

#mysafespace
SAFETY@KLAY



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WE ARE GETTING OUR CENTRES READY TO WELCOME OUR LITTLE ONES

AND WHEN IT COMES TO THEIR SAFETY,
WE PROMISE TO LEAVE NO STONE UNTURNED.



Dear Parents,

The safety and health of our children **is and shall always be of paramount importance to us**. While we are only a few steps away from reopening our centres, we would like to inform you of the precautionary measures, processes in response to an emergency, and the implementation plans. We are consulting with international schools that have already reopened, following guidelines issued by global public health institutes like CDC, and maintaining standards over and above what is accepted in the industry. This is to ensure a safe, happy, and healthy environment for the little ones and our staff.

OUR APPROACH TO HEALTH & SAFETY

We follow a comprehensive three-pronged approach to H&S during the pandemic, covering



CENTRE AND STAFF HYGIENE



CHILD SAFETY

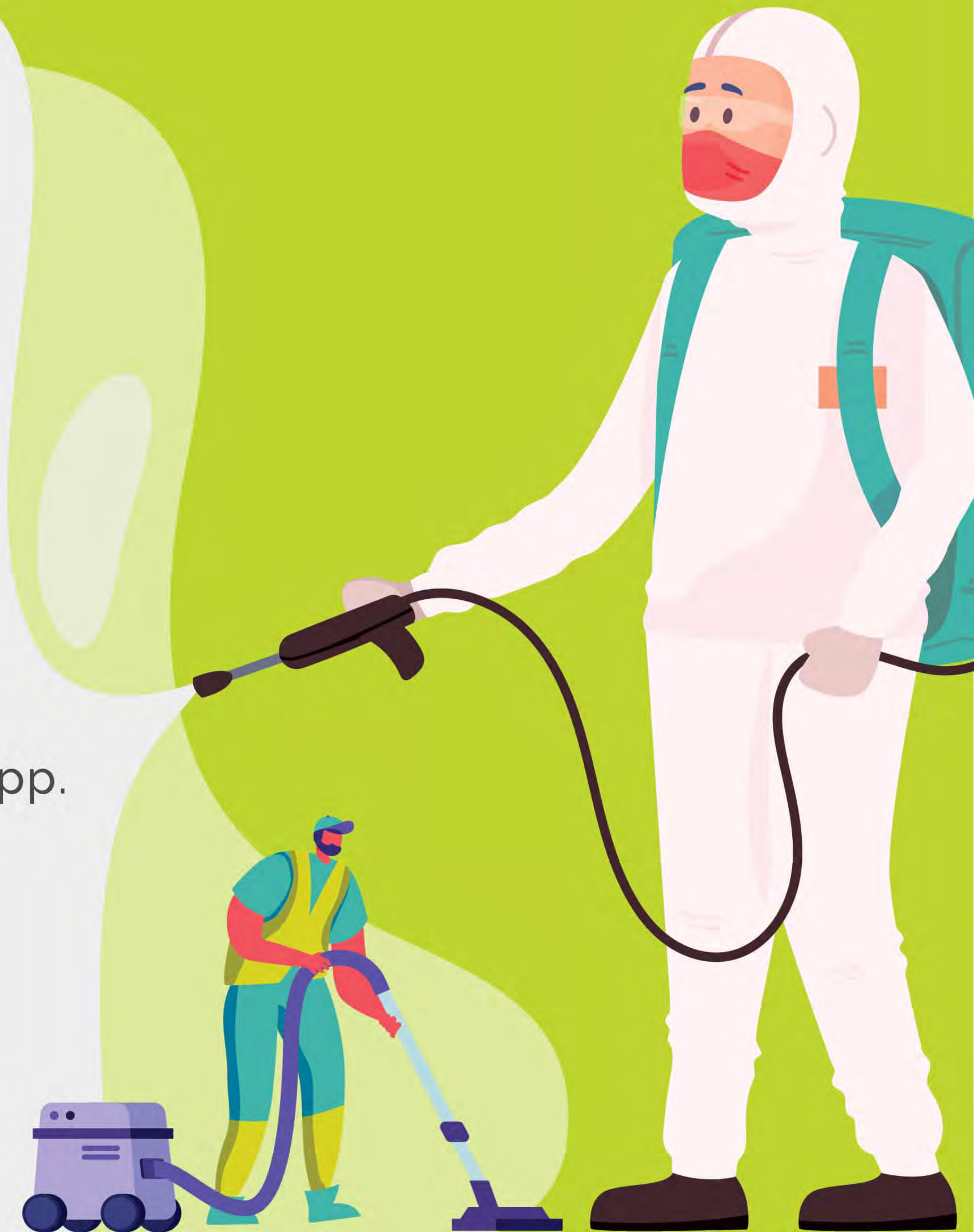
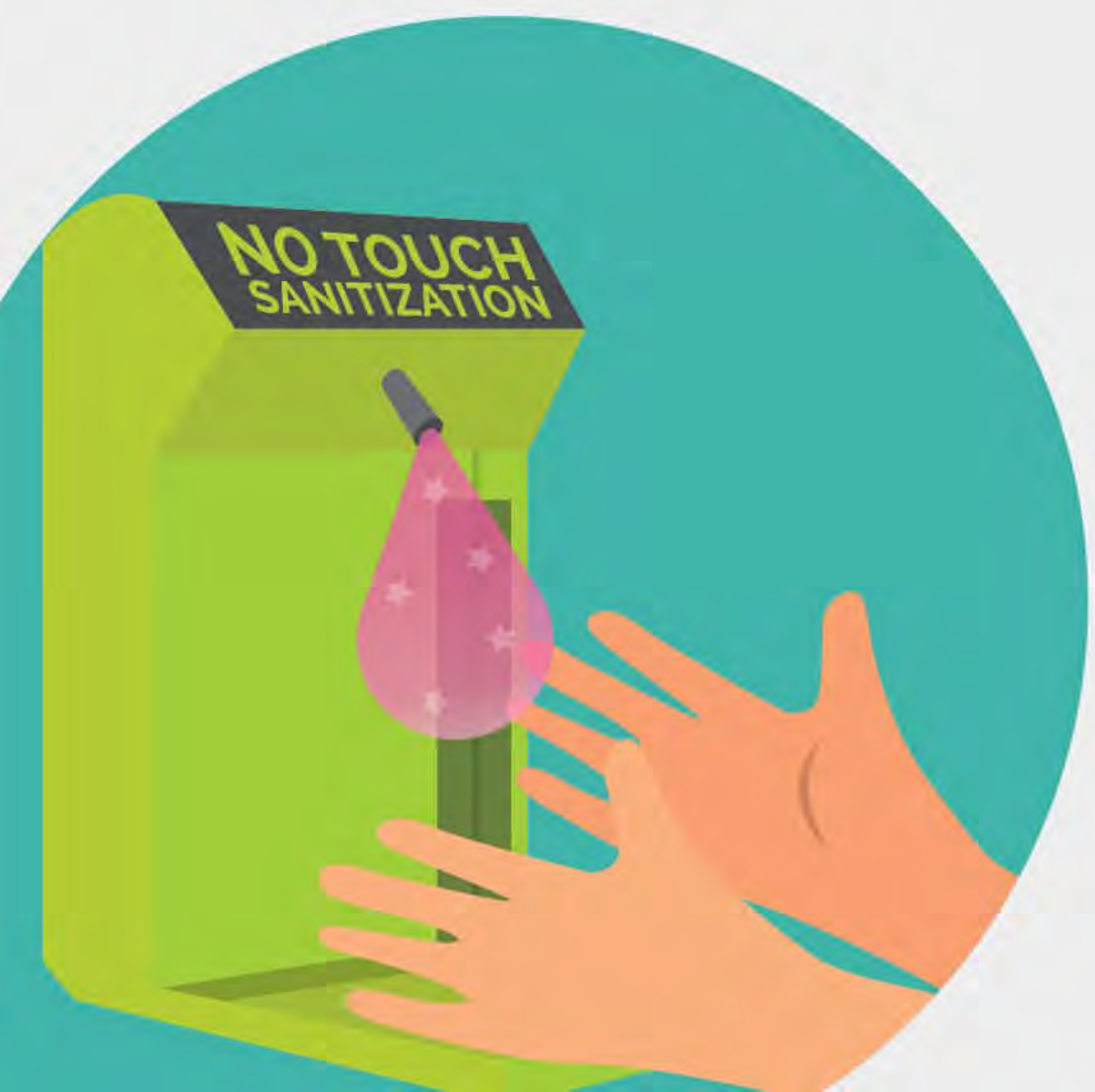


PARENT PROTOCOLS

CENTRE AND STAFF HYGIENE

BEFORE CENTRE OPENING

- ▲ **COVID Fumigation** (Bayer's Viroff 753 disinfectant spray)
- ▲ **Deep cleaning and sanitization** of the centre as well as of all movable and immovable assets and toys.
- ▲ **Staff** will start recording their **temperature 7 days before the centre opening** and update the same on the KLAY Kommunity app. Parents will be able to view the same.
- ▲ **Parents** will record their temperature and that of their child's 7 days before centre opening and update the same on the KLAY Kommunity app.
- ▲ **Antigen test for all the staff** to be conducted prior to reopening/rejoining.



CENTRE AND STAFF HYGIENE

AFTER CENTRE REOPENING

- ▲ **Daily cleaning, mopping & sanitization** of frequently accessed sections (door knobs, picket fences, etc).
- ▲ **Cleaning** of washrooms and mopping of common areas **every 2 hours**.
- ▲ **Sanitization of Infant toys every 3 hours**.
- ▲ All **cutlery and utensils** washed with **hot water** after use.



CENTRE AND STAFF HYGIENE



- ▲ Periodical breaks for hand sanitization and hand wash.
- ▲ All staff will wear protective gear.



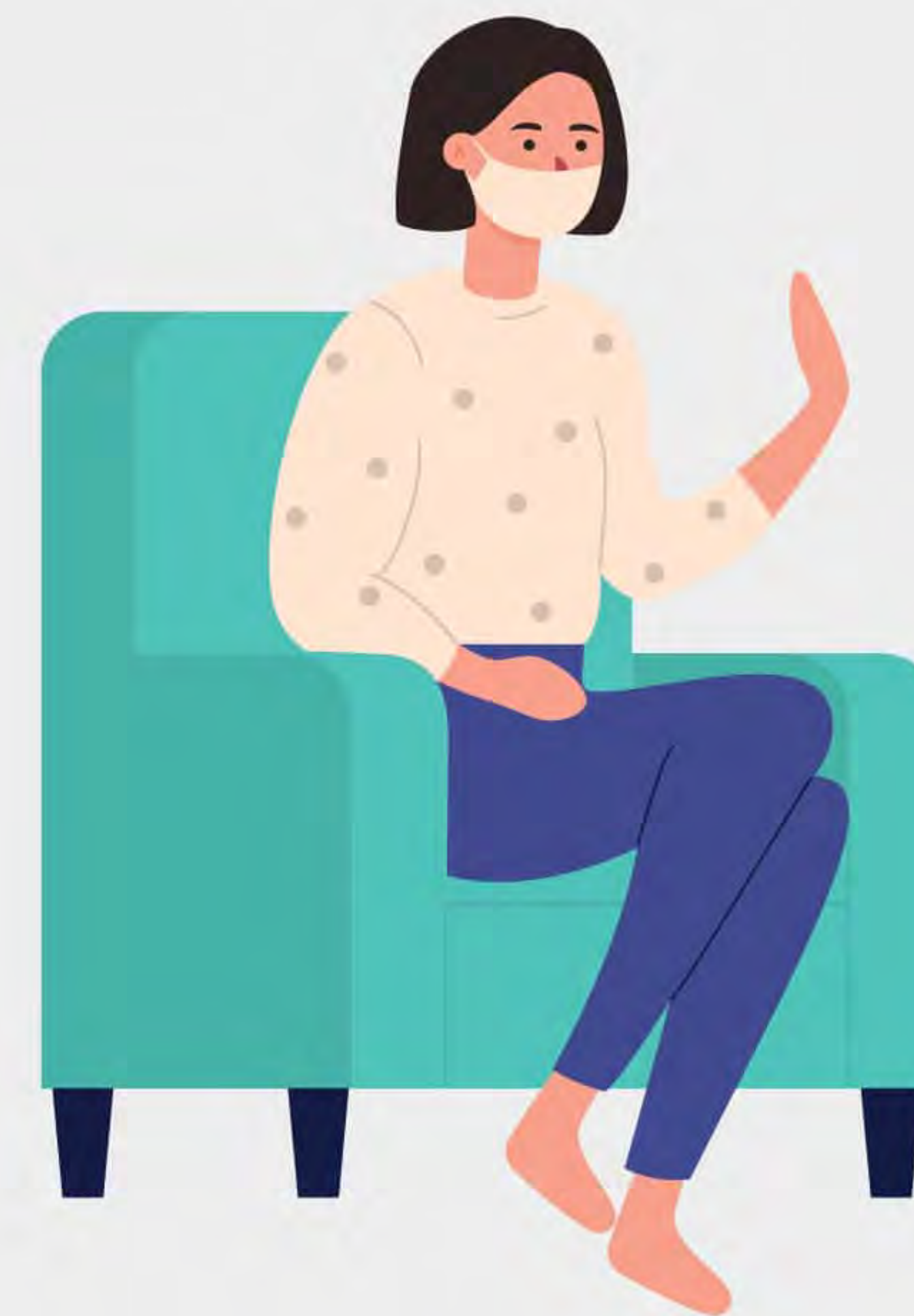
- ▲ All support staff will wear freshly washed aprons and teachers will wear clean waistcoats at all times.



- ▲ Kitchen, housekeeping and security staff will wear caps, protective gear and gloves at all times.

CENTRE ACCESS POLICY

- ▲ All employees and visitors will fill up the **self declaration form** to **determine travel history of families** and **enable contact tracing**.
- ▲ All employees and visitors will comply with **temperature checks** and **hand sanitization**.
- ▲ '**Arogya Setu**' app shall be used for tracking.
- ▲ All adults shall observe **social distancing**.



CENTRE ACCESS POLICY

- ▲ **No** visitor, staff member, parent or child coming from a '**Red Zone**' will be given any **access**.
- ▲ **Limited access** to nursing mothers. Access to other KLAY employees will be at the discretion of the Centre Director.
- ▲ No access to parents beyond reception or pick up point.
- ▲ No access to vendors during operational hours.
- ▲ All visitors shall wear **masks mandatorily**.
- ▲ Centre walkthroughs for new admissions will be in pre-defined areas only.
- ▲ Parents will not be allowed into the classrooms.



CHILD'S HEALTH & SAFETY

CHILD'S ARRIVAL PROCESS AT THE CENTRE



Child will enter the centre with a mask worn from home.



The child will remove his/her shoes.



The child will sanitize his/her hands at the 'NO TOUCH' sanitization stand.



The child will remove his/her mask, put it in a pouch and hand it over to the parent.



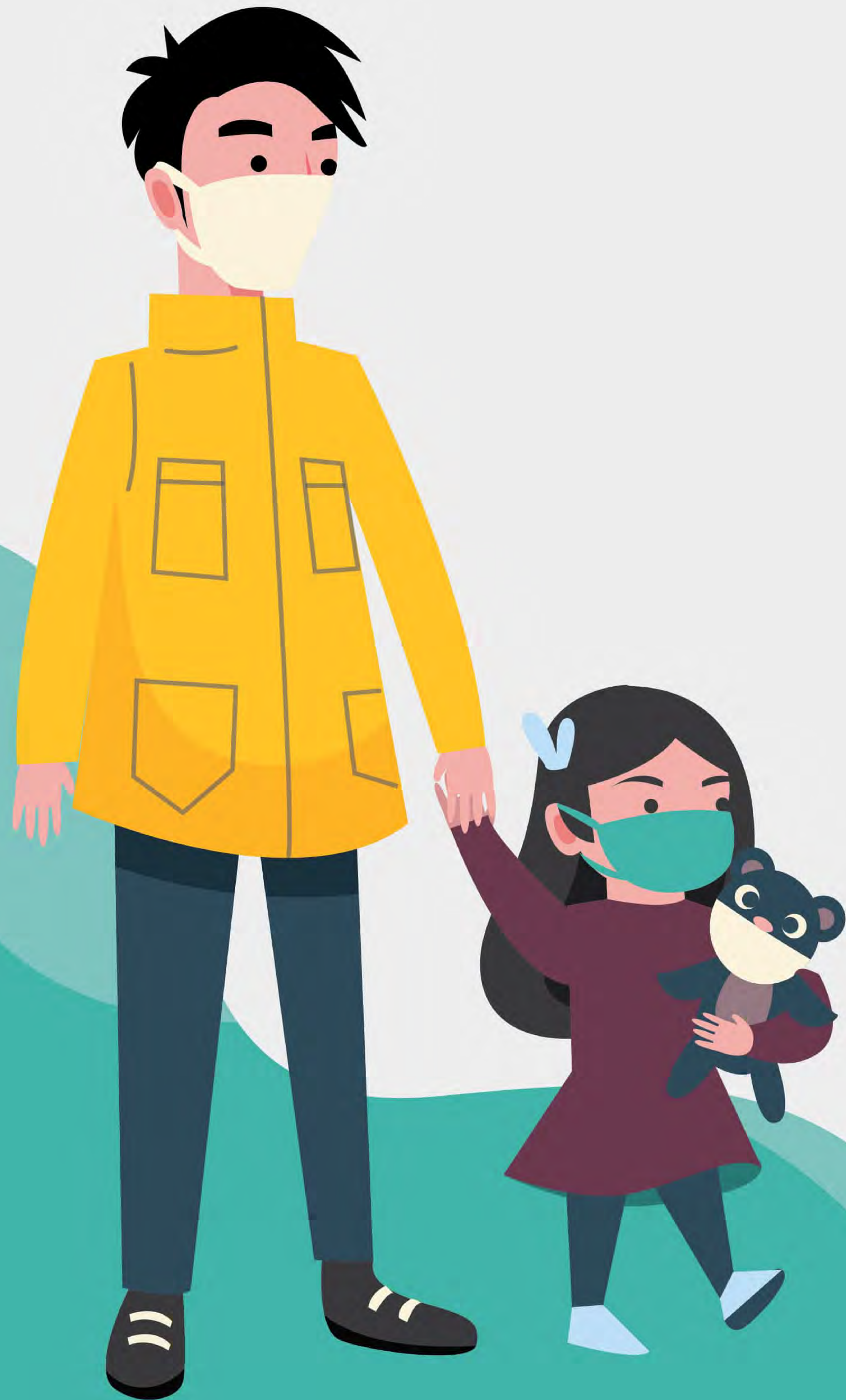
Temperature check of the child.

CHILD'S HEALTH & SAFETY

- ▲ Temperature checks upon arrival at the centre. In case of symptoms of fever, cold or flu, the child will be kept at home for 14 days.



- ▲ Hand sanitization with child friendly products, followed by hand-wash upon entering the centre.
- ▲ Frequent hand wash breaks through the day.



CHILD'S HEALTH & SAFETY

- ▲ Child to wear a mask from home location till the centre pick up point.
- ▲ At the centre, since Governments and public health institutes do not mandate masks for children in our relevant age group, we will leave this to the discretion of parents.

The WHO and UNICEF advise that children aged 5 years and under should not be required to wear masks based on "the safety and overall interest of the child and the capacity to appropriately use a mask with minimal assistance."

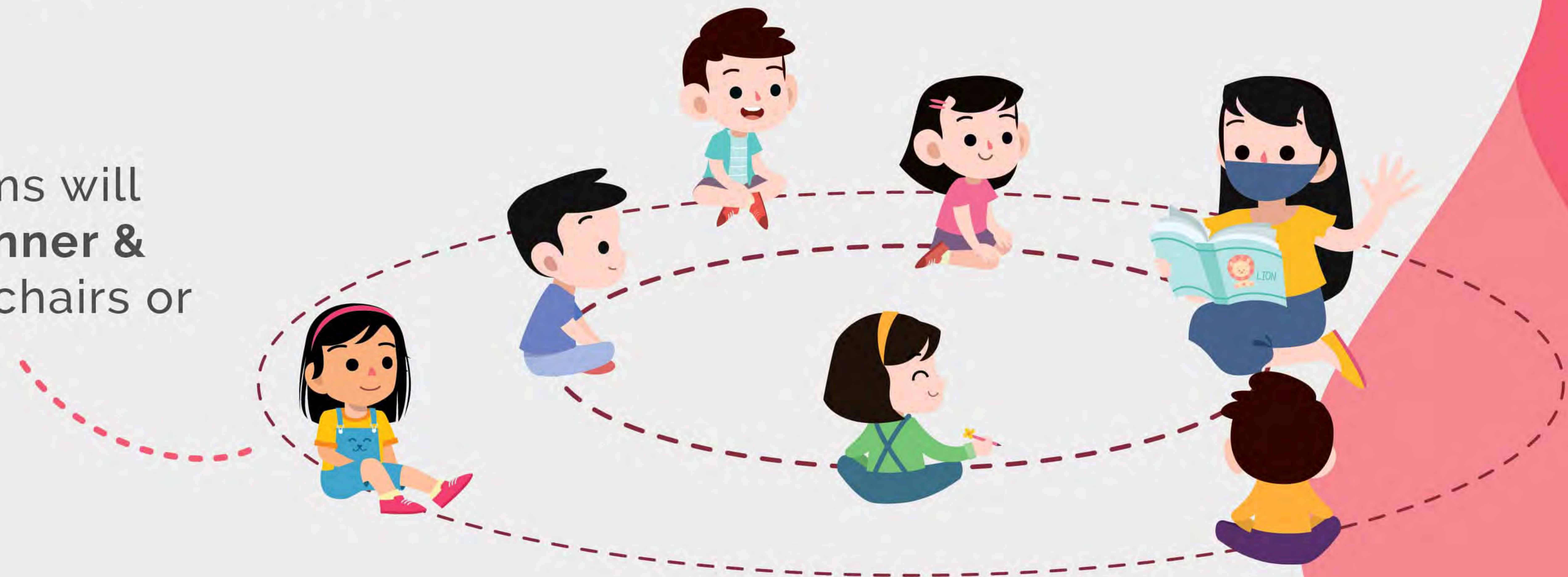
We have seen that wearing of masks creates hygiene issues with children possibly exchanging masks or leaving them around the centre.

SOCIAL DISTANCING

While we know that it is difficult to get our children to sit in one place and maintain a distance from their friends, it is our endeavour to implement adequate measures so children follow social distances rules to their best possible ability, while at the centre.



▲ Demarcated class rooms will be implemented with **inner & outer circles** by using chairs or placement mats.



SOCIAL DISTANCING

- ▲ **Ample distance between each child** and lower class strength (as per the government mandate on capacity).
- ▲ **Realignment of furniture** wherever possible. Or else the child will be seated leaving one chair empty on either side.
- ▲ Staggered activity and food time.



▲ Staggered pick up & drop offs.

PARENT PROTOCOLS

We will need your support to record your child's temperature at different times –

- ▲ Monitor and record your temperature and that of your child's for 7 days before reopening.
- ▲ Post reopening, we will record the temperature of your child before entering the centre.
- ▲ In addition, need your help to update the same at 7 pm on the KLAY Kommunity app once the child starts coming to the centre.
We will follow this every evening for a month.



PARENT PROTOCOLS



FOOD POLICY

- ▲ Parents should send water and home cooked food for the **first 6 to 8 weeks**, after which we will review the situation and communicate accordingly.
- ▲ Parents should send finger food, roti/dosa, etc that has been cut into pieces. We will encourage the child to **eat with a spoon and avoid feeding by bare hands**.
- ▲ The child's water bottle, lunch box and bag should be **labelled clearly** to prevent swapping of the same.

TRANSPORT POLICY

- ▲ Keeping in mind the safety of our children, **transport facility will be unavailable until further notice**.



RESPONSE MECHANISM

- ▲ While entering Centre if a person shows symptoms to be instructed to leave the premises immediately and don't come back at least for 5-7 days. Immediately deep cleaning of the premises to be done.

In addition, we have chalked out detailed response mechanisms for various scenarios as below-



SCENARIO 1 : If a staff/child suspected during the day inside Centre -

- ▲ Isolate the child/staff in the sick room immediately by qualified Nurse & extend required support.
- ▲ Inform the parents/family about the situation for immediate pick up.
- ▲ CD/Admin to monitor the case for 3 days.
- ▲ If no further symptoms detected, Centre to be operational as usual/normal after deep cleaning.



SCENARIO 2*:

Only one positive case reported

- ▲ Isolate the child/staff in the sick room immediately by qualified Nurse & extend required support.
- ▲ Inform the parents/family about the situation for immediate pick up.
- ▲ CD/Admin to monitor the case for 3 days, if more symptoms reported, to be advised for test.
- ▲ If result comes positive, all direct contacts (children/staff) to be communicated by CD & instructed for home isolation.
- ▲ Centre to be closed for 3-7 days.
- ▲ Disinfect the Centre premises - by external pest control agency.

RESPONSE MECHANISM



SCENARIO 3*:

Multiple cases reported

- ▲ Isolate the child/staff in the sick room immediately by qualified Nurse & extend required support.
- ▲ Inform the parents/family about the situation for immediate pick up.
- ▲ Multiple cases reported by children/staff and tests positive.
- ▲ Centre to be shut for 14-21 days.
- ▲ Disinfect the Centre premises - by external pest control agency.

*** In scenarios 2 and 3, children from the respective centre(S) can take the online classes.**

IMPLEMENTATION PLAN

Thank you for patiently going through the Health & Safety (H&S) guidelines. Be rest assured that we have already rolled out several steps to ensure our policies are implemented effectively and there is **100% compliance.** **You must know that -**

- ▲ **Antigen test** for all the staff to be conducted prior to reopening/rejoining (with a reputed healthcare partner).
- ▲ We have already begun **training all our staff** - teaching, caregiving, housekeeping and kitchen - on all the stringent H&S protocols and on how to manage emergency situations.
- ▲ We have appointed **Safety Officers** who are equipped with the best evidence-backed data, for every centre.
- ▲ We are also keen on **working closely with parents** to get your concerns addressed; if you want to get involved, please contact your centre director.
- ▲ We will allow for a **comfortable settling period** for the child to get accustomed to the physical classrooms. We will start with our day care services for a shorter duration. Our CDs will get in touch once we have clarity from the Government on a reopening date.

WE KNOW ENSURING OUR CHILD'S SAFETY IS NO CHILD'S PLAY



2020 has been a tough year and the little ones must be missing their friends and teachers.

You must know that children require social interaction as much as they need food or sleep; it is an important component of their developmental needs. As caregivers, we must work together to ensure that we provide a safe avenue to facilitate this as early as possible. We look forward to your continued support to bring back normalcy into our child's life.