



## Hygiene Policy

### Purpose

It is critical that the nursery policy, practices and procedures are updated and followed to stop the spread of COVID-19.

Hygiene can help reduce the spread of Covid-19 and flatten the curve of the pandemic, and the hygiene policy is very important for the nursery to establish appropriately modified cleaning procedures including monitoring and training of staff in healthy handling of food and the healthy use of equipment and resources.

### Definition

- **Stakeholder:** a person with an intended interest in the nursery business
- **Procedure:** an official way to doing something.
- **MOHAP:** Ministry of Health

### Policy statement

#### *Hygiene procedure:*

- Ensure that nursery policy, practices and procedures are updated and followed to stop the spread of COVID-19.
- Hygiene policy should be shared with all staff, parents and stakeholders.
- Staff to follow MOHAP guidelines regarding hygiene practices in the Nursery to ensure accurate hygiene guidelines are implemented.
- Creating cleaning checklists to support the daily monitoring of hygiene procedures within the nursery.
- Conduct a full sanitization of the nursery from an external provider no more than 5 days prior to the official opening.
- Nominate a health and safety staff member to use these checklists to monitor the implementation of all hygiene related procedures.
- Common areas in the nursery (i.e. toilets, pantry, reception areas, waiting areas, etc.) should be cleaned and disinfected every hour or after every use. This also applies to frequently used areas/ surfaces such as door handles, dining tables, seat rests, elevator keys, etc.
- Ensure that if someone has displayed symptoms of COVID-19, cleaners clean the area with disinfectant in order to minimize the risk of spreading the virus. Disposable gloves, aprons and any other disposable items used while cleaning contaminated areas must be double-bagged and securely stored for 72 hours before being disposed of as recommended by the MOHAP.



- Ensure that all nursery staff receive adequate training about hygiene practices.
- Ensure that nursery staff and children's bags and shoes will be immediately cleaned and sprayed with sanitizer once arriving at nursery.
- Ensure that there is adequate and accurate signage posted in relevant places of the nursery to encourage good hand and respiratory hygiene practices for both staff and children.
- Ensure that staff wash their hands with soap and water for 20 seconds at regular intervals throughout the day.
- Provide adequate supplies to ensure hygiene protocols are effectively implemented including disposable paper-towels for diaper changing areas; high quality soap in all handwashing areas for children and staff; adequate supplies of tissues in all indoor and outdoor learning areas; disposable paper-towels for all children and staff to use in bathrooms; wall mounted hand-sanitizers units with an alcohol based sanitizer of at least 65-90% in the reception area and all other areas used by staff, children aged 2-4, and parents; adequate disinfectants and cleaning materials to effectively meet MOHAP cleaning standards.
- Ensure that cloth hand-towels are not used.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Ensure that all staff wear face masks at the nursery.
- Ensure that staff wear gloves and a face mask when using communal staff areas e.g., staff room and at mealtimes.
- Ensure that staff wear disposable gloves, facemasks, and aprons during diaper changing and when assisting children with toileting.

*Hygienic use of nursery spaces, equipment and resources:*

- Ensure that communal rooms such as staff rooms are regularly sanitized and cleaned at least once a day and after every use. Staff from different bubbles must maintain 2 meter distance between them at all times.
- Ensure that child cubbies are not shared between different children. They must be cleaned and disinfected daily.
- Assign some large equipment per child when possible, such as highchairs and ensure it is thoroughly disinfected between uses if shared between children within the same bubbles.
- Remove and pack away toys and learning resources that cannot be easily wiped down or cleaned. Rotation of learning resources is not permitted and instead an adequate amount of learning resources should be provided for each classroom.



- Clean all learning resources in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and crafts materials, messy play and role play resources as well as other materials after each and every single use where possible.
- Remove learning resources/ items/ toys if sneezed on, coughed on or put in mouth. Keep a designated, clearly labeled basket/ container for separating items that have been in children's mouths, sneezed or coughed on, etc. Clean and sanitize prior to returning to the children's area.
- Discontinue the use of communal sand and water tables until further notice.
- Monitor the use of books in the nursery. Books with plastic or laminated covers should be wiped with disinfectant and left for 24 hours before being used again. If books are shared across classes, they must be removed from one class and left without access for 24 hours before being moved to a different bubble. Book covers should be thoroughly cleaned between usages.
- Ensure that children do not share cots/ beds or any bedding such as sheets, blankets, pillows etc. All bedding should be washed daily.
- Remove trash daily and dispose of safely. All PPE equipment should be disposed of in separate bins.

#### **Implementation Documents**

- Hand washing policy
- MOHAP Guideline
- Procedures for response to specific incident