

# Government's Standard Operating Procedures and Directions for ECD Programmes:

## A summary and checklist

This is a summary of the Standard Operating Procedures and Directions relating to the re-opening of ECD programmes, which have been issued by the Department of Social Development. We have turned these documents into a simple checklist for you to work through. Everything you need to do is in this checklist. The full Standard Operating Procedures contain other ideas and guidelines. If you would like to read them, you can access them and the Directions data-free at [smartstart.org.za](http://smartstart.org.za)

**The Standard Operating Procedures contain two types of measures:**

- Measures you must implement **before re-opening**. A lot of these are the same as the things in the Self-Assessment Form checklist. Don't worry, just tick them again here to confirm that you have done them.
- Measures you must implement **every day**. These are the things you will need to remember to do on a regular basis. It will be difficult to remember everything, so keep this checklist easily to hand so that you can refer to it regularly.

**Remember, your SmartStart Coach is here to help. If there is anything you don't understand or need support with, just give them a call.**

### 1. General measures

This section is about the main steps you need to take to get your programme ready.

What do you need to do before re-opening?	I have done this ✓
Complete the Self-Assessment Form and submit it (ask your Coach for help if needed)	<input type="checkbox"/>
Complete the SmartStart re-opening training	<input type="checkbox"/>
Sign and display the Declaration of Compliance (available on the SmartStart website)	<input type="checkbox"/>
Sign and display the Coronavirus Workplace Plan (available on the SmartStart website)	<input type="checkbox"/>
If you have assistants or other staff members, meet with them and brief them on the new measures and procedures (see Section 2 below)	<input type="checkbox"/>
Make sure you have enough cleaning materials, soap, and cloth face masks (2 per staff member, and 6 spare ones for children)	<input type="checkbox"/>
Thoroughly clean your programme, equipment and toys	<input type="checkbox"/>
Make sure you have a supply of clean water for drinking, hand-washing and cleaning	<input type="checkbox"/>

## 2. Staff orientation and support

This section is about helping your assistants and other staff members to understand the new measures and procedures that they will need to implement each day. You will need to arrange a special session to brief them before you re-open your programme – the checklist below sets out what should be included in that session.

If you do not have any assistants or staff, you just need to make sure you have completed the SmartStart re-opening training.

What do you need to cover at the staff briefing/training?	I have done this ✓
Use the SmartStart information posters to tell staff about: <ul style="list-style-type: none"> <li>• Measures to stop the spread of infection</li> <li>• Hand-washing</li> <li>• Watching for symptoms – and responding appropriately</li> <li>• Teaching children about important behaviours to help stop the spread</li> </ul>	
Discuss and agree daily cleaning procedures for learning spaces, equipment and toilet facilities	
Use the SmartStart Guidance notes to tell staff about: <ul style="list-style-type: none"> <li>• Daily screening</li> <li>• Using face masks</li> <li>• Physical distancing</li> <li>• Talking to children about Coronavirus</li> <li>• Adjustments to the SmartStart routine</li> </ul>	
Discuss and agree procedures for drop-off and pick-up	
Discuss and agree how children will be organised into small groups	
If you have more than one class, discuss and agree a schedule for outdoor play time	
Tell staff where the SmartStart Guidance notes will be kept for them to refer to	

## 3. Preparation of learning spaces (inside and out)

This section is about the things you should do to get the learning space ready before you re-open your programme.

What do you need to do before re-opening?	I have done this ✓
All spaces, toys, books and learning materials, furniture, equipment, outside play equipment, cooking utensils, and toilet facilities are thoroughly cleaned the day before re-opening	
Soft toys have been stored away	
The sandpit has been emptied or covered	
There are daily cleaning procedures in place	
There is ventilation in the learning space (open windows/doors to let air in and out)	
The learning space is arranged to support physical distancing (for example, markings on the floor to show play areas and spots to sit)	

#### 4. Communication to parents before re-opening

This section is about giving parents information that they need before you re-open your programme.

What do you need to do before re-opening?	I have done this ✓
Complete the standard letter for parents (available on the SmartStart website) and give a copy to all parents and caregivers	
Collect from all parents the signed slips at the end of the standard letter	
Make sure that you have a contact telephone number and alternative contact number for the parent or caregiver of every child	

#### 5. Establishment of own procedures

This section is about the procedures that you must have in place and display on the wall.

What do you need to do before re-opening?	I have done this ✓
Display these formal notices: <ul style="list-style-type: none"> <li>• Declaration of Compliance</li> <li>• Coronavirus Workplace Plan</li> </ul>	
Display these information posters: <ul style="list-style-type: none"> <li>• How to stop the spread of Coronavirus</li> <li>• How to watch out for Coronavirus symptoms</li> <li>• How to wash hands</li> <li>• Children's information poster showing the four important behaviours</li> </ul>	

#### 6. Arrivals and departures

This section is about the procedures that must be in place for staff and children when they arrive at and leave your programme.

What do you need to do before re-opening?	I have done this ✓
Tell assistants and staff that they must wash their hands when they arrive	
There is a space for the hand-washing station at the entrance to the programme	
There is a separate space for each staff member and child to store their personal things	
If there are a lot of children at your programme, schedule different drop-off and pick-up times and inform parents	
Sticks, string, stones or marks in the ground show places in the queue outside (at least 1.5 metres or two big strides between each place in the queue)	
There is a place where children can wait under supervision while other children are screened	

What do you need to do every day?	I will do this ✓
Make sure children and staff wash their hands when they arrive and before they leave	
Display the 'Please queue here' information poster	
Make sure parents and caregivers wear face masks for drop-off and pick-up	

## 7. Screening for Coronavirus

This section is about the procedures that must be in place for the daily screening of staff and children. Make sure that you keep to hand SmartStart's Guidance note 'How to do daily screening' as this sets out the procedures that you should follow every day.

What do you need to do before re-opening?	I have done this ✓
Tell all staff and assistants the screening questions that they must ask themselves before coming to work each day	
Explain the screening process to all staff and assistants	
Identify a place at the entrance of your programme to do daily screening	
Prepare the register you will use to keep a record of daily screening	

  

What do you need to do every day?	I will do this ✓
Set up the screening station with the register, 'Screening Station' poster and a thermometer (if you have one)	
Screen every child and staff member at the start of every session	

## 8. Physical distancing

This section is about how you can support everyone to try to keep at least 1 metre away from each other.

Remember, physical distancing will be very difficult for young children and it should be done in a kind and supportive way, never strictly or harshly. Read SmartStart's Guidance note 'How to support physical distancing' for more information and ideas. The Guidance note 'How to adapt your programme' also has useful ideas for games and activities that support physical distancing.

What do you need to do before re-opening?	I have done this ✓
Brief all staff and assistants that physical distancing should be supported in a kind and positive way and is never a reason to leave children with nothing to do	
If there are a lot of children at the programme, arrange children into small groups that they can stay in for each session, to reduce mixing	
For nap times, label mattresses and blankets so that each child uses the same one every session	

  

What do you need to do every day?	I will do this ✓
Remind children at the start of every day about physical distancing and staying in their 'bubble' (use SmartStart's children's information poster)	
At meal and snack times, make sure seats are at least 1 metre apart	
For nap times, make sure mattresses are at least 1 metre apart	

### 9. Face masks and rubber gloves

This section is about how to use face masks and rubber gloves to protect yourself, staff members and children. Children aged over 2 years old should be *encouraged* but *not forced* to wear a cloth face mask. If a child becomes unwell with Coronavirus symptoms while at your programme, they should always wear a mask while they wait for their parent to collect them. Read SmartStart's Guidance note 'How to use face masks' for more information.

No staff member or child should be required to wear plastic gloves. However, it is recommended that you use rubber gloves for cleaning and then wash them afterwards.

#### What do you need to do before re-opening?

I have done this ✓

Make sure that you have at least 2 cloth face masks for each staff member

Make sure that you have at least 6 spare cloth face masks for children

#### What do you need to do every day?

I will do this ✓

Make sure that staff members wear a cloth face mask every day

Make sure that cloth face masks are used in line with the instructions in the SmartStart Guidance note 'How to use a face mask'

Change and wash cloth face masks at the end of every session

If a child arrives without a face mask, provide them with one for the session

### 10. Personal hygiene practices

This section is about hand-washing, toilet procedures and other hygiene measures. As far as possible, children should wash their hands with soap and clean, running water instead of using hand sanitiser. If used, hand sanitisers must always have at least 70% alcohol content.

#### What do you need to do before re-opening?

I have done this ✓

Put in place procedures for regular hand-washing throughout the day

Make sure you have a supply of tissues or toilet paper for wiping children's nose

Make sure the nappy changing area is well away from the food preparation area

#### What do you need to do every day?

I will do this ✓

Make sure hand-washing is done regularly throughout the day by staff and children and always before and after a) using the toilet and b) eating snacks or meals

Do not use hand towels - hands can be air-dried

Clean taps and water dispensers regularly with disinfectant

Always supervise children when they use hand sanitiser

Space potties at least 1.5 metres apart and/or ask children to use the toilet one at a time

Remind children regularly about hygiene measures (not touching face, coughing into sleeve) and hand-washing (use the children's information poster)

### 11. General hygiene and infection control

This section is about keeping your programme clean and free of germs. Note that paper and books are not considered high risk for infection and do not need regular cleaning.

What do you need to do every day?	I will do this ✓
Ensure there is ventilation in the learning space (open windows/doors to let air in and out)	
Clean the facility and all toys and equipment at the end of every session	
Do not allow toys and other personal items to be brought from home	
Do not ask children to help with cleaning	
Do not send any items (e.g. toys, books, art-work) home with children	
Clean cell phones and electronic devices before and after use	

### 12. Protective environment

This section is about reducing the amount of contact between children and other people.

What do I need to do every day?	I will do this ✓
Do not allow parents and other visitors to enter the programme	
If parents or other visitors (for example, urgent maintenance staff) must enter the programme, screen them and ask them to wear a face mask	
If the programme is run in a private home, use a dedicated space and do not allow other people to walk through or use the space for the duration of the programme	

### 13. Adaptation of the curriculum and programme content

This section is about changes that you will need to make to the SmartStart routine to reduce infection risk.

What do you need to do before re-opening?	I have done this ✓
Work out how to include hygiene practices such as hand-washing in the daily routine	
Read and think about SmartStart's Guidance note 'How to adapt your programme'	
If there are children with disabilities at your programme, ensure they can be included	
For children who cannot return to your programme, share ideas and resources with their parents on how to support learning and play at home	

What do you need to do every day?	I will do this ✓
Make time at the start of the session to remind children about hygiene practices	
Choose activities that support physical distancing but still allow children to move	
Do not allow water play or group sensory play	
Do not go on excursions or outings	
If there are a lot of children, rotate outdoor play-times between groups	

## 14. Food preparation and serving

This section is about preparing and serving meals, snacks and drinks in a safe and hygienic way.

What do you need to do every day?	I will do this ✓
Ensure that anyone preparing food washes their hands before and after preparation	
Keep work services, equipment and utensils clean	
Wash fruit and vegetables thoroughly	
Thoroughly wipe down grocery packaging as soon as it is brought indoors	
Do not let children share food, drinks or utensils	
Clean lunch-boxes brought from home thoroughly on arrival and after use	

## 15. Health of children

This section is about watching for symptoms of Coronavirus – and responding appropriately. Check the SmartStart poster ‘How to watch for symptoms’ for more information.

What do you need to do before re-opening?	I have done this ✓
Ask the parent or caregiver of a child with any of the following health conditions to keep their child at home, or to provide a doctor's letter: <ul style="list-style-type: none"> <li>• Chronic severe respiratory tract diseases (e.g. Cystic Fibrosis or lung disease)</li> <li>• Heart disease</li> <li>• Severe immunodeficiency (e.g. HIV/AIDS, cancer)</li> <li>• Severe disorder of the nervous system or brain</li> </ul>	

What do you need to do every day?	I will do this ✓
Watch children for symptoms of Coronavirus	
If a child shows symptoms of Coronavirus: <ul style="list-style-type: none"> <li>• Separate them from other children and make sure they wear a face mask</li> <li>• Call their parent or caregiver and ask them to collect the child straight away</li> <li>• Disinfect any areas and items used by the child</li> <li>• At the end of the day, tell other parents that a child displayed symptoms</li> </ul>	
If a sick-bay is used, always supervise children and disinfect the sick-bay thoroughly after use	

## 16. Record-keeping

This section is about the records that you need to keep.

What do you need to do every day?	I will do this ✓
Keep the following records: <ul style="list-style-type: none"> <li>• Registers of the attendance of staff and children</li> <li>• Daily screening register</li> <li>• Records of staff briefings/training</li> <li>• Records of cases of Coronavirus (use the Incident/Accident register in your purple file)</li> <li>• Visitors log (use the Visitors Register in your purple file)</li> </ul>	