.e., tables, stoves, and other resources) sinks and floors regularly.
- Keep all appliances, equipment, and utensils clean.
- Always wear clean kitchen attire.
- Wear head gear and masks to cover their mouths and noses.
- Wear closed shoes to protect feet.
- Ensure proper food storage practices.
- Rinse all foodstuffs thoroughly before cooking and fruit before serving to children.
- Cook food thoroughly.
- Ensure that children do not share utensils, food, or drinks.
- Staff must ensure that hands are washed properly before and after meals and snacks.
- Dishes must be washed in a suitable solution and left to air-dry – no drying with a tea towel.
- Staff must ensure that hands are washed before and after meals and snacks.

## 11 RESTING AND SLEEPING ARRANGEMENTS

### BABIES

- No sharing of linen & cots is permitted.
- The mattress must be removed and taken outdoors once the child has been fetched.
- The mattress must be sprayed with a 70% ethyl alcohol sanitizer.
- The cot must be made up with fresh linen daily.
- Cot linen will be washed in hot water.
- Cots are spaces at least 1 meter apart.

### TODDLERS-GRADE R

- top-to-tail sleeping arrangement as usual.
- One child is allowed per mattress.
- Blankets are to be stored directly back in pigeonholes after use.
- mattresses are to be left in sun after each use.

## 12 TOILET TIME

- Educator/Caregiver will assist four pupils at a time to the bathroom.
- Educator/Caregiver will hand toilet paper to each learner and perform Istinja.
- Educator/Caregiver will dispense hand soap, open the tap, and supervise while children wash their hands for 20 seconds.
- Pupil will then either use paper towel to dry their hands and dispense of towel into a lidded bin, or air-dry hands.
- Educator/Caregiver will ensure that all pupils return to their designated area/space.
- Educator/Caregiver will disinfect taps and toilet seats thereafter with the prescribed solution, before the next group of pupils enter the bathroom

## 13 LINES OF REPORTING

### 13.1 IN CASE OF ILLNESS

- Ensure all contact details are updated

### 13.2 Action to be taken when a child appears ill or displays symptoms associated with COVID-19

If a child or staff member shows any COVID related symptoms Qinta Rasul /Teachers will

- Contact parents.
- Isolate the child and keep them in a supervised isolation area until they can be collected by parents/guardians.
- Parents/guardians should be encouraged to consult a medical professional.
- Parents/guardians are expected to present a doctor's clearance letter and child may only resume school once this letter is received.

### 13.3 Action to be taken when a case of COVID-19 is confirmed

- Parents will be contacted and informed to collect children immediately.
- The school will be closed off immediately and thoroughly decontaminated.
- All families are then required to quarantine in their homes for 14 days while being monitored for symptoms.
- They may not attend school
- Relevant communication will be shared with families in keeping with the guidelines of the Policy on Stigmatizations.
- Lessons will resume online.

### 13.4 Action to be taken when someone has been EXPOSED to a CONFIRMED case of COVID-19

- In terms of the NDoH's guidelines, anyone who was in contact with an infected person is required to self-quarantine at home for a duration as prescribed by a medical practitioner while being monitored for symptoms and pending the outcome of COVID-19 test results.
- Anyone that has met a positive COVID-19 case will be required to notify the school.

ANNEXURE A

Home questionnaire

Dear parent

your child's health and safety are as important to us as it is to you. Therefore, it is important that you go through these questions every morning and answer them truthfully. This will help you decide whether it is fine for your child to come to school, or whether he or she needs to stay home.

1. Does your child have a high temperature of fever?  
NO  YES
  
2. Does your child have a new cough?  
NO  YES
  
3. Does your child complain about having a sore throat?  
NO  YES
  
4. Does your child have a new difficulty to breathe normally, for example shortness of breath?  
NO  YES
  
5. Does your child complain about feeling weak or tired?  
NO  YES
  
6. Did your child indicate to you that food or drinks taste different than usual?  
NO  YES
  
7. Are there any signs that your child's smell is affected?  
NO  YES
  
8. Have you had close contact with someone suspected to have COVID-19 or has been diagnosed positive with COVID-19?  
NO  YES

ANNEXURE B

PARENT / GUARDIAN INDEMNITY FORM

As a parent / guardian of \_\_\_\_\_ (Child's Name and Surname), I agree that:

1. I understand the risks associated with COVID 19 and understand the way the virus spreads.
2. I am aware of, and understand, the policies that Qinta Rasul Daycare has implemented to minimize the risk of transmission of COVID 19.
3. Given the nature of the COVID 19 virus I know and understand the risks associated with sending my child to School. I accept these risks and agree that I cannot hold the School or its staff liable for the transmission of, or any outbreak of, the virus at Qinta Rasul. I indemnify, waive any right I might have to institute any claim of any kind against the School or its staff in this regard and in relation to COVID-19.
4. This document does not exclude or limit any liability that is not capable of exclusion or limitation by law.
5. I agree and undertake that:
  - a. I will adhere to all policies that the School has put in place regarding COVID 19.
  - b. My child will be kept at home if he/she show any symptoms of COVID 19 or are otherwise sick. These symptoms include, but are not limited to, cough, fever, tiredness, sore throat, runny nose, shortness of breath, diarrhea, headache, loss of taste or smell, rash, or chest pain.
  - c. I will inform the school immediately if my child/ren are sick or if anyone else in the household has been infected with COVID 19. In this event, our family will undertake to quarantine the entire family for 14 days.
6. I will educate my child to the best of my ability on the importance of social distancing and proper hygiene practices i.e., hand washing, avoiding the touching of the face etc.
7. My contact details are updated, and I am active on class communicator (CLASSDOJO)

For the center to make proper arrangements and to ensure drop off and collections run smoothly please note down estimated arrival and departure times:

ARRIVAL: \_\_\_\_\_ DEPARTURE: \_\_\_\_\_

I/WE DO HEREBY DECLARE AND CERTIFY THAT I/WE HAVE READ THIS DOCUMENT AND I/WE FULLY UNDERSTAND ITS CONTENT. I AM / WE ARE AWARE THAT THIS IS AN INDEMNITY AND RELEASE OF LIABILITY AND I/WE SIGN IT OF MY OWN FREE WILL. SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
PARENT/GUARDIAN PARENT/GUARDIAN (Name and Surname) (Signature)