

Kids Fantasy Nursery Group

Hygiene Policy

PURPOSE

The purpose of this policy is to ensure the continued safety & wellbeing of all Kids Fantasy Nursery Group children and staff, by all children and stakeholders be aware of the importance and adhere to the correct hygiene procedures, one of the most important keys to stop spread the coronavirus. This policy is also based on the guidelines of the World Health Organization (WHO), Unicef, and the UAE Ministry of Health & Prevention (MOHAP).

The COVID-19 pandemic requires very specific responses for a nursery to be operational. A nursery's hygiene policies, practices and procedures must be updated and followed to stop the spread of COVID-19. Nurseries must establish appropriately adjusted cleaning procedures including monitoring, training staff on the hygienic handling of food, and hygienic use of equipment and resources.

This Policy must be shared with all nursery staff, parents, and key stakeholders. Educational material also should be prepared by teachers and educators to help children to understand the importance of the healthy hand.

POLICY STATEMENT

During the presence of COVID-19 and to avoid other viruses or bacteria contamination, proper hygiene is crucial to stopping the spread of the diseases. Kids Fantasy Nursery implemented hygiene protocols for all nursery staff, parents, and children.

1. Cleaning procedures

- Conduct a full sanitization of the nursery from an external provider no more than 5 days prior to the official opening.
- Refer to protocols established by the MOHAP to ensure accurate hygiene guidelines are implemented and checklists created to support the daily monitoring of hygiene procedures within the nursery.
- Nominate a health and safety staff member to use these checklists to monitor the implementation of all hygiene-related procedures.
- Use monitoring and recording of information to ensure that hygiene within the nursery is not compromised and relevant named individuals are held accountable.
- 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 a 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.



2. Training staff on Hygiene practices and implement best practice

- Ensure that all nursery staff receives adequate training about hygiene practices, including proper usage of PPE, to be implemented within the nursery as per the protocols established by the MOHAP.
- nursery staff and children's bags and shoes will be immediately cleaned and sprayed with sanitizer once arriving at nursery. In facilities where taking off shoes is required, designate a shoe rack outside at the entrances rather than taking them inside the classrooms.
- adequate and accurate signage posted in relevant places of the nursery to encourage good hand and respiratory hygiene practices for both staff and children.
- staff washes 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.
- cloth hand-towels are not used.
- all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- all staff wears face masks at the nursery
- staff wear gloves and a face mask when using communal staff areas e.g., staff room and at mealtimes.
- staff wears disposable gloves, facemasks, and aprons during diaper changing and when assisting children with toileting.

3. Hygienic use of nursery spaces, equipment, and resources

- 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 meters distance between them at all times.
- 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 use 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 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 before 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 usage.
- 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.

4. Hygienic handling of food

- Follow a strict protocol of all sanitary procedures regarding the handling of food containers and items to avoid cross-contamination and the potential spread of COVID-19.
- Sanitary procedures include, but are not limited to staff washing their hands before and after handling each child's belongings;
- effective storage of child's food items to minimize cross-contamination;
- encouraging increased independence of children aged 2-4 to ensure they handle their own food containers and items;
- cleaning all surfaces that are in contact with food containers;
- sanitary procedures for bottle preparation
- Instruct nursery staff to encourage children to be independent at mealtime as per their developmental stage and follow sanitary processes at the start of mealtimes such as washing hands, not sharing food, and using their own utensils.
- Children aged 2-4 years are encouraged to remove their own food items from their bags and feed themselves. If children need support, nursery staff must wash their own hands thoroughly and wear gloves before touching any child's food items and/ or containers or cutlery and in between each child.
- Storage of children's lunch boxes in a place in the classroom that is specific to their bubbles. The lunch box is wiped down on arrival and kept in the bubble specific location.
- Ensure that nursery staff follows sterilization protocols for infants and children who are bottle-fed.
- Clean and disinfect tables, chairs, and highchairs before and after children eat. Hard surfaces must first be cleaned with warm soapy water and then disinfected with cleaning products.

5. Including hygienic education in lesson plans for children aged 2-4 years old.

- Instructing teaching staff to plan and initiate nursery wide hygiene education initiatives and/ or programs.



- Instructing teaching staff to refrain from sending home children's work. Other methods of sharing children's achievements should be implemented (i.e. apps, emails).
- encourage a paperless strategy and use technology to communicate with staff and parents
- Encouraging parents to give their child/ children opportunities to become increasingly independent with hygiene procedures such as handwashing, using the bathroom, and feeding themselves as developmentally appropriate
- Encouraging parents to remain connected with the nursery through a range of communication channels to ensure that they are aware of information about hygiene and how it can be further reinforced and supported at home.
- Encouraging parents to send food items for snacks and meals that children can manage independently as appropriate to their developmental stage.

6. Children Daily Check-In/ Entrance procedure :

- Receiving children with a temperature measurement. And if it is high, the child will return with his parents.
- Parents are only allowed to enter nursery with a negative result for the Covid-19 virus
- Measuring the temperature of the children continuously during intermittent periods of the day by the nurse and recording this in the designated records

7. The roles of the Nursery Principal & Hygiene:

- The nursery principal must develop new policies and/or revise existing policies that pertain to hygiene practices and procedures within the nursery to meet the needs of post-COVID-19 reopening.
- must share all new or updated hygiene policies with all key stakeholders and ensure that nursery staff has a thorough understanding of the procedures to be implemented.
- ensure that a full sanitization of the entire nursery, no less than 5 days before reopening, is implemented to address the fact that the premises have not been used during the suspension period.
- ensure that all nursery staff receives adequate training in regards to COVID-19 regulations, hygiene practices, proper usage of PPE, that will be implemented within the nursery and that are required by their licensing authorities.
- must closely monitor and use checklists to implement all hygiene-related procedures, or nominate a key person to do so, to ensure that hygiene within the nursery is not compromised. The checklists must be relevant to ongoing cleaning that occurs throughout the day, as well as a cleaning checklist for the end of each operating day.
- must refer to protocols established by local authorities to ensure accurate hygiene guidelines are implemented and monitored. As there is new data on COVID-19 emerging daily, it is the role of the principal to ensure that any new regulations, standards, or recommendations related to hygiene are shared with staff and implemented.
- must 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.



- must ensure that the nursery has adequate supplies to address hygiene effectively. This includes but is not limited to: providing disposable paper-towels for diaper changing areas; providing high-quality soap in all handwashing areas for children and staff; providing an adequate supply of tissues in all indoor and outdoor learning areas; providing disposable paper-towels for all children and staff to use in bathrooms; providing wall-mounted hand-sanitizers with an alcohol base of at least 65-90% in all areas for children aged 2-4, and staff; and providing cleaners with adequate disinfectants and cleaning materials to effectively meet cleaning standards.
- ensure that nursery staff and children's bags and shoes will be immediately cleaned and sprayed with sanitizer when arriving at nursery. In facilities where taking off shoes is required, designate a shoe rack outside at the entrances rather than taking them inside the classrooms.
- ensure there are no cloth hand-towels at the nursery; cloth hand-towels for communal or individual users are prohibited.
- provide PPE to staff such as face masks, aprons, and gloves.
- ensure that nursery staff wear face masks and gloves on their way to the nursery and back home each day.
- The nursery principal must ensure that nursery staff wears a face mask inside the classrooms and while in the nursery.
- ensure that nursery staff wear face masks and gloves when using communal staff areas (e.g. staff room) and face masks, gloves and aprons during diaper changing.
- must ensure that communal rooms such as staff rooms are regularly sanitized and cleaned at least once a day and after every person. Staff from different bubbles must maintain 2 meters distance between them when using communal areas. If this is not possible, staff must pray, eat and take breaks within the classroom.
- must ensure that natural ventilation is used wherever possible (e.g. open windows) while considering employee wellbeing and abidance by work and environment standards. Windows must be opened when not in operation to ensure that fresh air and sunlight enter the nursery. The use of a HEPA filter or authorized company to clean the air ducts is required.
- ensure that surfaces such as desks and meeting tables are disinfected daily.
- must ensure that common areas in the nursery (i.e. toilets, pantry, reception areas, waiting areas, etc.) must 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 equipment is assigned per child, and thoroughly disinfected if it must be shared.
- ensure that sand and water tables are not used.
- ensure that toys and learning resources that cannot be easily wiped down or cleaned are removed and packed away (e.g. resources or toys with porous surfaces, soft toys, dress-ups/ costumes). Rotations of learning resources must not occur and instead, an adequate amount of learning resources must be in each classroom.
- ensure that all learning resources in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and crafts materials, and messy play resources as well as roleplay and other materials must be cleaned after each and every single use where possible.
- ensure that learning resources/ items/ toys if sneezed on, coughed on, or put in the mouth must be removed immediately. They may be kept in a designated, clearly labeled, basket/ container for separating items that have been in children's mouths, sneezed or coughed on, etc. and must be cleaned and sanitized prior to returning to the children's area.



- monitor the use of books in the nursery. If books are shared across classes, they must be removed from one class and left without access for 24 hours before being moved into a different area as the virus has been shown to survive less than 24 hours on paper. Books with plastic or laminated covers must be wiped with disinfectant and left over-night before use.
- consider moving to paper-free and electronic business as much as possible.
- must ensure that all sanitary procedures regarding the handling of food containers and items follow a strict protocol to avoid cross-contamination and the potential spread of COVID-19. Sanitary procedures may include but are not limited to: staff washing their hands before and after handling each child's belongings; effective storage of child's food items to minimize cross-contamination; encouraging increased independence of children as developmentally appropriate to ensure they handle their own food containers and items; cleaning all surfaces that are in contact with food containers, and sanitary procedures for bottle preparation.
- review the mealtime schedule to avoid mixing bubbles of children during meal breaks. It is recommended that bubbles of children be assigned their own meal table to reduce contact on surfaces between different bubbles of children.
- ensure that all bedding is washed regularly and that children are not sharing cots/beds or any bedding such as sheets, blankets, pillows, etc. All bedding is to be washed daily.
- ensure that children are transported to the nursery by their parents and that the use of the bus must be suspended until further notice.
- ensure that hygienic education is included in lesson plans.
- guide nursery staff in implementing hygiene education in classroom routines and procedures throughout the day.
- support any nursery wide hygiene education initiatives and/or programs. This may include providing resources necessary that support the teaching of hygiene practices.
- encouraged to communicate hygiene practices and ways that they are safeguarding the children, staff and parents against COVID-19 to all parents.
- Nursery Staff are required to attend and implement all hygiene training sessions provided by the nursery and as required by the DOH and ADEK.

8. The roles of the Nursery Staff & Hygiene

- implement hygiene education into classroom routines and procedures throughout the day.
- must plan and initiate nursery wide hygiene education initiatives and/or programs.
- develop age-appropriate lesson plans that help children understand the importance of good hygiene and how to effectively carry out hygiene practices (such as handwashing, behaviors when accessing bathrooms, hygienic behaviors before, during, and after mealtime, hygiene when using toys and learning materials, covering coughs and sneezes with an elbow).
- communicate effective healthy habits and topics to parents in daily and weekly communication platforms (e.g. emails, digital newsletters, social media, and apps).
- ensure they are aware of the locations of the hand sanitizers and must supervise its use by the children. Hand sanitizer must not be left within reach of children
- that children are not sharing food and utensils.



- children are adequately spaced apart during snack and meal times.
- encourage children to be independent at mealtime as per their developmental stage and follow sanitary processes at the start of mealtimes such as washing hands, not sharing foods, and using own utensils. Children aged 2-4 must be encouraged to remove their own food items from their bags and feed themselves. If children need support, teaching staff must wash their hands thoroughly and wear gloves before touching any child's food items and/or containers or cutlery and in between each child.
- ensure that children's lunch boxes are stored in a place in the classroom that is specific to their bubble. The lunch box must be wiped down on arrival by a cleaner and kept in the bubble specific location
- follow sterilization protocols for infants and children who are bottle-fed.
- refrain from sending home children's work. Other methods of sharing children's achievements must be implemented (e.g. apps, emails)
- attend any required training with licensing authorities.
- attend and implement all hygiene training sessions provided by the nursery and as required by the MOH, DOH, and ADEK.
- ensure that personal bags and shoes, and children's bags and shoes will be immediately cleaned and sprayed with sanitizer when arriving at nursery. In facilities where taking off shoes is required, designate a shoe rack outside at the entrances rather than taking them inside the classrooms.
- ensure that they do not enter communal rooms such as staff rooms when staff from other bubbles are present. If this is not possible, staff must pray, eat and take breaks within their own classroom.
- ensure that children do not share cubbies and that they are disinfected daily.
- ensure that sand and water tables are not used.
- ensure that all bedding is washed daily.
- ensure that children do not share any cots mattresses or bedding
- adequate spacing between cots/beds to prevent any cross-contamination.
- wear face masks and gloves when using communal staff areas (e.g. staff room) and face masks, gloves, and aprons during diaper changing
- must display age-appropriate posters on general hand hygiene in bathrooms and all handwashing areas in the nursery.
- Nursery Staff is required to attend and implement all hygiene training sessions provided by the nursery and as required by the DOH and ADEK.

9. The roles of the Nursery Cleaners & Hygiene:

- clean and disinfect tables, chairs, and highchairs before and after a bubble of children eat at the table.
- disinfect common areas in the nursery (i.e. toilets, pantry, reception areas, waiting areas, etc.) 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 trash is removed daily and disposed of safely.
- wear disposable cleaning gloves and aprons for cleaning.
- use a disposable cloth (such as a paper towel) when cleaning surfaces.



- must first clean hard surfaces with warm soapy water and then disinfect these surfaces with cleaning products.
- clean an area with disinfectant after someone displaying symptoms of COVID-19 has left in order to minimize the risk of spreading the virus. Disposable gloves, aprons and any other disposable
- Nursery Staff are required to attend and implement all hygiene training sessions provided by the nursery and as required by the DOH and ADEK.

items used while cleaning contaminated areas must be double-bagged and securely stored for 72 hours before being disposed of as recommended by MOHAP.

- wash their hands with soap and water for 20 seconds at regular intervals throughout the day, including after removing gloves, aprons, and other protection used while cleaning.

10. The role of the Nursery Nurses & Hygiene:

- The nurse is responsible for their own personal hygiene while in the nursery.
- to wash their uniforms each day and keep them at the nursery.
- Uniforms must not be worn or taken home and must remain at the nursery.
- Shoes must be kept at the nursery and a separate pair worn to and from work
- A spare uniform must be kept at the nursery in the event of an incident requiring the cleaner to change.
- The nurse is required to attend and implement all hygiene training sessions provided by the nursery and as required by the MOH and ADEK.
- Nursery Staff is required to attend and implement all hygiene training sessions provided by the nursery and as required by the DOH and ADEK.

11. Parents must:

- Be aware of policies related to hygiene.
- Ensure that their child/children do/does not bring any unnecessary items from home, such as toys, to the nursery.
- Ensure that their child/children bring their lunch in a hard plastic easy to clean bag that is only used for home and to the nursery. The external surface will be wiped down on lunch box.
- Ensure that one set of bedding is provided to the nursery if the nursery does not provide their own bedding. This bedding will not be returned home daily as it will be the responsibility of the nursery to wash the items on-site each day.
- Encouraged to give their child/children opportunities to become increasingly independent with hygiene procedures such as handwashing, using the bathroom, and feeding themselves as per developmentally appropriate under the supervision of an adult.
- Encouraged to send food items for snack and meals that children can manage independently (removing from bags, opening containers, independent feeding) as per their developmental stage; this will minimize contact for support at snack and mealtime



- Encouraged to remain connected with the nursery via their communication channels to ensure that they are aware of information about hygiene and how it can be further reinforced and supported at home.

12. Signage

Ensure that there are indicative panels in the appropriate places in the nursery, to encourage Hand hygiene and respiratory hygiene practices for both staff and children.

13. Daily and Weekly Cleaning_Sanitizing Checklist

- Designate a member of staff to be responsible for health and safety matters And use daily checklists to monitor the implementation of all hygiene-related measures the public. The process of monitoring and recording information ensures that hygiene is not tolerated Custody and holding the relevant individuals fully responsible.
- Public places in the nursery (i.e. toilets, kitchens, and storage rooms) should be cleaned and disinfected Food, reception areas, waiting areas, etc. (hourly or after every use. It applies This is also on frequently used places/surfaces such as doorknobs and dining tables Seat bolsters, elevator buttons, etc.
- The cleaners must adhere to Clean the area with disinfectants and disinfectants to reduce the risk of spreading the virus. It should put on disposable gloves and bibs and any other materials that were used during Clean the contaminated areas in double bags, and they must be stored safely for 72 hours before Getting rid of it.

14. Food Handling

- Follow a strict protocol of all sanitary procedures regarding the handling of food containers and items to avoid cross-contamination and the potential spread of COVID-19.
- Sanitary procedures include, but are not limited to: staff washing their hands before and after handling each child's belongings; effective storage of child's food items to minimize cross-contamination; encouraging increased independence of children aged 2-4 to ensure they handle their food containers and items; cleaning all surfaces that are in contact with food containers; and sanitary procedures for bottle preparation.
- Instruct nursery staff to encourage children to be independent at mealtime as per their developmental stage and follow sanitary processes at the start of mealtimes such as washing hands, not sharing food, and using their own utensils. Children aged 2-4 years are encouraged to remove their food items from their bags and feed themselves. If children need support, nursery staff must wash their own hands thoroughly and wear gloves before touching any child's food items and/ or containers or cutlery and in between each child.
- Ensure that nursery staff store children's lunch boxes in a place in the classroom that is specific to their bubbles. The lunch box is wiped down on arrival and kept in the bubble specific location.
- Ensure that nursery staff follows sterilization protocols for infants and children who are bottle-fed.
- Clean and disinfect tables, chairs, and highchairs before and after children eat. Hard surfaces must first be cleaned with warm soapy water and then disinfected with cleaning products.



15. Sleeping Procedures and Bedding

- Ensure that children do not share beds/mattresses or any other furnishings such as sheets, blankets, pillows, etc. All upholstery must be washed daily.
- Ensure that all children's belongings are not shared between different children, and it is necessary to clean and sterilize it daily.

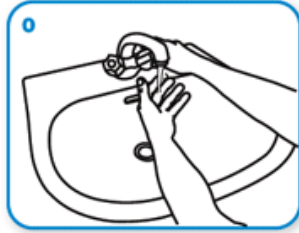
16. Diapering and Toileting Procedures

- Ensure that every staff wears disposable gloves, masks, and aprons when changing diapers and when helping children use the toilet.
- The toilet /change table/sinks and all areas were educators and children touched must be cleaned and disinfected every time used with properly approved disinfectant products.

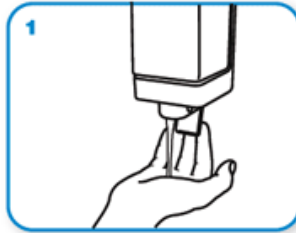
17. Masks and Gloves Provided

- The nursery will provide face masks, single-use gloves, and hand sanitizers at the entrances, in the classrooms, and all nursery areas.
- Daily waste removal and safe disposal. All protective equipment must be disposed of The character is in separate litter boxes.





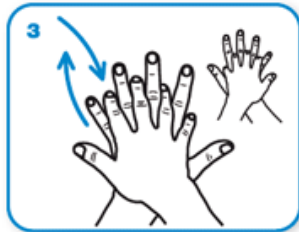
Wet hands with water



apply enough soap to cover all hand surfaces.



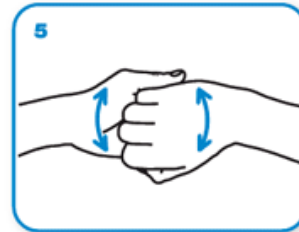
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



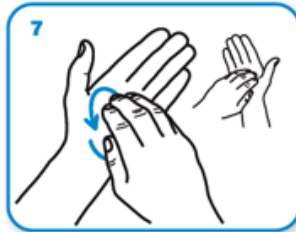
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



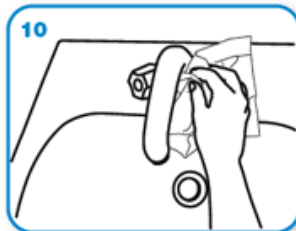
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



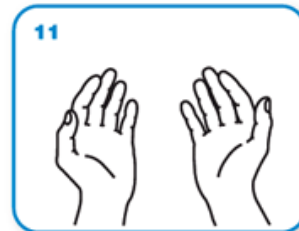
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

