

EARLY CHILDHOOD ASSOCIATION AND ASSOCIATION FOR PRIMARY EDUCATION AND RESEARCH



**POST-COVID GUIDELINES
FOR REOPENING OF
PRESCHOOLS AND
DAYCARES**

INDEX

Sr. No.	Topic	Page No.
1.	Author's note	2
2.	About Covid-19	3
3.	Covid measures at the center.	5
	A. Reopening schedule	6
	B. School transport	8
	C. Quarantine procedure	8
	D. Temperature checks	9
	E. Safety and Hygiene	10
	F. Other measures.	11
	G. Cleaning the center	13
4.	Guidelines for training staff and teachers	16
5.	Guidelines to prepare parents	22
	A. Expectation setting	23
	B. Forms and documentation	25
	C. Myths and misconceptions	26
	D. Children's behaviour	27
6.	Guidelines to prepare children for safety and health	28
7.	Posters and signage.	34
8.	References	53

Dear all,

We are all waiting for the reopening of our schools, preschools and daycares. It has been a tough battle with Covid-19 and it will be a long battle as we adjust to Corona in our lives till a vaccine is found. Parents too are waiting to go back to work and thus are anxiously waiting for the reopening of educational and care institutions. We urge all of you to understand your responsibility and not to open your centres in haste or without the local government permission to restart centres for children under age of 10 years.

Many centres are facing multiple difficulties, how to take online admissions, how to conduct e learning, how to urge parents to pay fees and how to continue paying salaries and rent with limited income. Please understand, this too shall pass, and till it does, we need to help parents understand the importance of early years care and education. If you cut corners, risk safety of children or be tempted to take chances in reducing hygiene and other investments required.

We urge you all to also ensure that you buy local materials like masks, sanitizers, thermometers etc. and support the country's economy. Cheap is not best, so think twice before selection of materials. Also don't overinvest in items that are not required, just to impress parents; this is not the time to win over parents with a great but false show of machines and machinery that is unnecessary and ineffective.

In many states it will be monsoon when early childhood centres do open, it will mean additional care and thought to be given to safety, hygiene and health.

Download the **Aarogya Setu app** as it will be required for a lot of things and urge your centre parents and staff to download it too.



Friends, we once again urge you to keep these seven words in mind while planning your reopening-

This manual will help you understand how to keep your centre ready for reopening, as and when the government permits, for under 10 year olds. The manual is divided into four sections, with children last as we have to 'put the covid (oxygen) mask on us first before looking after them'!

1. Covid measures at the center.
2. Covid measures for staff.
3. Covid measures for parents.
4. Covid measures for children.

a. Planning

b. Rules

c. Training

d. Investment

e. Distancing

f. Disinfecting

g. Collaboration

Contextualization and continuous adaptation are necessary in order to respond to local conditions and meet each child's learning, health and safety needs. Early Childhood Center reopening must be safe and consistent with each state's/city's overall COVID-19 health response, with all reasonable measures taken to protect children, staff, teachers and their families.

We have also drafted a letter to urge parents to support early childhood care and education centres by paying fees, please find it on the last page of this manual, it is available in English and Hindi.

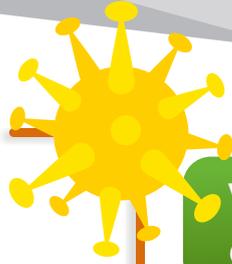
We wish you all the best of health and safety in reopening your centres and feel free to reach out to us on ecapresidentindia@gmail.com and do join our network as members by enrolling on www.eca-india.org

Be safe and keep children safe.

- National Committee Early Childhood Association and APER- www.eca-india.org

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.



What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.



Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:



staying home when sick;



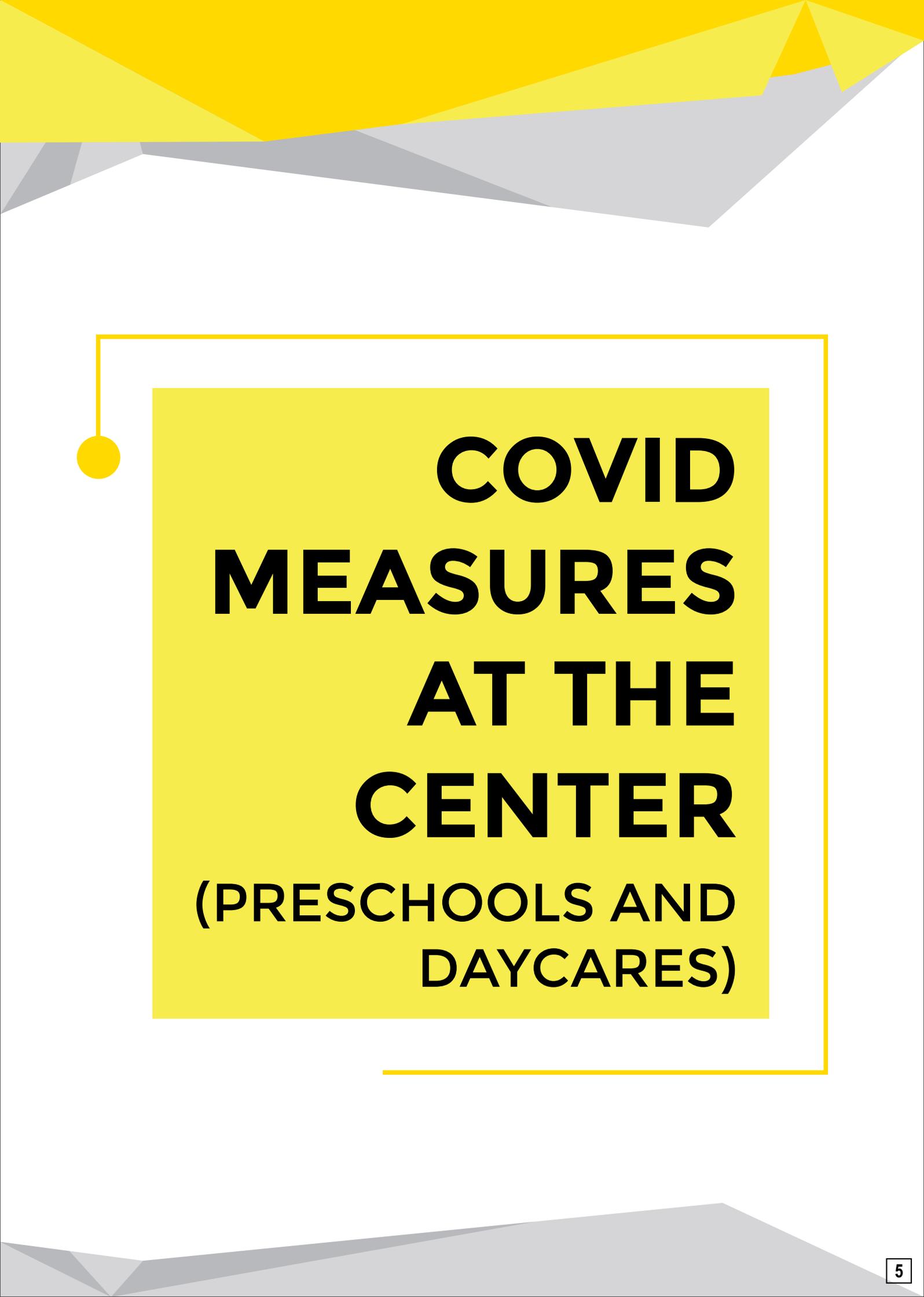
covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;



washing hands often with soap and water; and



cleaning frequently touched surfaces and objects.



**COVID
MEASURES
AT THE
CENTER
(PRESCHOOLS AND
DAYCARES)**

STAGGERING THE OPENING OF THE SCHOOLS AND DAYCARES

- 1 Plan how you will maintain social distancing in the classrooms and daycare. Plan the seating arrangements.
- 2 Ensure that time between two shifts is enough to clean the whole premise, before next shift arrives.
- 3 Make a decision about school transport, if you are going to start, then follow the points for bus safety given in this docket.
- 4 Plan how you will start the attendance of children. Use any of these formats that work best for you-
 - a. **Staggered start date of school for different classes-** start older kids first, give them a week to settle and then the younger kids. Start oldest level first, give them a week to settle, before starting the next level and so on.
 - b. **Alternate day approach-** if your class numbers are too many you may have to divide the children into more classes and thus may have space only for half the children to attend in a day, which means divide the school into 2 groups and each group attend on alternate days to accommodate all in the school with social distancing.
 - c. **Alter the shift approach-** which means if you have only one shift then divide the children now into two shifts, so that social distancing is maintained.
 - d. **Ensure that new admissions start** attending last, so that things are settled in the school by then.
- 5 Seating arrangement in the classroom: Children can be made to sit on alternate chairs.
- 6 Work on changes in Diwali, Christmas and Summer holidays if required and make required changes in academic calendar and curriculum. Its not important for teachers to focus on completing the curriculum! Inform parents about these decisions.
- 7 Safety Coordinator: Each school to have a Safety Coordinator (from the existing staff) to assure the implementation of safety procedures and guidelines.
- 8 Assessment of children can be done only by observations and it is ok if preschools do not assess children on behavioural and learning activities as keeping children safe and healthy is more important.

STAGGERING THE OPENING OF THE SCHOOLS AND DAYCARES

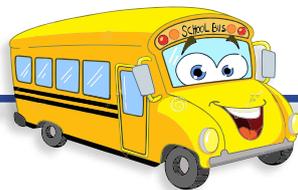
- 9 Cancel all group events and open house, conduct it virtually with each parent, parents will be happy too!
- 10 High risk groups: If you have children with underlying health conditions and for children with disabilities talk to their parents about their risk and how their children can continue to receive the support they need.
- 11 All staff must download ArogyaSetu app in their phones.
- 12 Develop clear and easy-to-understand protocols on physical distancing measures, including prohibiting activities that require large gatherings, staggering the start and close of the school day, staggering feeding times, moving classes to temporary spaces or outdoors, and having school in shifts to reduce class size.
- 13 Let staff start coming a week prior to ensure that everything is clean and all points listed below are in place.
- 14 Train staff on all the points given in the docket. Train both teaching and non-teaching staff.
- 15 Revise personnel and attendance policies to accommodate health-related absences and support remote and blended teaching. Work on how will you handle a class if more staff are absent
- 16 Ensure continuous and timely payment of teachers' salaries, to mitigate against teacher attrition and promote wellbeing.
- 17 Develop a decision model for reclosing and reopening schools as needed due to resurgence of community transmission. **PREPARE PARENTS FOR THIS**



SCHOOL TRANSPORT

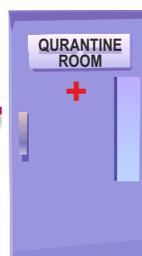
Work on Re-planning the school transport system

- 1 The van driver and support staff to disinfect and sanitize the vehicle twice a day.
- 2 Ensure that all children and staff of the bus are wearing masks at all times and plan a well spaced seating arrangement.
- 3 The pick-up and drop can be re-worked so that there are not too many children traveling together.
- 4 The bus attendant to be given a thermometer and to check temperature of the child before picking up the child.
- 5 Bus attendant and driver to be taught hygiene, handwashing and social distancing rules.
- 6 Ensure that there is a hand sanitiser available at all times in the bus.
- 7 Make children use it as and when necessary.



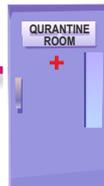
QUARANTINE PROCEDURE

- 1 Child/ staff quarantine at school: policy for keeping a child quarantined at school till the parent picks up.
- 2 Identify quarantine locations within school. Have a quarantine policy and inform to parents.
- 3 Schools should also ensure there is space to temporarily separate sick students and staff without creating stigma. Share procedures with staff, parents and students, including advising all sick students and staff to remain home.



QUARANTINE PROCEDURE

- 4 Establish procedures to ensure children and staff that come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- 5 Keep sick children and staff separate from well children and staff until they can be sent home.
- 6 Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- 7 Sick child policy: the parents need to abide by the terms illustrated in the policy. Communicate to parents the importance of keeping children home when they are sick.



THERMOMETERS AND TEMPERATURE CHECKS

- 1 Invest in good quality, long range digital thermometers. Have enough so that if one gets spoiled you have back ups. While using the thermometer, wear disposable gloves, especially if too many people are going to use the same thermometer. Keep batteries in stock for the thermometers.
- 2 If you are unable to get long range thermometers then please wipe the surface of the thermometer, with a disinfectant wipe that is safe for the skin, before placing on next person's forehead.
- 3 Temperature checks, masks, social distancing and regular hand washing or sanitizing a must for all staff.
- 4 Children or staff who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility.
- 5 Identify a place where the temperature of children and staff entering the premise will be taken, ensure safe distance is maintained.



THERMOMETERS AND TEMPERATURE CHECKS

- 6 There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.



WEARING OF MASKS, HYGIENE AND HANDWASHING

- 1 Wearing face mask to be mandatory, for everyone- teachers, staff, parents and children, even homemade ones can be used. Ensure that they are washed properly before each use.
- 2 Keep enough face masks in stock in case staff or children have forgotten to wear one.
- 3 Do not reuse readymade masks under any condition.
- 4 Identify Hospitals/clinics in the nearby areas, which are available for covid-19 treatment and this should be displayed at the center and available to all staff at all the times.
- 5 Develop detailed protocols on hygiene measures, including handwashing, respiratory etiquette, use of protective equipment, cleaning procedures for facilities and safe food preparation practices.
- 6 Hand sanitizer: provision for hand sanitizer (atleast 60% alcohol) preferably with touch free mechanism to be made at all entry and exit points and common areas in sufficient quantities. This should be administered for all visitors walking into the centre.
- 7 Prioritize costs of supplies and services to thoroughly clean and disinfect schools and for contingency plans and stocks.
- 8 Train staff on these protocols, both teaching, non teaching and support staff.



WEARING OF MASKS, HYGIENE AND HANDWASHING

- 9 Communicate the same to parents via e-circulars
- 10 Emphasize behavior change to increase both the intensity and frequency of cleaning and disinfection activities and improve waste management practices.
- 11 Encourage the use of hand sanitizer, and where recommended by national authorities, emphasize the importance of proper use of cloth masks. Information on hygiene should be widely available and accessible, including in minority languages or braille, and in child-friendly language.
- 12 Make placards at relevant location in the center to display about rules and procedures
- 13 Post signs encouraging good hand and respiratory hygiene practices: place posters to reinforce the importance of practicing frequent hygiene protocols and wearing masks.



OTHER MEASURES TO IMPLEMENT

- 1 Prepare and Share clear, concise and accurate information about COVID-19, normalize messages about fear and anxiety and promote self-care strategies not only for students and their families but also teachers and other school staff.
- 2 Centers to have staggered lunch break for staff and ensure they sit at least 6 feet apart.
- 3 Seating at least 6 feet away from others, during curriculum meetings and in-house training sessions.
- 4 Outside food deliveries to be stopped.

OTHER MEASURES TO IMPLEMENT

- 5 Designate an area, outside the center, for keeping courier packages etc. received. Keep them there for 12 hours before bringing them inside, also sanitise them before opening.
- 6 Except the staff, no body to be allowed in the premises of the center.
- 7 Get your annual maintenance of all airconditioners and appliances done before reopening the center.
- 8 In case any maintenance has to be done in the premises, do it only after all children have left and follow mask, social distancing and hygiene and cleaning practices with the personnel.
- 9 Pick up - drop procedures: all parents to drop and pick up children from outside the center. Ensure they maintain social distancing and are wearing a mask. If you have a sign in and sign out procedure for safety, then ensure it is stopped and the teachers signs each child in and out.
- 10 Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
- 11 As a group dining room is typically followed, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils, also maintain social distancing.
- 12 Stop issuing books from the library.
- 13 Stop sending homework books, sheets and circulars home.
- 14 Sleeping mattresses to be placed 6 feet away during nap time. Consider placing children head to toe in order to further reduce the potential for viral spread.
- 15 Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

CLEANING THE CENTER

Cleaning

cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting

refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- ▶ Staff taking care of hygiene practices for young infants and toddlers should wear disposable hand gloves and dispose them after handling each child.
- ▶ Generally, schools should routinely clean high-touch surfaces (e.g., doorknobs, light switches, countertops.)
- ▶ Appropriately trained custodial staff should be the personnel using the cleaning and disinfecting products.
- ▶ Use all cleaning products according to the directions on the label.
- ▶ Target the use of disinfectants for surfaces that are touched frequently by hands.
- ▶ The routine application of disinfectants to surfaces that are not high-touch (e.g., floors, bookcases, tops of filing cabinets) is unnecessary.
- ▶ Use sanitizer wipes or cloths moistened with disinfectant to wipe electronic items (e.g., phones, computers, remote controls) that are touched often.
- ▶ Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by staff before each use.
- ▶ Employees are encouraged to wash hands with soap and water after cleaning surfaces. If soap and water are unavailable use a hand sanitizer with at least 60% alcohol.

CLEANING THE CENTER

Disinfecting

- ▶ Schools should clean bathroom surfaces on a regular basis. Air sanitizer products have not been shown to disinfect airborne virus or reduce disease transmission and are not recommended.
- ▶ Additionally, air sanitizers may negatively impact persons with chronic respiratory conditions such as asthma.
- ▶ Good cleaning with soap or detergent in water will remove most microorganisms, as well as soil and organic matter that would otherwise reduce the effectiveness of subsequent disinfection.
- ▶ If registered disinfectants are not available, a chlorine bleach solution may be used - add about one tablespoon of bleach to a quart (4 cups) of water (smaller batches can be made from 1.5 teaspoons of bleach in a pint (2 cups) of water). Dispose of the used bleach solution when it becomes dirty or at least daily. Mix a fresh solution when repeating the cleaning process. Only mix bleach solutions in small batches. Never combine bleach solutions with other cleaning products.
- ▶ Many surface disinfectants require the treated surface to remain wet for several minutes to be effective. Take note of any hazard advisories and indications for using personal protective items (such as household gloves).
- ▶ Soft surfaces such as carpeted floor, rugs, and drapes and soft toys to be removed from the classes. Store them in store room.
- ▶ Dry clean or use washing machines to wash all clothing in daycares like sheets, cushions, cushion covers, towels and napkins.
Also clean them everyday.
- ▶ The kitchen area must be well maintained at all times. All utensils, cookware, gadgets like refrigerator, microwave to be wiped clean.
- ▶ For disinfection, most common epa-registered, fragrance-free household disinfectants should be effective.
- ▶ All cleaning materials should be kept secure and out of reach of children.
- ▶ Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes. Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff

CLEANING THE CENTER

Disinfecting

- ▶ Waste segregation : after periodic cleaning and disinfecting of the premise it is advised to dispose of their garbage in three categories – biomedical waste (tissues, masks, gloves, sanitizer bottles), recyclables (metal cans, all size pet/hdpe plastic bottles and other heavy plastic objects, cardboards) and compostable (food and other organic waste)
- ▶ Hand Hygiene: Students and staff should practice good hand hygiene to help reduce the spread of COVID-19. Hand hygiene includes traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds) or the use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. If alcohol-based hand sanitizers are not allowed in the school, hand sanitizers that do not contain alcohol may also be useful for killing germs on hands.

CLEAN AND SANITIZE TOYS

- 1 Toys that cannot be cleaned and sanitized should not be used.
- 2 Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- 3 Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- 4 Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent the risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.



**GUIDELINES FOR
TRAINING STAFF
AND TEACHERS
TO BE READY
FOR A SMOOTH
REOPENING**



PREPARING TEACHERS AND OTHER STAFF FOR POST COVID REOPENING

Let staff including teachers and support staff, start attending first for a week, get used to sanitisation, hygiene and other protocols, training on what activities to avoid, how to quarantine, how to handle social distancing, mental health etc-

Ensure that Training for support staff is done thoroughly especially about - strict hygiene, handwashing, social distancing and mask rules

1. Conduct a risk assessment for teachers and other staff (considering age, chronic conditions and other risk factors), then implement a staggered approach for returning to school.
2. Appraise teachers about the structure of functioning, class room arrangement, social distancing, circulars and policies pertaining to Covid guidelines for safety and procedures sent to parents.
3. Train teachers on every aspect of the manual.
4. Inform them to download ArogyaSety app and that it will be checked each morning before they enter and their temperature will be taken.
5. Ask them to share any health related issue pertaining to them or their family members with you.
6. Inform them about social distancing, hygiene and handwashing procedures and rules.
7. Equip teachers to deal with both learning recovery and students' mental health and psychosocial (MHPSS) needs.
8. Teachers should be trained to identify age- related behavioral and cognitive changes and provide age-appropriate learning support.
9. Inform teachers not to focus on academics only. Also ensure that the curriculum plans do not include any workbook or worksheets for the first few months. There should be no exchange of books, papers etc between teacher-child-parent.
10. No water play, sand play or any activity like playdoh in which children end up touching the same items as others.
11. All toys to be wiped with the child friendly disinfectant every day.
12. Where toys are concerned, make a plan of a toy box for each child and ensure that children are not involved in activities like –its time to pick up your toys, they should not be touching toys that others played with. This is against social development, but its an exception during covid times that we sadly have to follow.

PREPARING TEACHERS AND OTHER STAFF FOR POST COVID REOPENING

13. Ensure that teachers/co teachers/ helpers wear a mask at all times. Make them Understand that because they have a mask on their faces, children are unable to see their expressions, so ensure that you speak in voice modulation and use your eyes to convey a lot of emotions.
14. The same is with children, their faces are covered with masks which may end up masking their emotions and feelings! Teachers must be trained in understanding body language, eye movements and emotions in the voices of children, so that they are able to respond.
15. Train teachers not to remove masks for speaking as children imitate them. So masks on at all times.
16. Train teachers in LISTEN-COMFORT-REASSURE-
 - A. **Listen:** Give children opportunities to talk about what they are feeling. Encourage them to share concerns and ask questions
 - B. **Comfort:** Use simple tools to comfort and calm children, for e.g. telling stories, singing with them and playing games. Praise them frequently for their strengths, such as showing courage, compassion and helpfulness.
 - C. **Reassure:** children that you are prepared to keep them safe. Provide them with correct information through valid sources
17. Train teachers to help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.
18. Demonstrate why it is important to wash hands for 20 seconds with soap and water. Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water
19. With a puppet show, make them aware of why it is important to keep social distancing and not touch hands or faces of others, including masks. For example, a child/teacher comes to school with a cold. He/she sneezes and covers it with his/her hand. He/she shakes hands with another person or touches them on their face. What did the teacher/child do that was risky? What should he/she have done instead?



HYGIENE AND HANDWASHING DETAILS FOR TEACHERS

1. Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.
 - a) Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - b) Always wash hands with soap and water if your hands are visibly dirty.
 - c) Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
 - d) Cover cough and sneezes.

2. Washing, Feeding, or Holding a child- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
 - a) Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
 - b) Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
 - c) Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
 - d) Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child carecenter or home-based child care.
 - e) Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

HYGIENE AND HANDWASHING DETAILS FOR TEACHERS

1. All children, staff, and volunteers should engage in hand hygiene at the following times:
 - a) Arrival to the facility and after breaks
 - b) Before and after preparing food or drinks
 - c) Before and after eating or handling food, or feeding children
 - d) Before and after administering medication or medical ointment
 - e) Before and after diapering
 - f) After using the toilet or helping a child use the bathroom
 - g) After coming in contact with bodily fluid
 - h) After playing outdoors or in sand
 - i) After handling garbage
2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
3. Supervise children when they use hand sanitizer to prevent ingestion.
4. Assist children with hand washing, including infants who cannot wash hands alone.
5. After assisting children with hand washing, staff should also wash their hands

FOR TEACHERS TO RELAX

Teachers and staff will be tense and stressed trying to follow rules, keep children engaged and parents reassured! So help them relax with these exercises at the start and end of each day. Remember that stressed staff will only add to your troubles. These can even be used with children.

Progressive muscle relaxation is a method that helps relieve that tension. In progressive muscle relaxation, you tense a group of muscles as you breathe in, and you relax them as you breathe out. The technique involves alternating tension and relaxation in all of the body's major muscle groups. You work on your muscle groups in a certain order. When your body is physically relaxed, you feel less anxious.

Find a quiet place free from distractions. Lie on the floor or recline in a chair, loosen any tight clothing, and remove glasses or contacts. Rest your hands in your lap or on the arms of the chair. Take a few slow even breaths. Now, focus your attention on the following areas, being careful to leave the rest of your body relaxed.

1. Forehead. Squeeze the muscles in your forehead, holding for 15 seconds. Feel the muscles becoming tighter and tenser. Then, slowly release the tension in your forehead while counting for 30 seconds. Notice the difference in how your muscles feel and the sensation of relaxation. Continue to release the tension until your forehead feels completely relaxed. Continue breathing slowly and evenly.

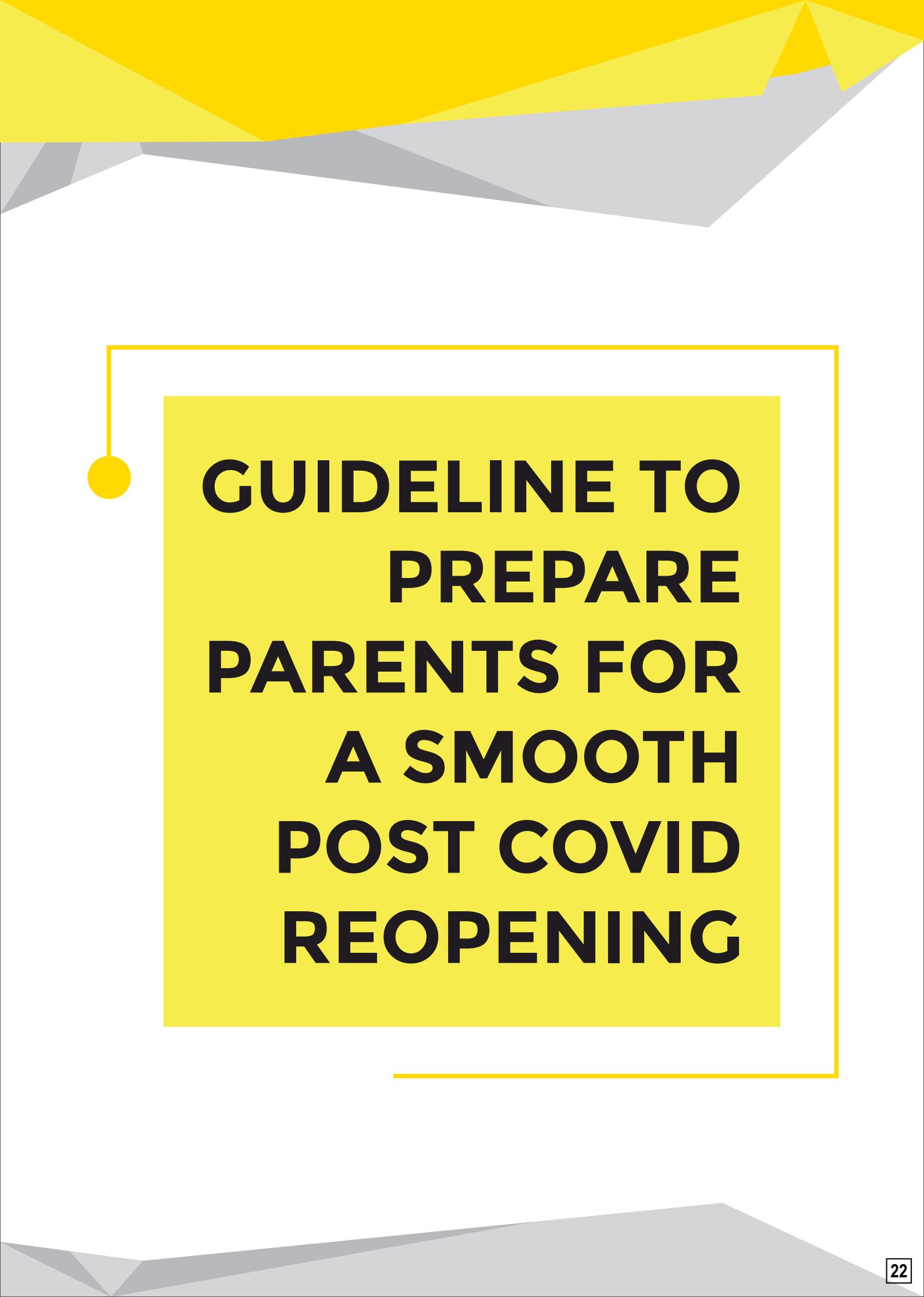


2. Neck and shoulders. Increase tension in your neck and shoulders by raising your shoulders up toward your ears and hold for 15 seconds. Slowly release the tension as you count for 30 seconds. Notice the tension melting away.



3. Arms and hands. Slowly draw both hands into fists. Pull your fists into your chest and hold for 15 seconds, squeezing as tight as you can. Then slowly release while you count for 30 seconds. Notice the feeling of relaxation.

4. Legs and feet. Slowly increase the tension in your calves and feet over 15 seconds. Squeeze the muscles as hard as you can. Then gently release the tension over 30 seconds. Notice the tension melting away and the feeling of relaxation that is left. Enjoy the feeling of relaxation sweeping through your body. Continue to breathe slowly and evenly.



**GUIDELINE TO
PREPARE
PARENTS FOR
A SMOOTH
POST COVID
REOPENING**

THINGS TO BE COMMUNICATED TO PARENTS AND EXPECTATIONS FROM PARENTS

Schools and daycares should strengthen communication and coordination mechanisms that promote local dialogue and engagement with parents on covid guidelines that the Early Childhood Center plans to follow. Send the following points to parents in form of an e-circular/pdf before school reopens.

1. Make a powerpoint or poster about the following (or use the one given in the manual) and share with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
2. Ask parents to show it to their children and teach them important pointers about , Hygiene, Handwashing, Social distancing, and wearing a mask in school.
3. Ask parents to talk positively about the school experience and not scare them with too many do's and don't.
4. Advice parents that if they are apprehensive then they can send their child later rather than earlier, as it is important that the child sees confidence of the parent in the school and its preparedness.
5. Ensure that parents talk to the children about their teacher, her name etc.
6. Urge parents not to stress too much on academic skills as it is a difficult period for children and a very different world and behavior that they are adjusting to.
7. Ask parents to help children understand not to share food or water from anyone or to anyone due to health reasons.
8. Urge parents to monitor their child's health and keep them home from school if they are ill.

ENSURE THAT PARENTS HAVE COMMUNICATED AND TAUGHT THEIR KIDS THE FOLLOWING

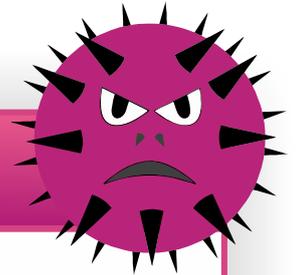
1. Make a powerpoint or poster about the following (or use the one given in the manual) and share with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
2. Ask parents to show it to their children and teach them important pointers about , Hygiene, Handwashing, Social distancing, and wearting a mask in school.
3. Ask parents to talk positively about the school experience and not scare them with too many do's and don't.
4. Advice parents that if they are apprehensive then they can send their child later rather than earlier, as it is important that the child sees confidence of the parent in the school and its preparedness.
5. Ensure that parents talk to the children about their teacher, her name etc.
6. Urge parents not to stress too much on academic skills as it is a difficult period for children and a very different world and behavior that they are adjusting to.
7. Teach and model good hygiene practices for children at home.



SOME FORMS AND UNDERTAKINGS FOR PARENTS TO SEND YOU AS, 'ACCEPTED AND UNDERSTOOD', TO THE CENTER, PRIOR TO REOPENING

1. Self-declaration form: the centers to duly get the travel history details from the parent when the school re-opens.
2. The sick and quarantine policy- Inform parents that if we find child having fever, shortness of breath or continuous cough we will quarantine them in an appropriate manner and will call parent to come and pick up the child.
3. The transport policy.
4. The temperature taking policy - Inform parents about temperature taking at the entrance- children who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility.
5. Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness, if they find such signs, they should not bring the child to school.
6. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
7. Details about how the classes will be conducted, social distancing, what activities will continue, what will not, about the changes in curriculum, assessment and that all communication to the teacher-school and from the teacher-school to be online only, no paper work etc
8. Letter of consent from parents - Written consent from parents that they would keep the school indemnified from any claims whatsoever, as the School is operating using best practices of Social Distancing and following MHA guidelines.

MYTHS & MISCONCEPTIONS ON COVID-19



Parents and caregivers need to be mindful about myths and rumors that are circulating. Make sure they themselves understand the harms of spreading fake information in their own adult circles and around children.

The following information is **NOT TRUE**:

1. The virus attacks only old people and children and spares young people
2. The virus is transmitted through pets and people should abandon their pets.
3. The use of mouthwash, antibiotics, cigarettes, and liquor with high alcohol can kill COVID-19.
4. Going for a steam bath, outside in the sun, can prevent you from getting infected with corona virus.
5. All food items are contaminated and will spread the corona virus.
6. There is no need to worry as Indians have higher immunity and are exposed to many diseases than people in the western countries.
7. Corona virus does not survive in warm/hot weather.

Always use credible sources of information verified by **Ministry of Health and Family Welfare, Government of India**.

HELPING PARENTS UNDERSTAND BEHAVIOUR ISSUES OR CHANGES IN CHILDREN'S BEHAVIOUR

1. Children with disabilities Children with disabilities may have stronger reactions to ongoing pandemic. They might have more intense distress, worry or anger because they have less control over day-to-day well-being than other people. The same is true for children with other physical, emotional, or intellectual limitations. They may need extra words of reassurance, more explanations about the event, and more comfort and other positive reinforcements of messages. Talk to them, ensure their needs are taken care of and they are able to participate in all activities
2. Speak calmly and firmly to your child if she/he misbehaves, or undertakes any risky behavior.
3. Younger children who are throwing a tantrum more than usual, being defiant or acting out may actually be feeling anxious. Pick a calm, undistracted time and gently ask how they're feeling and make sure to respond to outbursts in a calm, consistent, and comforting way.
4. Try to understand the situation and the reason behind a certain negative behavior.
5. Maintain a regular routine and give children specific responsibilities.
6. Set positive reinforcements for children for following safe and hygienic practices and not giving into fear or anxiety
7. Remember children don't need to know every little detail. Unless children ask specifically, there's no reason to volunteer information that might worry them.
8. Keep a sense of perspective, engage in solution-focused thinking and balance this with mindful acceptance.
9. Very young children may be oblivious to the facts of the situation, but they may still feel unsettled by the changes in routine, or pick up on the fact that people around them are worried and upset.
10. Check in with younger children periodically and give them the chance to process any worries they may be having



**GUIDELINE TO
PREPARE
CHILDREN TO
BE SAFE AND
HEALTHY WHILE
ATTENDING
SCHOOL/
DAYCARE**



Care for children before reopening schools & daycares

1. Make a powerpoint or poster about the following (or use the one given in the manual) and share with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
2. Ask parents to show it to their children and teach them important pointers about , Hygiene, Handwashing, Social distancing, and wearting a mask in school.
3. Ask parents to talk positively about the school experience and not scare them with too many do's and don't.
4. Advice parents that if they are apprehensive then they can send their child later rather than earlier, as it is important that the child sees confidence of the parent in the school and its preparedness.
5. Ensure that parents talk to the children about their teacher, her name etc.
6. Urge parents not to stress too much on academic skills as it is a difficult period for children and a very different world and behavior that they are adjusting to.

Once children start attending school/daycare

1. The person who takes their temperature at the entrance should greet them and explain what they are doing- "I am taking your temperature to understand your body temperature."
2. If a child's temperature is high, don't exclaim, scream or make child feel stigmatized. Gently tell the parent, "The thermometer is showing body temperature high, so please let your child rest at home."
3. If you find a child having continuous cough or sneezing, or looking flushed, please take their temperature and if temperature is above 100 then its time to quarantine the child and call the parents.
4. The adult taking care of these quarantined children must try to maintain social distancing and should wear mask and gloves. Try to buy a full facetransperant cover mask for these staff and ensure they wear full sleeves.
5. Remove all soft/cloth carpets and soft toys from the classrooms.
6. Though paper is quite safe, do avoid library books as they will be handled by multiple people.

In the classroom

1. On the first day talk to children through a powerpoint or poster or puppets about the following (or use the one given in the manual) which you have shared with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
 - e. not sharing food or water with anyone.
 - f. Informing you if they feel sick and its ok to feel sick, not to worry.
2. Encourage your children to ask questions and express their feelings with you. Remember that each child may have different reactions to stress; be patient and understanding.
3. Prevent stigma by using facts and reminding children to be considerate of one another
4. Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently
5. Sing a song while washing hands to practice the recommended 20 second duration, the happy birthday song, works best.
6. Children can “practice” washing their hands with hand sanitizer
7. Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviors)
8. Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.) Have children sit further apart from one another, have them practice stretching their arms out or 'flap their wings', they should keep enough space to not touch their friends.
9. Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
10. Emphasize that children can do a lot to keep themselves and others safe.
11. Start each day by going through the above points with children.
12. Early Childhood Association has come out with two story books on Covid safety- **The New Lion and the Mouse**- where the mouse teaches the lion about corona safety. And Goldilocks and the covid-smart bears. You can download them from here. <https://youtu.be/b3vGCKRcBQc>



DO THE FIVE' AND HELP STOP CORONAVIRUS FROM SPREADING BY FOLLOWING THESE 5 BASIC STEPS:

NOTE: IT IS IMPORTANT TO TELL CHILDREN THAT THESE 5 BASIC STEPS MUST BE FOLLOWED BY ALL.

DEMONSTRATE BY FOLLOWING YOURSELF.

1. HANDS:

Wash them often (regularly for 20 seconds, with soap and water or alcohol-based hand rub.)



2. ELBOW:

Cough into it



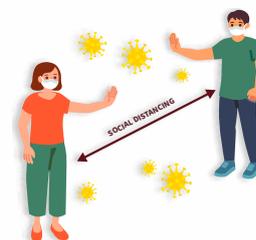
3. FACE:

Don't touch it (with unclean hands)



4. SPACE:

Keep safe distance (1 meter or 3 feet) with people who are unwell and show signs of flu



5. HOME:

Stay at Home if you are feeling unwell. Inform your parents.

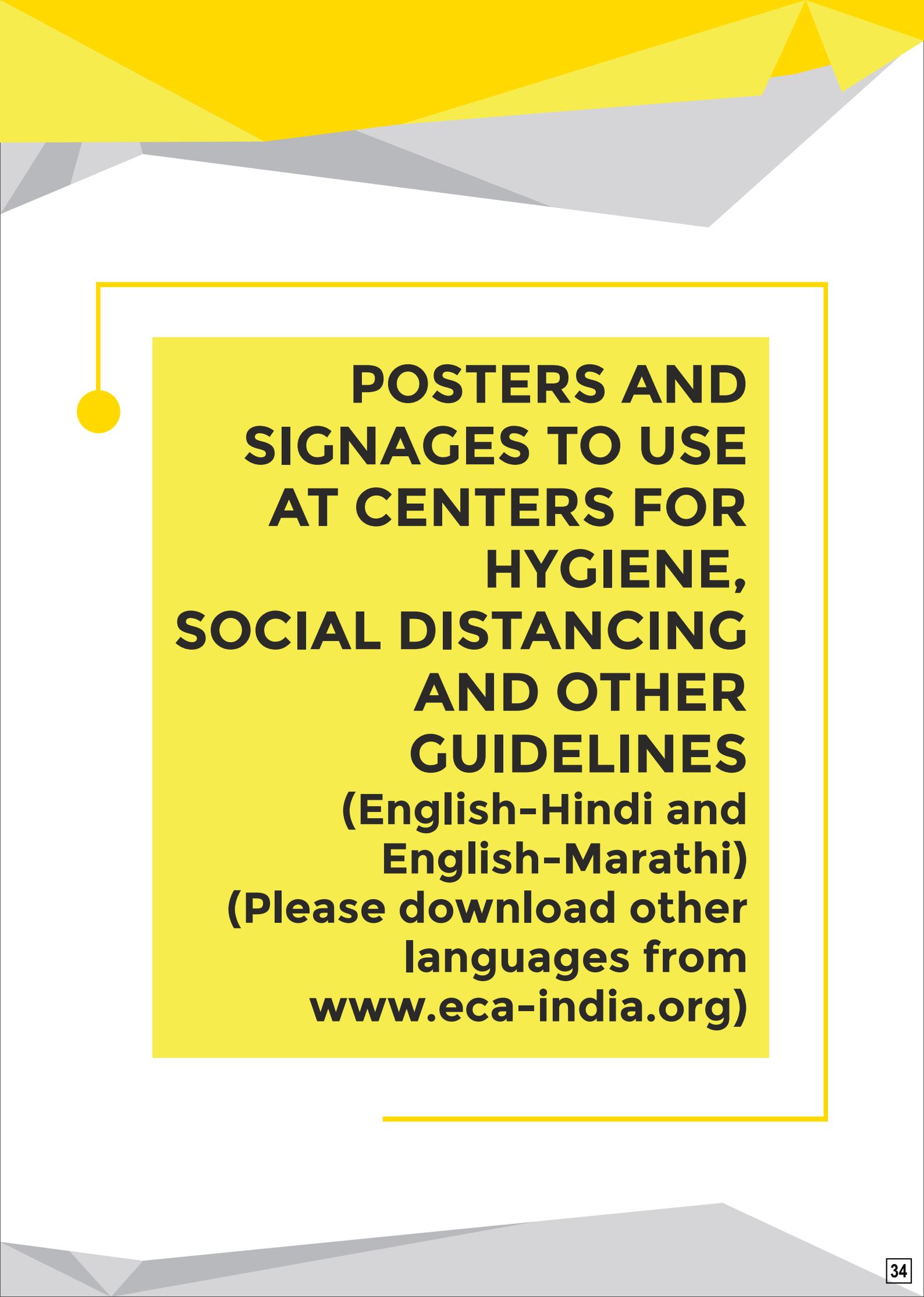


Additional Action Points

Sr.No.	Description
1.	Strongly recommend Admin team members conducting the sanitisation prior to school re-opening with a pilot run with teachers coming in as well. Thorough training of staff to understand distance, spacing etc and do's and dont's. Perhaps capture this as a video and share with PTA mums q's well so that it instills confidence of things being in place
2.	Complete parent orientation at least a week prior they need to understand and be informed of the facilities and processes and this must be done in person for them to understand how this rotation works and also giving them a sense of confidence. School owners therefore need to share how they are following protocols and what these protocols are - everything demonstrated in rotation as a physical exercise
3.	Pre assessment of children (via zoom) some need more time to settle at the start of the new academic year - these children must be accompanied by one adult who is responsible at all times and must not join the rotation groups. Call these children separately and also for shorter duration. These kids need a one on one.
4.	Teachers must continue to use blended learning ... use of technology, so if this is not a part of the school, owners must consider investment in this. Do not discontinue at any cost, given that we may have another lockdown during the second wave. Let the children also get used to technology and using it correctly
5.	As far as possible, schools can think of investment in one on one resources to be used by children that can be disposed - our curriculum is focused on being hands-on but it is shared - schools can consider working with equipment that only allows one on one contact
6.	All charts in school must be covered with permissible 'type' plastic sheets so that they can be wiped down daily as infections last on these surfaces longer
7.	Daily orientation at the start of the school day for children regarding do's and dont's
8.	Doctor and Nurse on call. Also identify hospitals and clinics that are in the neighbourhood and identify who to connect with in case there is a case
9.	Half an hour sanitisation process daily for teachers and children as a part of the routine. Children will carry a bottle each from home labelled

Additional Action Points

Sr.No.	Description
10.	Each class must have a tissue box and sealed dustbins to dispose, and garbage must be cleared thrice during a school day - especially soiled tissues used by the children
11.	Core curriculum standards need to be re-analysed by individual schools and they must communicate what they will be teaching to students basis of their location (red zones etc), availability of teachers etc
12.	Emphasise the role of the class mothers assigned by grade - 2 if possible so timely information reaches parents when required about the school developments
13.	Don't hide any facts from parents. Trust is what will be needed the most for success post covid.
14.	Containment zones should not have schools opening and schools can continue with virtual learning
15.	Events and celebrations must take a more virtual route especially dress-ups etc.
16.	Consider discontinuing snacks and food served from center, it can be brought by every child from home
17.	The cleaning process needs to be before the start of the school, after and now during the classes in session especially mopping before the next rotation batch comes in
18.	Schools must create a protocol of sharing information about school closure in case it is an extremely wet day one hour prior to the start of the school. Parents must be educated and therefore schools must have the technology option of students logging in case of a wet day or with a mild cold or cough and not being in school
19.	Schools must learn to communicate using pictures, voice notes and update parents on a weekly basis to build confidence in their own system and process
20.	Avoid children carrying books and papers to and fro the school. School bags must be light and carry a snack box, bottle, tissues only. Therefore blended learning will



**POSTERS AND
SIGNAGES TO USE
AT CENTERS FOR
HYGIENE,
SOCIAL DISTANCING
AND OTHER
GUIDELINES
(English-Hindi and
English-Marathi)
(Please download other
languages from
www.eca-india.org)**

PHYSICAL DISTANCING
शारीरिक दुरी बनाये



STAND HERE
यहाँ खड़े रहे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Maintain Hand Hygiene
हाथों को स्वच्छ रखें



Wash your hand upto 20 seconds
अपने हाथों को 20 सेकंड तक घोंटें

**Early
Childhood
Association**

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Use Hand Sanitizer

हैंड सेनिटाइज़र का
उपयोग करें



Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Avoid touching your eyes, nose and face



आँख नाक और मुँह को हात न लगाये

Do not spit in public



यहाँ वहाँ न थूके

Sneeze and cough in your elbow or napkin



छीकते या खाँसते समय रुमाल का उपयोग करे

Do not hug or shake hands



ना हाथ मिलाये ना गले मिले

Early Childhood Association

APER
ASSOCIATION FOR PRIMARY EDUCATION & RESEARCH

Avoid touching your eyes, nose and face



आँख नाक और मुँह को हात न लगाये

Do not spit in public



यहाँ वहाँ न थूके

Sneeze and cough in your elbow or napkin



छीकते या खाँसते समय रुमाल का उपयोग करे

Do not hug or shake hands



ना हाथ मिलाये ना गले मिले

Early Childhood Association

APER
ASSOCIATION FOR PRIMARY EDUCATION & RESEARCH

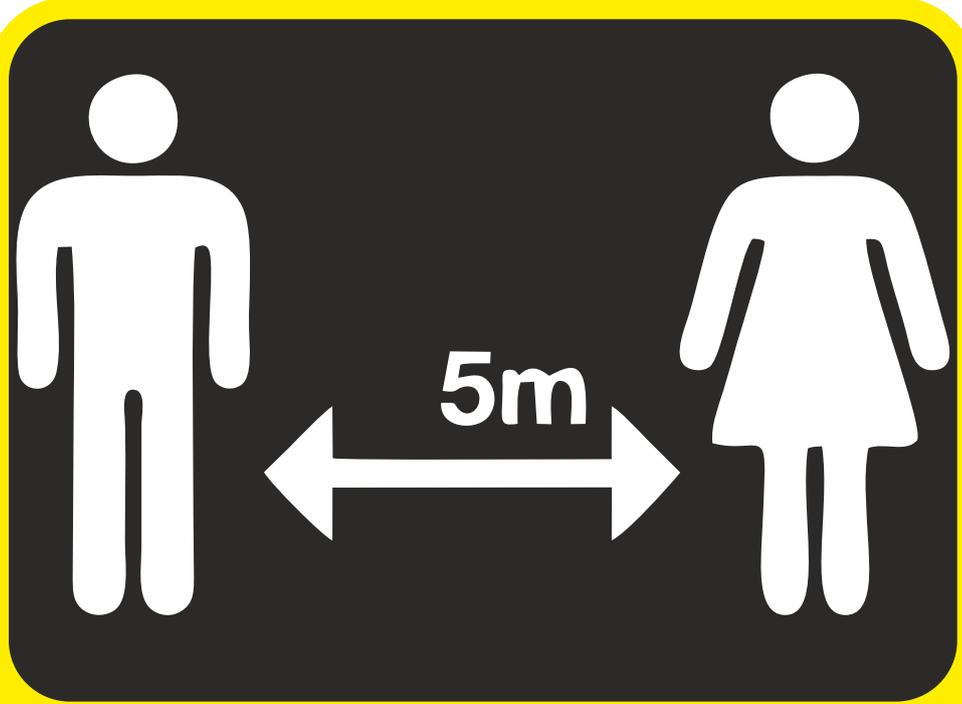
**Face mask
must be worn**



**मुंह पर मास्क अवश्य
लगाकर रखे**

**Early
Childhood
Association**

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH



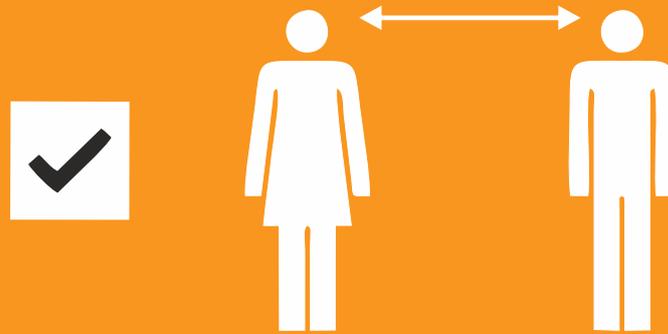
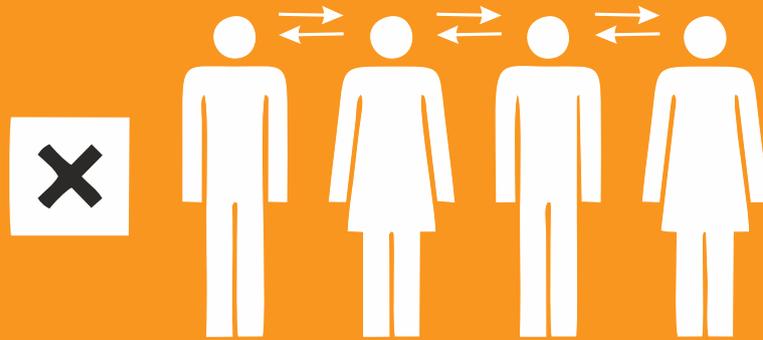
**PLEASE KEEP
DISTANCE**

कृपया दूरी बनाए रखे

**Early
Childhood
Association**

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

SOCIAL DISTANCING



Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH



**No
handshakes**



**No
hugs**



Just Smiles



Namaste



COVID - 19 PREVENT THE SPREAD



WASH YOUR HANDS OFTEN

With soap & water for at least 20seconds or use an alcohol based hand sanitiser.



CLEAN & DISINFECT

frequently touched objects & surfaces.



STAY HOME

If you are sick.



WEAR A FACE MASK

If you are sick



AVOID TOUCHING

Your eyes, nose, & mouth
With unwashed hands.

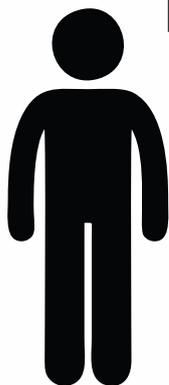


COVER MOUTH & NOSE

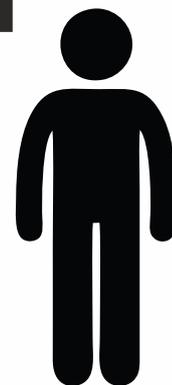
With a tissue or your sleeve
(not your hands)
when coughing or sneezing.



Please maintain distance



6 Ft



PHYSICAL DISTANCING
शारीरिक अंतर पाळावे



STAND HERE
येते उभे राहणे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Maintain Hand Hygiene

हाथ स्वच्छ ठेवावे



Wash your hand upto 20 seconds

आपले हाथ 20 सेकंद धुवावे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Use Hand Sanitizer

हैंड सांड्टिज़ेरचा
वापर करावा



Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Avoid touching your eyes, nose and face



डोळे नाक अणि तोड़
याना हाथ लाऊ नए

Do not spit in public



येते तेथे थुंकु नए

Sneeze and cough in your elbow or napkin



खोकताना किंवा शिंकताना
रुमालाचा वापर करावा

Do not hug or shake hands



ना हाथ लावणे
ना मीठी मारणे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Avoid touching your eyes, nose and face



डोळे नाक अणि तोड़
याना हाथ लाऊ नए

Do not spit in public



येते तेथे थुंकु नए

Sneeze and cough in your elbow or napkin



खोकताना किंवा शिंकताना
रुमालाचा वापर करावा

Do not hug or shake hands



ना हाथ लावणे
ना मीठी मारणे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

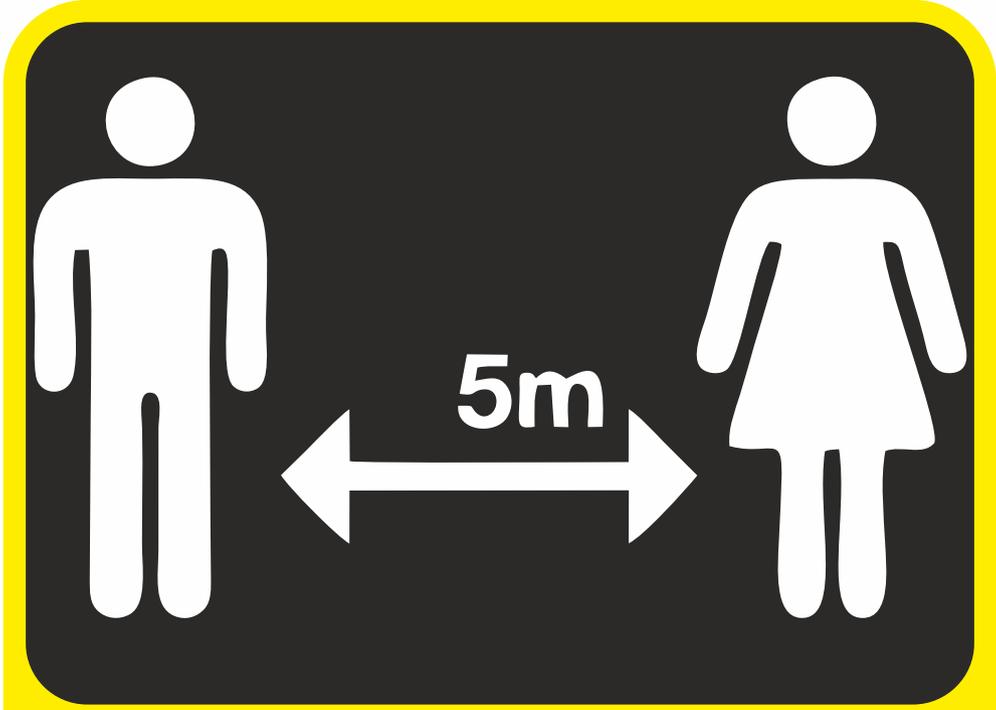
**Face mask
must be worn**



**तोंडाला मास्क
लावणे आवश्यक आहे**

**Early
Childhood
Association**

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH



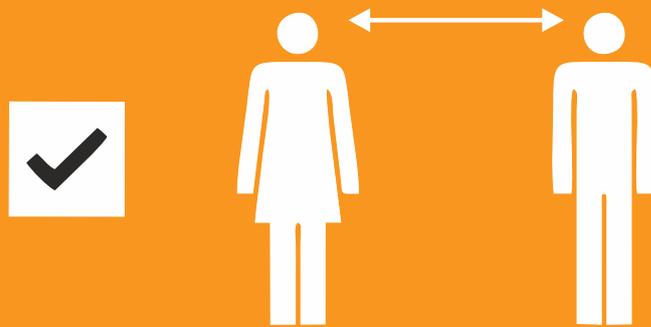
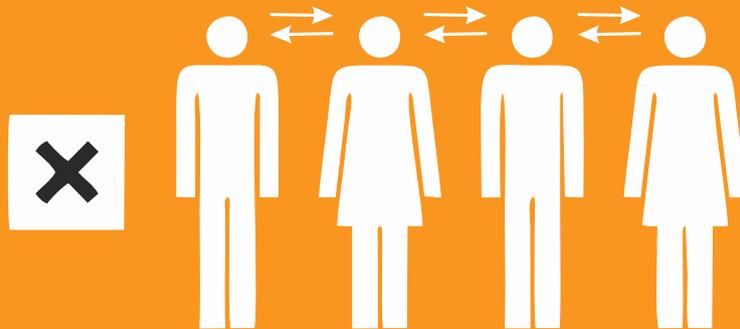
**PLEASE KEEP
DISTANCE**

कृपया अंतर ठेवावे

**Early
Childhood
Association**

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

SOCIAL DISTANCING



Early
Childhood
Association

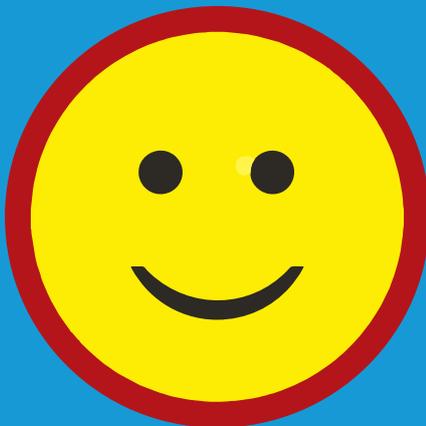
APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH



**No
handshakes**



**No
hugs**



Just Smiles



Namaste



COVID - 19 PREVENT THE SPREAD



WASH YOUR HANDS OFTEN

With soap & water for at least 20 seconds or use an alcohol based hand sanitiser.



CLEAN & DISINFECT

frequently touched objects & surfaces.



STAY HOME

If you are sick.



WEAR A FACE MASK

If you are sick



AVOID TOUCHING

Your eyes, nose, & mouth
With unwashed hands.

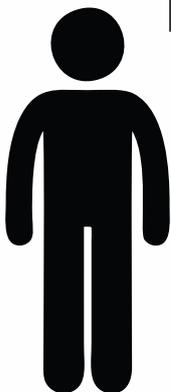


COVER MOUTH & NOSE

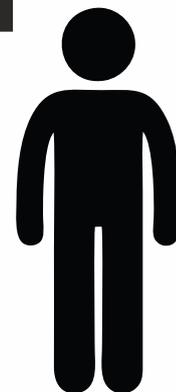
With a tissue or your sleeve
(not your hands)
when coughing or sneezing.



Please maintain distance



6 Ft



REFERENCES

- a. UNICEF- Key messages and actions for covid-19 prevention and control in schools- March 2020
- b. UNESCO- UNICEF-WORLD BANK- Framework for reopening schools- April 2020
- c. UNICEF- CHILDLINE- Psychosocial support for children during covid- 19- a manual for parents and caregivers.
- d. MHA order with revised guidelines

Conceptualised, Edited and Created by-
Dr. Swati Popat Vats
President ECA & APER

Suggestions Contributors-

- Dr. Reeta Sonavat - Executive Director ECA & APER
- Dr.Kamini Rege - Treasurer ECA & APER
- Ms. Fatima Agarkar - Vice President ECA and Mumbai Territory Head APER
- Ms. Kusum Kanwar - Secretary APER
- Ms. Vidya Moorthy - Territory Head PCMC APER
- Ms. Azalea - Territory Head PCMC ECA