

#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 and safety processes we have in place for your child. The processes we are putting in place are based on guidelines issued by global public health institutes like CDC, and after consulting with international schools that have already opened. Our goal at the end of the day is to ensure a safe, happy, and healthy environment for our little ones and 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

VACCINATIONS FOR ALL OUR TEACHERS AND CAREGIVERS

- ▲ **Staff to be fully vaccinated** prior to the reopening of the Centre.

BEFORE CENTRE OPENING

- ▲ **COVID Fumigation** (VIREX 256 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 the same will be updated in our system.
- ▲ **Parents will record their temperature** and that of their child's 7 days before centre opening and share the same with us.
- ▲ **RT-PCR or 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** will be 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 vaccinated **employees/visitors** to fill up the **self-declaration form** to determine their travel history and sign a consent form to be fully aware of the risks.
- ▲ All employees and visitors to also comply with **temperature checks, hand sanitization** and the wearing of masks.
- ▲ **'Arogya Setu'** app shall be used for tracking.
- ▲ All adults shall observe **social distancing**.



CENTRE ACCESS POLICY

- ▲ No visitor, staff member, parent or child travelling from a **high-risk state** will be given access without **prior quarantine**.
- ▲ **Limited access** only for nursing mothers. Access to other KLAY employees will be at the discretion of the Centre Director.
- ▲ **No access to parents** beyond the reception area 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 or for 5 days if cleared by a doctor in the case of common flu- like (non-covid) symptoms.



- ▲ 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."

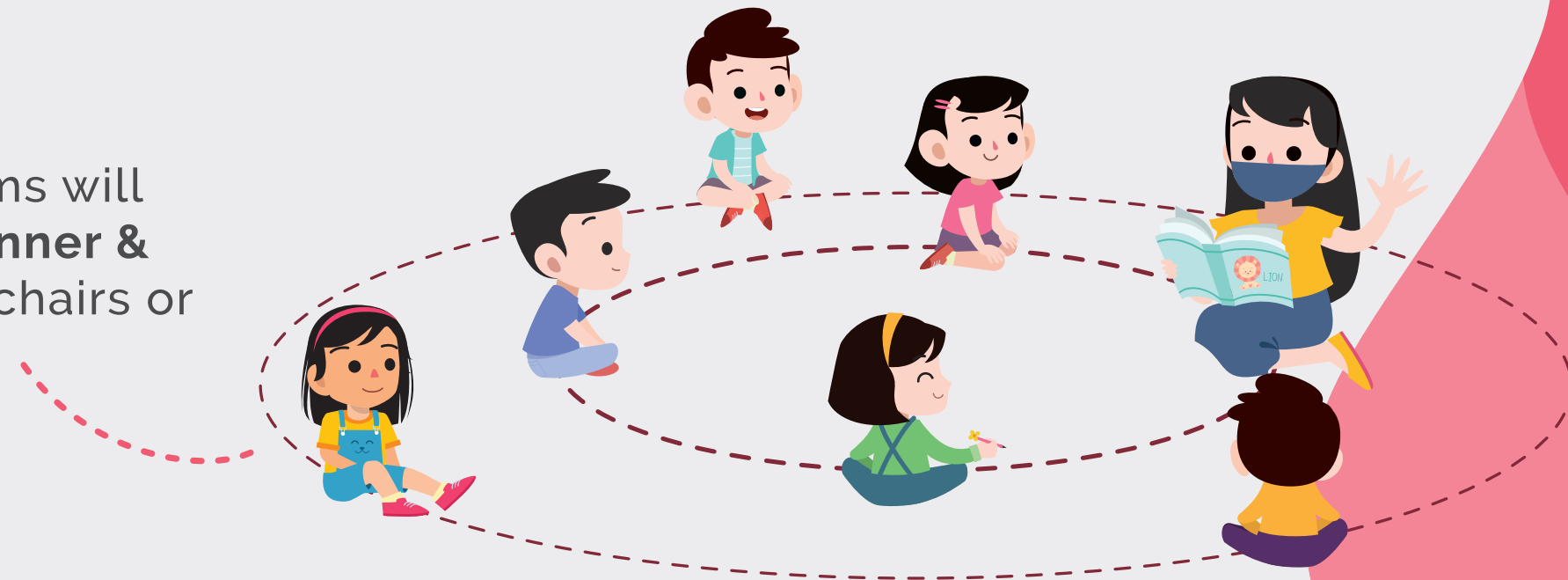
We have seen that wearing of masks creates hygiene issues with children possibly exchanging masks or leaving them around the centre.

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 a 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.
- ▲ Parents to sign and submit a 'Self Declaration Form' and a 'Consent Form'.
- ▲ Parents to submit a fully vaccinated certificate copy to the Centre Head



PARENT PROTOCOLS



FOOD POLICY

- ▲ Home cooked food and water to be provided by the parents
- ▲ 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

Transport will not be provided by the centre. Parents to pick and drop the child from and to the centre.



RESPONSE MECHANISM

- ▲ While entering the Centre, if a person shows any flu like symptoms, they will be requested to leave the premises immediately. A deep cleaning of the premises will also be done post this.



SCENARIO 1 : If a staff/child shows any flu like symptoms during the day inside the Centre -



- ▲ A qualified nurse/staff to isolate the child/staff in the sick room immediately and extend any required support.
- ▲ Availability of COVID-19 safety kit - includes basic medicines, mask, gloves, sanitizer, etc.
- ▲ Inform the parents/family about the situation and request for an immediate pick up.
- ▲ The CD/Admin to monitor the case for 3 days. If no further symptoms are detected, the individual is allowed to come back to the centre with a negative RT PCR test.



SCENARIO 2*:

Only one positive case reported

- ▲ A qualified nurse/staff to isolate the child/staff in the sick room immediately and extend any required support.
- ▲ Inform the parents/family about the situation and request for an immediate pick up.
- ▲ The CD/Admin to monitor the case for 3 days. If more symptoms are reported, the CD to request for a COVID test.
- ▲ If the result comes positive, the CD to communicate the same to all direct contacts (children/staff) and request for home isolation.
- ▲ The centre to be closed for 5 days. The infected individual will be allowed to come back to the centre with a negative COVID-19 test
- ▲ Disinfection of the centre premises to be conducted by an external pest control agency

RESPONSE MECHANISM



SCENARIO 3*:

Multiple cases reported (When there are 2 or more cases reported in the same centre within 3 days)

- ▲ A qualified nurse/staff to isolate the individual (s) in a dedicated sick room immediately and extend any required support.
- ▲ Inform the parents/family about the situation and request for an immediate pick up.
- ▲ Centre to be shut for 14 days and a communication to go out to all parents regarding the outbreak
- ▲ CD to communicate the same to all those who have come in close contact with the individual (Children/staff) and request for home isolation
- ▲ Individuals to return only upon producing a negative COVID-19 test
- ▲ Disinfection of the centre premises to be conducted by an 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 -**

- ▲ **All our teachers and caregivers** will be fully vaccinated prior to centre reopening
- ▲ We are training all our staff - teaching, caregiving, housekeeping and kitchen - on all the stringent H&S protocols, first aid and on how to manage emergency situations. Our staff are also trained to manage their emotional health while being at the frontline.
- ▲ 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



The last one and a half years have been really tough and our little ones must be missing their friends and teachers dearly. While we have tried our best to ensure their learning continues through new and innovative formats, they still undeniable need social interaction.