

List of Required Protocols/Procedures, Schedules, Checklists, Letters/Pamphlets/Communication, Posters, & Records/Registers

Prepared by the Centre for Early Childhood Development



This is a list of the required protocols/procedures, schedules, checklists, letters/pamphlets/communication, posters and record/registers that ECD centres are required to have in place, as per the *Standard Operating Procedures and Guidelines document*, released by the Department of Social Development on 23 June 2020.

We put out a call to our ECD centres to share the resources they have created for their centres. After receiving these, we adapted the documents to make them applicable for all centres. For some documents, it may be necessary to adjust to fit your ECD centres and for this reason, we have produced the documents in Word to make this easier. We do not have documents for all the items listed - these documents can be used as a starter pack for now and we will share more resources as we receive or create them.

Category	Required Items
Protocols/Procedures to draw up	Staff should develop protocols/procedures on: <ul style="list-style-type: none"> • Entry and exit from premises • Scheduling of outdoor play times • Measures on how to deal with children and adults that show signs of illness • Safety and hygiene procedures • Children and staff who are sick • Staff arrival • Arrival of children (ensuring social distancing, avoiding crowding, and orderly symptom screening). • Basic hygiene practices (including nappy changing). • Storing of children’s face masks (that they may bring from home) safely. • If a child starts showing signs or symptoms, the procedure is: <ol style="list-style-type: none"> 1. Isolate child immediately and call caregiver to collect child, 2. Disinfect areas where child participated in learning activities.
Schedules to adapt/create	Create/adapt schedules for: <ul style="list-style-type: none"> • Daily arrival, reception and symptom screening (and display this at entrance) including staff on duty and responsibilities. • Cleaning (cleaning of learning spaces, equipment, offices and ablution facilities) • Outside play times (should be rotated between groups of children to reduce contact. <i>See age and children with disability adaptations on page 28-29</i>). • Add into daily programme regular handwashing in-between learning activities.
Checklists to develop	Develop checklists for: <ul style="list-style-type: none"> • All spaces/facilities/learning equipment should be thoroughly cleaned (as far as possible). <i>Checklist developed for the continued cleaning.</i>
Letters/Pamphlets/Communication to create	Develop letter/pamphlet/communication for: <ul style="list-style-type: none"> • For parents informing of the following: <i>(can be electronic via</i>

	<p><i>WhatsApp)</i></p> <ul style="list-style-type: none"> - Return of children is voluntary - Children will be screened daily on arrival (and how this will be done) - Parents need to accompany children for the screening - The health and safety measures and precautions that have been put in place - Information on date and time for return of children (once announced by DSD) - A child with a known underlying health condition(s) will be required to have a letter from a medical practitioner authorizing the child's return <ul style="list-style-type: none"> • Formal appointment letter to appoint staff member as "compliance officer" (Job is to oversee that the health and safety procedures are adhered to, over and above normal job). • Information pamphlet for parent explaining how they can teach children to wear masks effectively in a playful way. • Pamphlet should be developed for parents to teach children correct way to cough and sneeze in an age appropriate way (into their elbow). • Letter/communication providing parents with guidelines on how to prepare children every day before going to ECD centres (washing hands, reminding not to touch face and observing of symptoms).
<p>Posters/Signboards to create</p>	<ul style="list-style-type: none"> • Sign board at entrance that states – what parents should do when dropping off or picking up child; that no-one may enter premises without symptom screening; and that every adult must wear a mask. • Posters reminding staff and visiting adults to wear masks at all times. • Poster reminding children to cough correctly into elbow.
<p>Records/Registers to keep</p>	<ul style="list-style-type: none"> • Record of children with symptoms (Child Symptoms Register) • Attendance (Children and staff) • Reasons for absenteeism • Daily medical documentation • Daily screening records for each child • Attendance registers for all staff training and capacity building (no matter how informal) • Child health records (including health information regarding screening, testing, quarantine, illness and hospitalisation for Covid-19.) • Visitors book that should be signed, indicate time of entry and exit, ID number, full name and contact number.
<p>Additional</p>	<p><i>Screening for COVID-19:</i></p> <ul style="list-style-type: none"> • Daily screening questions should be written or printed out (translated in child's first language). <ul style="list-style-type: none"> • Parent should be asked each question from Template A.2: Entry Screening Questions. • If child is brought by someone other than parent, then the parent needs to supply this information. • Parents should screen their children at home too using Template A.1: Home Screening Questions. • If a child comes unsupervised, then 7 years and up Template A.2 and younger (3-6 years) Template A.3: child directed screening tool may be used. <p>***Based on these screening question templates, there is a Screening Questionnaire produced by one of our ECD centres that can be used.</p>