



HEALTH MEASURES PROTOCOL FOR LIFTING COVID-19 RESTRICTIONS- NURSERIES

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Introduction

Nurseries are among the workplaces that may be at risk of infection with the new corona virus, and the situation is more sensitive as these nurseries provide care for a highly sensitive and vulnerable group of children (from birth to four years). As the state's restrictions begin to be gradually lifted as a result of the (Covid-19) that has swept the world, a number of precautionary measures are required to ensure the best ways to facilitate and rehabilitate safe and progressive return to nurseries to reduce the risk of transmission of SARS CoV-2 as much as possible.

Scope of work

This guide is intended for state nurseries to help them re-operate as a preventive approach until the end of the pandemic, based on recommendations from the Ministry of Public Health. The Ministry of Public Health calls for the implementation of these measures to protect the health of children and staff. Inspectors from the Ministry of Public Health, in cooperation with the Inspectors of the Department of Family Development, are tasked with monitoring the implementation of these preventive procedures provided by this guide.

Goal

Provide research-based guidance on how best to facilitate safe and gradual return of nurseries, child care and rehabilitation to reduce the risk of severe acute respiratory syndrome (Covid-19) as much as possible.

1. Coronavirus disease

Human-to-human transmission of the virus is carried out by droplets, spray and touch, where it is infected by:

- Air after direct and prolonged contact with the virus carrier
- Touching the eye, nose or mouth with contaminated hands (with droplets deposited on surfaces)
- Spread through large droplets on the face and contaminated hands, which are the main methods of infection

Symptoms of Covid-19 virus infection appear after an incubation period of 5 to 6 days, and clinical symptoms are usually similar to those of influenza. These symptoms are:

- Respiratory symptoms: cough, shortness of breath.
- Fever and/or chills
- Weak or tired
- Headache
- Muscle and joint pain
- Digestive system disorders

Notice: The recommendations mentioned later are prepared based on the information available to the date of publication of this guide, and these actions and recommendations can evolve according to the development of scientific information and data on the coronavirus.

2. Role of nursery workers:

2.1 Owner/Director of nursery or acting on behalf

In the current circumstances, the nursery owner must comply with Law 9 of 2020 on infectious diseases to protect all employees and children from this infectious disease. It is also incumbent on him to provide all the materials and services required to implement this health protocol, including but not limited to:

- Conduct a health and safety risk assessment before reopening nursery facilities for children, and develop relevant precautionary measures to ensure the health and safety of staff and children in accordance with the directives of the Ministry of Public Health.
- Appoint a nurse to work as quarantine manager to ensure that all guidelines, including social distancing, hygiene, infection prevention and control, are implemented and monitored.
- Ensure that employees undergo regular testing in accordance with the instructions of the Ministry of Public Health (at the expense of the employer).

- To take into account the commitment to operational capacity by 50% at the beginning of phase 3 and gradually increase it.
- To take the necessary measures to protect and provide the appropriate environment for implementation of these new procedures, while addressing any risks disclosed by the evaluation in relation to workplaces and conditions.
- Do not allow groups or group gatherings in nursery rooms or corridors unless it is possible to maintain a distance of 1.5 to 2 meters, so that the number of staff does not exceed 5 per meeting while maintaining the social distance and wearing masks.
- Guidance for placing and using marking signs floors and furniture to maintain appropriate social distancing in toddler and infant rooms including play areas.
- Remind employees of social distancing requirements and place distinctive and clear signs.
- Take adequate measures to control infection, including examination of children and staff in the morning for any symptoms as well as temperature tests.
- Ensure that health facilities are provided hand hygiene during working hours in classrooms and corridors, and develop a hand hygiene routine.
- Educate employees about the risks that may arise from their job and how to prevent them.
- Form a pandemic management and coordination team where its membership includes:
 - Nursery manager or acting director
 - Nursery nurse
 - The staff member responsible for providing general services such as cleaning, disinfection and other support services.

Roles of the team includes:

- Preparing a virus prevention program based on this guide.
- Develop a mechanism for reporting and dealing with children with symptoms (fever, cough or any other respiratory symptoms).
- Work to implement, monitor and evaluate health procedures.
- Ensure that all requirements and support services are in the available to implement the virus prevention program.
- Inform parents of the importance of not sending their children who show any symptoms to the nursery and staying at home until the determining the nature of their sickness.
- Communicate clearly and early with employees and parents about reopening plans and any new directives or policies to be introduced.
- Emphasizing that public health protection is critical.
- Use of educational health messages and materials issued by the Ministry of Public Health.
- Parents should be informed of the steps taken by nurseries to keep their children safe.
- Communicate with employees, parents, service providers and visitors about the current epidemiological situation and the new organization of work during the pandemic:
 - With nursery staff and workers
- Ensure the Ehtaraz application is downloaded by all employees and nannies and their green status is checked.
- Alert all employees to wear protective masks while working in case of difficulty in adhering to social distancing.
- To warn every worker who complains of symptoms of Covid-19 virus not to attend work and to inform his direct supervisor.
- Explain the new work system arrangements: alternating work, change working hours and working from home.
- Communicate regularly with remote working teams.
- Listen to staff questions and concerns and train them to implement the new procedures.
 - Parents and visitors

- Provide information about health rules and protective measures to be followed upon entering the nursery and request them to download Ehtaraz application.
- Caution to wear masks while inside the nursery if necessary.
- Assessing the needs and providing the necessary human, material and financial resources to implement the necessary measures to maintain health:
 - Cleaning team(s) trained on cleaning and disinfection while documenting the process.
 - Among the requirements: approved and authorized cleaning and disinfection materials for use in nurseries such as chlorine solution, cleaning materials, alcohol solution, soap, hand drying paper napkins, waste baskets, plastic bags, gloves, infrared body temperature gauge, masks.

2.2 Nursery nurse

Tasks include:

- Develop and/or update the Covid-19 response plan to deal with suspected cases among staff or children and determine what to do if a person develops symptoms during working hours, and ensure that these procedures are applied and respected.
- Advice on Covid-19 virus preventative measures.
- Select an isolation room available for any employee or child who is feeling sick, and contact the COVID 16000 hotline for instructions.
- Refer to information posted on the Ministry of Public Health's website about Covid-19 virus and see the latest updates.
- Training courses and lectures on the prevention of the risk of Covid-19 virus.
- Adjust the list of needs required to apply the health conditions in coordination with the nursery manager.
- Coordination with the nursery manager and parents on the latest developments and preparation of the necessary reports on Covid situation in the nursery.
- Make sure that children's temperatures is measured and that children with a temperature above 38°C are not accepted.
- Supervising the filling of the self-declaration form - reference (2).
- Ensure that a container is provided for sharp box medical waste.

2.3 Staff role

All staff and nursery nannies must comply with all procedures relating to the protection of children and themselves from this infectious disease, and not to commit any act that would impede the implementation of these recommendations and procedures, and are required in particular to:

- Compliance with all health and safety procedures.
- Implementing instructions to protect children and protect themselves.
- Use and maintain personal prevention equipment provided by the nursery.
- Attend and participate in any health-related training courses.
- Inform the immediate director of any defect he observes that may cause a health hazard.
- Undergo medical examinations required to be conducted by the Ministry of Public Health.

3. Infection prevention measures

3.1 Washing hands

Washing hands should be with soap and water:

- Call all nannies and nursery staff to the importance of washing hands frequently with the need to remove jewelry from hands and keep the nails short and clean without nail polish.
- Hands should be washed regularly with soap and water for at least 20 seconds.
- Provide easy-to-access water and soap points in the workplace and provide paper napkins for hand drying.

- Employees should wash their hands and then use hand sanitizer when changing diapers or helping children clean their noses.
- Staff and children who are not close to soap and water should use alcohol wipes, if hands are clearly clean, they can use hand sanitizer, then wash hands with soap and water as soon as possible afterwards.
- Hand washing is the best thing to do to save your life and that of others.

3.1.1 Situations where cleaning and washing hands is required

- Immediately after the examination at the nursery entrance and after the confirmation and acceptance of the child, one of the nannies accompanies the child to wash hands thoroughly (20 seconds) before entering the activity hall or the playground.
- Before and after touching the face (eyes, nose, mouth).
- After coughing, sneezing or blowing their nose.
- Before and after eating meals
- After touching highly-touched surfaces or things.
- When entering and exiting and when using shared spaces.
- Upon entry and before leaving the nursery.
- Before and after helping a child blow their nose.
- When entering and exiting the toilets.
- After every indoor or outdoor activity.

3.1.2 Wear gloves:

- It is not recommended to wear gloves under normal circumstances, as hand washing is the primary and optimal procedure.
- Single-use gloves should be worn for cleaners or those dealing with suspected cases.
- Hands should be washed before wearing gloves.
- The importance of referring to the Ministry of Public Health website to find out how to wear and remove gloves.

3.1.3 Cleansing hands with alcohol or other disinfectants

- If water and soap cannot be accessible, use a hand-disinfectant sanitizer that contains 70% alcohol.
- Hands must be clean before sanitizing.
- The nursery owner is committed to provide hand sanitizers in sufficient quantity

3.2 Following respiratory health rules

3.2.1 Wearing masks

- Masks should be worn by staff at all times when it is difficult to maintain a safe social distance.
- Use protective masks respirators by following the Ministry of Public Health guidelines on how to wear and remove it.
- Masks are limited to nursery workers only and children under 4 years of age are not allowed to wear masks as there is a risk of suffocation, in addition to some children may have asthma and difficulty breathing. The time the child stays in the nursery is long and can last up to 8 hours. Therefore, it is only of social distancing is required, and children are do not have to wear masks.

3.2.2 Cloth face masks:

In addition to protecting the wearers, these masks avoid pollution of the environment by avoiding the spray emitted by the person wearing the mask when coughing, sneezing or talking. So:

- Staff should be able to wear washable protective masks in sufficient quantity,
- The mask should be changed as soon as it is wet, damaged or torn,

- The method of washing and drying the washable protective mask, determined by the manufacturer, and its recommendations must be complied with to avoid early erosion or deterioration in the effectiveness of its filtration.

3.3. 3 Emphasis on general respiratory health instructions:

- Cover the mouth when coughing or sneezing with a single-use paper napkin, which is immediately disposed of in the trash can, which contains a plastic garbage bag and has a foot cover.
- Use a single-use paper napkin when a nose is runny, and dispose of it immediately in the trash.
- Providing trash cans in sufficient numbers in the workplace.
- Always wash your hands after coughing, sneezing, spitting or wiping the nose.
- Avoid touching your mouth, eyes, nose with hands or gloves.

4. Social distancing

- Maintain a distance of 1.5 to 2 meters (2 m) between individuals from entry to nursery until exit, by:
 1. Placing signs on the floor and walls (lines and stickers..) to indicate the need to leave a distance of two meters between children in some activities.
 2. Reprogramming daily activities in order to avoid groupings, joining ranks and physical closeness (not going at the same time to eat, washing hands...)
 3. Avoid activities with direct touching between children (tangle hands when playing...) or share the same toys and educational stuff.
- Do not shake hands, hug or kiss, as a person can carry Covid- 19 while being asymptomatic.
- Do not share food and eating tools.
- Avoid as much as possible to meet in the same place between nannies or those who provide care for the children.
- Maximum presence of people (children and educators) in the same space, 1 person in an area of 3 m².
- Implement a 50% rule for the proportion of nannies/children, maximum.
- Programming activities according to the distribution of children's groups of children, to be alternating and prefer to avoid internal activities in the designated rooms. Activities should also be planned to take place in smaller groups of the same children within the same room.
- The work is directed as much as possible to be the same educator with the same group of children and being in the same room.
- Obligation to wear a mask if it is necessary to approach the child less than 2 meters for more than 15 minutes
- Program activities according to the distribution of groups of children, to be alternating and prefer to avoid between internal activities in the designated rooms. Activities should also be planned to take place in smaller groups of the same children, within the same room.
- The work is directed as much as possible to be the same educator with the same group of children and being in the same room.
- When the nanny or the person who cares for the child is required to approach required the child and take care of, feed him, or carry them or clean their hands, they must:
 4. Tie their hair.
 5. Wash hands, neck and each limb touched by the baby (baby secretions: saliva, mucus, feces...)
 6. If there are secretions done by the child on their clothes such as (saliva, mucus, feces...) it must be changed.
- During the nap period, leave a distance of 1.5 to 2 meters between (beds for children's sleep) or leave one bed vacant between two, and the placement of children in a reverse vertical position (head/foot) can be adopted for greater care and as a preventive measure.
- When children sit in their seats, they must be placed so that the distance is 2 meters away.

- We recognize that practicing social distancing at nurseries is a challenge for young children who like to communicate closely with adults and other children and should not stop hugging children when they need a hug or some reassurance.
- Avoid mixing between each level of classes.

5. Regulating Procedures

5.1 Managing Human Resources

- Maintain at least 1.5 -2 meters as physical distancing
- Encourage remote working
- Reduce the number of employees who work in the same place and in the same time; by rearranging working hours, shifts or designating individual workstations
- Avoid transportation, interviews and meetings as possible
- Recommend information sharing between staff inside the same building by telephone, email, or fax
- Use stairs instead of elevators
- Limit elevator's users to 2 person with maintaining social distancing of at least 1.5 to 2 meters
- Provide alcohol-based hand sanitizers beside elevators and in different locations inside the nursery
- Staff are not allowed to leave the nursery in break time

5.2 Preventive measures at nursery entrance

- Avoid jostling and maintain physical distancing of at least 1.5 to 2 meters
- Avoid removing face mask
- Wash hands with soap and water or sanitizing them at the entrance of the nursery
- Day to day investigation of cases suspected of being infected with Coronavirus "Covid 19" before entering the nursery (Pre-school), by measuring the body temperature of all staff and children regularly at the entrance to the nursery. Measurement results should be taken carefully and limits of this measurement to identify cases of infection with "Covid 19" should be known along with assessing state of one's own health by self-acknowledgment (Appendix 2)
- Every employee, tasked with measuring the temperature and / or filling in the self-acknowledgement, should stay at the entrance of the nursery at a distance of no less than one meter with the person being tested and wear the individual protective means including the face mask and face shield
- Using all types of attendance recording devices is prohibited. In case of using these devices, alcohol dispensers should be fixed near them. Employees should rub their hands with alcohol before using the attendance recording device
- Number of entrances should be reduced to restrict the number of people
- Thermal read of staff, parents and children should be carried out (those with body temperature over 38 are prohibited)
- "EHTERAZ" application should be loaded by all employees, teachers, and parents, together with checking the green status of the application to allow entry
- Informing those suffering from high body temperature not to come to work and stay at their homes and the nursery administration should be notified. In addition, parents should keep their kids at home in case one of the family members is sick

5.3 Precautionary measures at eating areas visited by kids and staff

- You should avoid crowded queues and leave no less than two-meter long distance
- Distribution of employees into small groups whose resting time is different. The number of employees is determined in accordance with the total surface area of the hall
- Two-meter long distance should be left among eating tables of the staff
- Hand wash basins should be equipped with soap and disposable paper towels to dry hands
- Waste baskets with plastic bags and foot pedal should be placed near hand wash basins
- Hands should be washed before removing the face mask that should be kept in clean plastic bag

- Hands should be washed well before drinking and eating
- Automated restaurant beverage machine should be removed
- Refrigerators for keeping kids' food and milk should be provided and separated from staff's
- Refrigerators should be disinfected daily with approved disinfectants used in food industry after emptying their content. NSF should be attached
- Cold meals, prepared by employees at homes, are advisable
- Serving communal meals or food preparation is prohibited. Food heating services are allowed
- Bringing home meals is a must
- You should adopt all precautionary measure when heating food and washing hands well after eating
- Single-use tableware should be used
- As for babies, parents should bring some empty "Baby Bottles" and be placed in sterilizer
- Smoking areas inside buildings should be closed
- Floors, tanks, tables, windows and door handles should be cleaned and disinfected after the departure each group of staff
- Places should be periodically ventilated

5.4 Providing safe environment inside the nursery

- Avoid exchanging equipment and supplies (such as pens, communication devices, work tools ...)
- Prevent any cash transactions inside childcare centers
- Remove unnecessary items (magazines, newspapers, photos) in spaces and shared areas)
- Clean and disinfect the most used surfaces from workers (door handles, seatbacks, elevator buttons, tables, light switches, water faucets, runway protectors, toilets, computer keyboards and computer mice)
- Employee should clean and disinfect his workplace before and after work by using a wet cloth with an antiseptic or alcohol solution
- Clean and disinfect dressing rooms, if any, eating areas, toilets regularly at least before and after eating
- Clean and disinfect visitor reception areas at least once every four hours
- Start cleaning and disinfection for cleaner areas then the most polluted one
- Adjust the alcohol sprayer to spray the antiseptic solution into large droplets and avoid spraying the solution in a way that causes respiratory problems for the worker
- Wash hand basins should be equipped with soap and single-use paper towels to dry hands
- Provide enough baskets with plastic bags next to wash hand basins
- Cleaners should wear work uniforms, face masks, and cleaning gloves
- Develop a program for cleaning and disinfection, along with providing documentation and training for employees
- Use approved disinfectants for this purpose
- Clean and disinfect toys after each use with approved disinfectants for this purpose

5.5 Ventilation and air quality systems

The aim of ventilation and air conditioning systems in buildings (commercial, educational, health or residential centers) is to provide fresh and clean air, comfortable and safe environment, especially in this current pandemic "COVID 19". It should be well-known that infected nursery children, (children, nannies, technicians) who do not have symptoms of the disease, increase the possibility of the virus outspreading to other people. Consequently, social distancing should be practiced as much as possible, technicians and building operators are encouraged to increase the rate of fresh air coming from outer environment and reduce recycled air in the class / room. The amount of the outdoor air required to ventilate the class or sleeping area is mostly dependent on the number of kids expected to occupy the space. The actual conditions will differ from any building to another, and the adjustments that should be made will depend on many factors, including the climate, the complexity of the ventilation and air conditioning systems and activities that take place inside and around the building. It is important for these comprehensive construction systems to be evaluated by professionals pertaining to the ventilation and air conditioning systems.

5.5.1 General review of building ventilation and air conditioning system designs and operational practices before re-opening

- Mechanical systems should be run in the mode of operation for a period of not less than one week before reopening together with making sure that outside air dampers are open to provide the ventilation and air-conditioning system
- Heating, ventilation and air-conditioning systems should be checked to identify potential modifications of the system
- Methods of operating the HVAC systems should be checked regarding
 - Sequence of operations
 - Adjust settings (temperature, humidity)
 - Operation and maintenance tables (when the building is occupied and non- occupied)
- Make sure that equipment and systems are working properly and have improved capabilities to address public health considerations
- Checking and cleaning diffusers, registers & grilles for existing spaces
- Checking internal air quality, investigating complaints and handling any problems before opening the building
- Inspecting and checking all internal systems to identify any potential fears including water leakage or mold growth that could adversely affect the health of the building's visitors
- Checking and cleaning filters as they affect airflow
- Checking mechanical control rooms of ventilation and air conditioning
- Reviewing external air flow rates and comparing them to the latest version of ASHRAE Standard 62.1 or measurements approved by the country

5.5.2 General Recommendations on operating and maintaining ventilation and air conditioning systems

- Maintaining appropriate level of temperature and the relative humidity of the internal air to achieve human comfort so that the relative humidity range ranging between 40% to 60% and the temperature range ranging between 22-24 ° C (the optimal temperature is 20 ° C under the current pandemic only)
- Considering Qatar's weather conditions, regular cleaning of the filters or change them when necessary is very essential to improve the indoor air quality. Due to using more fresh air led into the building for more ventilation in this pandemic, the amount of dust and debris that enter the building will also increase, which means an intensive cleaning and disinfection should be done regularly.
- Air filters should be regularly cleaned and MERV (10-12) air filters must be used. MERV 13 are preferred choice for system upgrade. If the system can operate and provide pre-upgrade airflows. In the event of a significant drop in fan static pressure and inability to install this grade of filters, the typical bag filters (MERV 10-12) should be cleaned/replaced more frequently. It is recommended to install a separate mobile/fixed unit of filtration to in room purify the air.
- Filter frames should be inspected to make sure the filters mechanical seals are intact and that the filters are fit tight on its frames and are sealed to minimize air bypassing/short circuiting the filters.
- Add portable room air cleaners with HEPA or high-MERV filters with due consideration to the clean air delivery rate.
- Cleaning procedures and methods should be followed according to the manufacturer instructions. Air filters maintenance scheme to be followed as indicated by the manufacturer
- In the case of using traditional air conditioning units such as the window units and split units, which provide no fresh outside air, the installation of exhaust fans is recommended to improve the amount of air change per hour (ACH) for each classroom. Please refer to appendix A. In case of classrooms are connected to a common corridor, a central exhaust fan with Transfer grilles fixed on each classroom door could be used.
- In the case of using window units or Split units , it is recommended to keep the unit on moving guide vanes mode in order to create the necessary movement required to give a suitable mixing rate of air, and to reach the required room temperature in the least time.

- Duct cleaning is not effective against room-to-room infection because the ventilation system is not a contamination source the important method is to increase fresh air supply and avoid recirculation of air.
- For more information, the facility manager should refer to ASHRAE epidemic task force filtration & disinfection | updated 5-27-2020
- Preventing return air to centralized air conditioning systems in places where the affected person may be present and turning off exhaust fans that discharge the air directly out of the public gathering places
- Checking for proper separation between the external air intakes and exhaust outlets to prevent / or reduce re-entry and leakage of potential exhaust air into the building
- Checking and reviewing air flows and system capabilities by design professionals to determine whether the additional ventilation can be provided without adversely affecting equipment performance and building indoor environmental quality
- Measuring the building pressure and the rate of outdoor air along with adjusting building air flows to prevent negative pressure discrepancy
- Using the maximum mode of cleaning to operate the ventilation and air-conditioning system of external air flows for two hours before and after the nursery working time
- Establishing clear-cut plan for monitoring indoor air quality by a qualified employee for this purpose, carrying out all maintenance procedures required for the system, air treatment units and filters together with following specialized maintenance companies with the aim of setting up a program to monitor air quality
- Elaborating a protocol for cleaning and disinfection operations for these systems along with developing a program for monitoring and documenting these operations
- Keep windows open to increase and reinforce ventilation, especially with ventilation and air-conditioning systems that rely on air recycling (when the weather is right and a risk of falling something on children does not exist). Yet given the current weather conditions in Qatar where temperatures and humidity are not appropriate, therefore, the following recommendation should be practiced:
- Providing local exhaust fans (as aforementioned) that discharge direct air outdoors to improve ventilation
- Keep classrooms / room doors open for additional ventilation
- Keep windows open in the evening. Cleaning process should be carried out in the morning if dust accumulates
- Toilet exhaust system should work at all times and close toilet windows well to prevent contaminants
- Clean filters and ventilators regularly
- Determine an area that can be used to isolate suspected cases

5.5.3 General policies for ventilation and HVAC systems after reopening nursery

- Adjust temperature / humidity and control the observed high carbon dioxide concentration, and treat the cause (s)
- Document any unusual notes that can be recorded by the control systems
- Exchange related information among all concerned categories: maintenance, nurse, building managers, administration, etc.
- Establishing maintenance policies for new / added equipment including local air cleaners, humidifiers, additional filtration in mechanical equipment, etc.

6. Children transfer

- Parents are not allowed to enter the building of the nursery with their kids to reduce overcrowding
- Reduce the number of kids in school bus of the nursery, if any, social distancing should be applied (1.5 to 2 meter)
- During rides to school, parents should hand their kids to one of the nursery staff at the nursery entrance and stay 1.5 to 2 meters away from the other parents. The same measures should be applied at the end of the pre-school day when parents attend to pick up kids

- In case of using school buses, the following precautionary measures should be taken into consideration:
- Reduce the number of kids to half (each kid should have a seat)
- Informing parents of hygiene procedures and rules that should be respected
- One-meter-long social distancing at least should be practiced among kids
- Reminding parents to wash their kids' hands before getting in the school bus
- One-meter-long social distancing at least should be practiced between the bus driver and kids
- Face masks should be worn by adults inside the school bus
- School bus should be disinfected and ventilated after each use (floor, seats, door handles)
- Dashboard and the wheel of the school bus should be disinfected regularly

7. Preparations to resume nursery activity

- Cleaning and disinfecting all places with approved disinfectants for this purpose before reopening nursery to receive children (disinfection by spraying (inside a room or booth) or smoke is prohibited, whether for places or people under any circumstances. For more information about cleaning and disinfecting surfaces in the surrounding environment, please refer to the disinfection section in this guide along with surfing MoPH's report themed (GUIDANCE FOR ENVIRONMENTAL CLEANING IN NON-HEALTHCARE FACILITIES IN RELATION TO COVID-19)
<https://www.moph.gov.qa/english/Documents/english/Guidance%20for%20environmental%20cleaning%20in%20non%20healthcare%20facilities%20EN.pdf>
 And WHO website: (Cleaning and disinfection of environmental surfaces in the context of COVID-19:
<https://apps.who.int/iris/handle/10665/332096>
- Providing protective supplies (face masks, gloves, eye or face protectors and protective clothing), plastic waste bags, litter containers with covers, cleaning materials that meet the approved standards for nurseries
- Employees above 60 years / pregnant women and or those with chronic diseases should discuss the issue of returning work with healthcare practitioner
- Holding meetings with the nursery workers to set a work program (distributing nannies and children to groups, program of activities, preventive measures to be applied)
- Kids, pre-registered and whose health files completed in the nursery are temporarily, stay at home
- Children, with chronic diseases: diabetes, epilepsy, asthma, chest diseases, congenital and acquired immunodeficiency, are not admitted to pre-school
- Prepare the nursery and all spaces for kids according to the preventive measures (All items fixed on walls and floors, signs of physical distancing...)
- Allocate a well-ventilated insulation hall
- Informing parents of bringing cold meals for their kids kept in approved lunch box
- Informing parents of bringing thermometers of the kid (bearing his/her name) and providing additional shoes to be worn inside the nursery's inner spaces.

8. Disinfection and cleaning Measures

- Intensifying daily cleaning of areas and places where children exist and using approved disinfection materials (disinfection of surfaces, tables, chairs, door handles and electrical power outlets, toys, sanitary units) Please refer to Appendix (1) at the bottom of the guideline, and the aforementioned with regard to the pre-planning to re-open the nursery
- Avoid mixing materials of cleaning and disinfection and use materials that comply with the standard specifications intended for nurseries provided that the composition of these materials and the method of their use are mentioned clearly on the box, and they should be kept out of children's reach
- Clean and disinfect all places and surfaces where coughs or sneezes might have sprayed
- Wash all utensils, used by kids or teachers, with soap and water, or with approved cleaning materials. Utensils of single use are preferred

- Ventilate spaces several times per day by opening the windows (when the weather is appropriate) before the children arrive and when they leave. Please see the section on indoor air quality in this guideline
- Providing covered waste disposal containers and plastic waste bags together with emptying garbage boxes before being full and at least once a day
- Providing protection means for cleaning workers in charge (hand gloves with long sleeves, face masks, single-use or washable masks with the need to wash hands continuously after taking gloves off in a proper way (Taking them off from the outside side and turning them without touching their exteriors
- Toilets should be cleaned and disinfected at least twice a day
- Tables and contact points should be cleaned at least twice a day. Utensils should be cleaned after each use
- Indoor and outdoor games, toys should be cleaned and disinfected at least twice daily after use, with approved materials. Instructions for use, dilution, and contact time for these materials should be followed carefully
- Bringing toys from houses are not allowed
- Toys that cannot be cleaned should be kept away according to instructions until the COVID-19 pandemic is over
- Private bedding should be washed at 80 ° C twice a week or as needed. If the bedding is not private, it should be washed daily at 80 ° C and with approved materials
- Tables should be wiped several times per day and after use. Children's sharing of tables should be avoided if possible and ensuring that only a few kids share the same tables
- Using alcohol-based wipes for disinfection and hand washing before and after use
- Contact points should be cleaned at least twice daily, including taps, toilets, table tops, door handles, refrigerator door handles, handrails, armrests, light switches, washer and dryer machines... etc.

9. Childcare

- It is important to calm crying infants and children / unhappy and / or anxious ones. They need to be carried. Childcare providers can enhance their protection by wearing a large extra clothes and long-sleeved shirt and tying hair up to the neck or by using hair cover
- Childcare providers should wash their hands and necks, wherever the child's secretions are felt
- Childcare providers should change baby's clothes stained with secretions. Contaminated clothes should be put in a plastic bag and handed over to the parent for washing
- Babies, toddlers and service providers should have several clothes within reach at the childcare center
- When changing a baby's diaper, childcare provider should wash his hands and wear their gloves, replace the nappies, clean and disinfect the nappy changing table and wash the child's hands and their hands again
- Diaper change table should be cleaned with soap and water and then disinfected after each diaper change
- Toys that cannot be cleaned or disinfected should not be used
- Toys, touched by kids' mouths or contaminated with any secretions should be washed well and wearing gloves is necessary
- Kids' toys should not be shared with other groups of babies or young kids. In case of sharing, they should be disinfected and washed well
- Toys, needed to be cleaned and disinfected, should be left aside. They should be put into a container with soapy water or in a separate container marked with "dirty toys". The soapy water should be out of the reach of children to prevent the drowning risk
- Covers (sheets, pillows, blankets and sleeping bags) that can be washed and cleaned / disinfected on a regular basis should be used
- Keeping each kid's sleeping sheet separate from each other. Covers can be kept separately in boxes with a label bearing the kid's name, or in cabinets with separate shelves or bags. Beds and mats for each child must be marked. Sheets and covers, touched by kid's skin should be cleaned twice a week or before being used by another child

- Dividing time among rooms regarding kids' service, food and resting time is recommended so that fewer kids are grouped together.
- Children should stay in the same room with the same groups and the same staff as much as possible. They should not play with children in other rooms. It is recommended that children be divided into groups (for example, five children play in one room and two to three children play in another room).
- An indoor playground can be divided so that children play with each other only in their regular smaller groups, for example, of five children.
- A child should have their own bed or can stay in their own crib, or stroller.
- Try as much as possible not to change the child's primary caretaker and if necessary, communicate with the family or guardian before making any changes.
- It is best to ask the parent (guardian) to bring a personal bed for the child.

10. What to do if a Covid-19 case is detected

In the event that clinical signs suggest that a staff member, nanny, or a child is infected of "Covid-19", the procedures for intervention should be easy as the pandemic management team already prepared the plan in advance according to the instructions of the Ministry of Public Health issued in that regard. The intervention procedures must also be visibly posted and known to all staff as follows:

- The suspected case must be isolated at the designated location, while observing the aforementioned precautionary measures;
- Direct supervisor should be notified;
- Call 16000;
- Call emergency in the event of having severe signs such as suffocation, chest pain, or unconsciousness;
- Those who have been in direct contact with the infected case must be notified so that they are isolated and observed for possible appearance of clinical signs;
- Preparing procedures that define how to disinfect the place where the infected case was located, by following the guidelines for cleaning and environmental disinfection in non-healthcare facilities, issued by the Ministry of Public Health;
- It is recommended to wait at least 6 hours before proceeding with the place disinfection process, to conduct appropriate ventilation before cleaning and then to be followed with a deep cleaning procedure.

10.1 Screening people and banning suspected infection cases:

- Informing parents and all those who contact the nursery, including providers, of the measures to curb the spread of the virus and notifying them of the importance of adherence
- Appointing a specialist to screen people and ban suspected infection cases at the nursery's entrance.
- Regulating the entry of children into the nursery one by one while respecting the rules of physical distancing.
- Restricting entry to nursery only on children and staff
- Informing parents of the necessity of accompanying the child by one parent (guardian) and ensuring that the same guardian accompanying the child is not changed.

Preparing a special screening area that is obligatory at the entrance of the nursery for the parent (guardian) and the child to implement the procedures for verifying the health of the child, his family and those around him, as well as for the staff working in the nursery, and keep the monitoring process on a daily basis.

- Any child with symptoms related to the disease (fever, cough, breathing difficulty and / or any other signs mentioned above) is forbidden to enter.
- Any child with parent(s) or contact displaying symptoms or in quarantine over (suspected or confirmed) Covid-19 is not allowed to enter.
- Any employee displaying symptoms or in quarantine over (suspected or confirmed) Covid-19 is not allowed to enter.

10.2 Children with Symptoms

When a child shows symptoms of Covid-19 (fever, cough, breathing difficulty and / or any other signs) shown above while being in nursery, they should:

- Place the child in the designated isolation room and inform parent (guardian) immediately to take the child home, while urging the guardian to call 16000.
- One caretaker accompanies the child until his or her parent (guardian) arrives.
- The caretaker must wear gloves and protective clothing along with the mask, while observing 2m physical distance.
- After the suspected child leaves, the caretaker must:
 1. Safely remove disposable mask and personal protective equipment in the designated isolation room.
 2. Dispose of all the used equipment in a special sealable plastic bag and then put them in the waste container.
 3. Wash hands with liquid soap well immediately afterwards.
- The isolation room must be cleaned and disinfected, all surfaces and objects touched, and reusable tools (for example, eye / face shield) must be disinfected.
- After clearing the designated isolation room, it is necessary to wash hands thoroughly and wear gloves to disinfect the child's places (nap, or shelves of his own items) and place the child's objects (cover, towel, doll, clothes ...) in a plastic bag to wash or return to parents (guardian).

10.3 Staff with symptoms

When a staff member shows symptoms of Covid-19 (fever, cough, breathing difficulty and / or any other signs) shown above while being in nursery, they should:

1. Leave the nursery immediately, return home, and call 16000
2. Cleanse and disinfect the room designated for staff member and items used.

10.4 Handling confirmed or suspected cases

- Children (and their guardians) belonging to the group of a suspected child or his immediate caretakers must self-quarantine until the results of the child's tests are released.
- Children (and their guardians) belonging to the group of a suspected caretaker must self-quarantine until the results of the caretaker's tests are released.
- In the event that the Ministry of Public Health has confirmed that a child or a nanny is infected with Covid-19, deep cleaning disinfection of the nursery must be carried out immediately. The Ministry of Public Health, in cooperation with the Family Development Department, handles the request to issue a temporary closure decision to and from the authority for a period of 14 days.

10.5 Personal Protection Equipment (PPE):

According to several studies, the pattern of infection transmission differs between children and adults, and it is not likely that it is transmitted from children to adults. The explanation for this evidence is that droplet transmission is the least likely way to spread infection among children. According to the evidence, transport by surface contamination is possible. This is based on evidence that indicates that person-to-person contact between children does not play an important role as in adults for the spread of the disease. In addition, children with Covid-19 have a lower viral load in the respiratory system. Accordingly, wearing personal protective equipment, such as eye and face protection, provides more protection, but it is not necessary according to the above. But the following regulations can be adopted for further protection:

- Everyone except children must wear a mask.
- Anyone in direct contact with children, such as nannies, whose job requires proximity to children within less than two meters and for more than 15 minutes without a physical barrier, can wear eye protection, face or protective clothing that can be disposed of safely

- Before leaving the nursery, staff must:
 1. Removing the mask properly (by holding the strings or rubber bands and making sure not to touch the side that touches the face), placing the disposable equipment in a special bag and closing it well before placing it in the designated container, and after that it is necessary to disinfect the reusable tools (eye and face guard in case of use).
 2. Remove clothes and put them in a plastic bag to be washed using standard cleaning and disinfection materials.
 3. Employees are given the choice to wear personal protective equipment when they need to make very close contact such as picking up and changing nappies and also if the child is not feeling well during the day and needs to go to the isolation room. Employees can wear PPE all day long if they wish.

11. Awareness and Education

- Hanging awareness signs and banners that include the adopted safety and prevention measures to curb the spread of the Covid-19 virus (washing hands, wearing masks, physical distancing, using alcoholic sanitizers ...) in prominent places inside the nursery (entrance, external doors, toilets).
- Update parents on precautionary measures adopted in the nursery
- Adopt easy awareness methods for children, bringing information to them, and familiarizing them with prevention behaviors.
- Use MoPH health messages and materials.

Appendices

Appendix 1: cleaning and disinfecting places contaminated with Covid-19

It is recommended to wait for several hours (at least 6 hours with good ventilation) before cleaning the worksite surfaces where the Covid-19 infected person used to work.

Equipment required for cleaning workers:

- Heavy duty gloves for cleaning
- FFP2 masks
- Goggles
- Disposable working suit
- Protective boots.

Cleaning and disinfecting floors and surfaces:

It is preferred to clean and disinfect using standard liquid detergents.

- Cleaning using standard detergents
- Rinse with water
- Let air dry it.
- Cleansing surfaces and floors with chlorine solution or any other disinfectant approved for this purpose according to the manufacturer's instructions regarding the time of contact and the required dilution. Please refer to the MoPH regulations
- Disinfect the mob handle
- Disinfection of used mops and rags and placing them in a plastic bag that is disposed of according to the waste system.
- Document such procedures
- Ensure that staff are properly and professionally trained.

Appendix (2): Parents Questionnaire

Parents must fill out this questionnaire before child admission to nursery

Risk assessment: preliminary examination questions

1.	Do you or your child experience	Circle one	
	• fever	Yes	No
	• severe cough	Yes	No
	• shortness of breath/asthma	Yes	No
	• sore throat	Yes	No
	• Runny nose / nasal congestion	Yes	No
	• Fatigue	Yes	No
	• Nausea / vomiting / diarrhea	Yes	No
	• Unexplained loss of appetite	Yes	No
	• Loss of taste or smell	Yes	No
	• Sore muscles/ joints	Yes	No
	• Headache	Yes	No
	• Conjunctivitis	Yes	No
2.	Have you, or anyone in your household, traveled abroad and returned in the past 14 days?	Yes	No
3.	Have you or any of your children been in close contact with someone with a cough or fever <u>where necessary precautions were not observed</u> ?	Yes	No
4.	Have you or anyone in your home been in <u>close and unprotected</u> contact in the past 14 days with someone suspected or confirmed case of Covid-19?	Yes	No

If you have answered "Yes" to any of the above questions, please do not enter at this time.

If you have answered "No" to all of the above questions, please enter and exit and practice hand hygiene (hand washing for 30 seconds and using hand sanitizer) before and after your visit.

We aim to reduce the risk of infection to our employees and children, thank you for your understanding and cooperation.

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