



GENERAL REGULATIONS TO PREVENT NOVEL CORONAVIRUS INFECTION (SARS-COV-2) DURING THE EDUCATIONAL PROCESS IN THE EUROPEAN KINDERGARTEN

To avoid and prevent the infection caused by the Novel Coronavirus (SARS-CoV-2) during the educational process in the European Kindergarten (hereinafter the Kindergarten), the following regulations shall be considered and observed:

1. Unauthorized persons (including parents/legal representatives) shall not be allowed to enter the kindergarten building. Admission of children shall be done by a kindergarten staff member;
2. Temperature screening shall be performed at the entrance to the kindergarten to monitor the health of both staff and children and their parents/legal representatives by measuring the temperature;
3. A person performing the temperature screening shall wear a personal mask and maintain distance of at least 1 meter;
4. A designated isolation area shall be arranged at the entrance of the building to re-check the high temperature observed during temperature screening;
5. In case of fever during temperature screening – when temperature is 37°C or more than 37°C, the person is subjected to a temperature check with a mercury thermometer at intervals of 15 minutes in a special designated isolation area. The mercury thermometer should be treated with a disinfectant solution after each use;
6. A temporary isolation room is provided for children with fever and respiratory symptoms;
7. A child with respiratory symptoms or fever during the learning process shall be temporarily transferred to the isolation room before arrival of a parent/legal representative. If the parent/legal representative does not show up within a reasonable time, the kindergarten shall be required to contact 112 for referral for appropriate medical care of the child.
8. An isolation area (a room) available on the territory of the kindergarten must meet the following provisions:

- Optimal natural ventilation;
- Equipped with sitting / relaxing facilities (chair / armchair / sofa);
- Available hand hygiene items: washbasin and liquid soap or hand sanitizer;
- In case of each use, the isolation area shall be treated in a wet manner.

9. If, after re-check, the temperature is 37°C or more than 37° C:

- A teacher / nursery teacher / nursery nurse/ administration representative shall not be allowed in the kindergarten and shall be obliged to consult a family doctor;
- The child shall be placed in a pre-prepared isolation room and a parent/legal guardian who is responsible for taking the child from the kindergarten on time shall be immediately contacted;
- If a parent/legal guardian does not show up at kindergarten within a reasonable time, the kindergarten shall contact 112 for referral for appropriate medical care of the child;
- If you have symptoms of fever or other respiratory illness, arrange appointment with your family doctor or fever center for your child for appropriate medical care and PCR testing;
- After all cases of fever and respiratory symptoms in the kindergarten, children shall be admitted to the kindergarten on the basis of a doctor's certificate;
- All persons over 6 years of age in the isolation room should wear a face mask, keep a distance of 1 meter and children shall not be left unattended;

10. Cases of recorded fever should be registered in the appropriate form, which is attached to this document in the form of Annex N1.

11. In case of deterioration of the health condition of the kindergarten staff or a child during the day, the temperature shall be checked and the appropriate persons shall act accordingly;

12. Persons (teachers, nursery teachers, staff and children) with symptoms characteristic of respiratory infection (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) shall not be allowed to enter the kindergarten building;

13. Signage on COVID-19 prevention measures shall be posted in prominent locations;

14. Hand antiseptics and deodorants shall be placed at the entrance of the garden, indicating the obligatory sign of appropriate use;

15. Nursery teachers, nursery teacher assistants, babysitters, cleaners and other staff working in the garden shall be trained (including the Novel Coronavirus COVID-19 prevention measures) before opening of the kindergarden and during the transition period to be able to follow safe working procedures and recommendations for preventing the spread of the virus in their workplace;;
16. The learning process shall be conducted according to the plan prepared for the group rooms and the number of children in the rooms;
17. Children's hand hygiene shall be maintained, in a proper manner, before entering the group room;
18. Administration staff and other persons (except children) shall be allowed to enter the kindergarden area only wearing a facemask;
19. Electronic means of communication (e.g. short text message or video call, posters) shall be used to strengthen communication strategies and encourage dialogue with the kindergarden
20. The kindergarden shall adhere to the schedule at the time of admission and release of the child, however, in case of any violation of the schedule for any reason, the parent / legal representative shall notify the group leader by phone at least 10 minutes in advance so that there is enough time to prepare the child to go home;
21. If necessary, the so-called "checklists" shall be used to make it easier for families to plan the time of taking the child to and from the kindergarden, in order to prevent parents and children from gathering together at the entrance to the kindergarden;
22. Children should be taken to a common area (yard, hall, etc.) according to a pre-arranged schedule so that a small group of children can play/relax on a playground or other common area at a specific time;
23. The child should have individual boxes for pencils, scissors and other tools so that each of them can use the items individually for him/her during art/entertainment activities;
24. It shall be forbidden to bring toys from home;
25. The child shall be advised to bring to the kindergarden a full, clean water bottle, labeled with name. It is recommended to wash the water bottle at least once a day or more frequently as required;
26. Ensure the child's hair is tied / tightly fastened to minimize contact of the hair with the surface;
27. Toys that cannot be washed and disinfected should not be used;

28. In the bedrooms, the cribs should be placed in opposite directions to each other in such a way that the children face each other while lying down;
29. To facilitate the development of the necessary skills aimed at implementation of preventive measures against the spread of coronavirus in children, the following games such as, for example shall be conducted:
 - Competition in hand washing;
 - Learning new skills for meeting, greeting and interacting with friends;
 - Fun games to refrain from touching the face;
 - How to cough and sneeze without contaminating others;
 - Non-touch greetings, such as greetings with gestures, showing a peace sign, waving hands, winking, etc .
30. Age-appropriate activities/games in groups shall be planned and conducted in such a way as to maintain physical distance as much as possible;
31. Curriculum for children shall be designed in such a way that they have the opportunity to be outdoors (outdoors), play in nature / yard and engage in various activities;
32. It shall be prohibited to entertain activities that involve a large number of children;
33. Prolonged play in outdoor space shall be preferred. For games, use to divide children into small groups;
34. Access to persons other than the nurse teacher/teacher/ babysitter in areas where children are present shall be restricted;
35. The kindergarden should be provided with proper hand washing facilities (washbasin, liquid soap and disposable hand towels);
36. When washing hands for children, different means of entertainment shall be used in such a way that the process of hand washing is less than 20 seconds;
37. Hands shall be dried with a disposable towel or individual towel (in case of using a towel, the practice of using only one towel by each child shall be strictly controlled and the hygienic regime of washing linen shall be observed);
38. If hand washing and drying are not possible, hand sanitizers containing at least 70% alcohol shall be used;
39. Hand hygiene rules shall be placed in appropriate places (toilet, near the faucet), including in a language understandable to children, with appropriate illustrations;

40. Hygiene corners shall be set aside for the placement of hand hygiene items and staff/educators shall be periodically informed about the proper use of hygiene items;
41. Hand disinfectant solutions shall be placed in a place that is accessible to staff and other persons;
42. Appropriate training shall be provided to staff to maximize the observance of hygienic norms by children;
43. It shall be noted that:
 - Information on whether each child is allergic to alcohol or any of the substances in the disinfectant shall be collected in advance;
 - Disinfectant solutions shall not be available to children without adult supervision;
 - The rules for the use of this or that substance in children shall be explained in a language they understand and the use of these types of substances (including hand sanitizer) should be done under proper supervision.
44. Natural ventilation of play and bedroom spaces / storerooms should be provided from time to time, several times a day (at intervals of not less than 2 hours),;
45. Playgrounds and child rest areas shall be provided with tables and seating areas in such a way as to maintain a safe distance between the tables as well as between the persons seated at the table and between the seating areas;
46. It shall be necessary to place closed containers (pedal-operated containers with a lid) for disposable napkins or other used hygienic waste, in which a disposable plastic bag will be placed. Remove the waste bag using disposable gloves. Ensure timely disposal of waste by the relevant person / service;
47. Depending on the specifics of the job, staff should be equipped with PPE (personal protection equipment)::
 - Face mask;
 - Face shield;
 - Gloves;
 - disposable waterproof gown (for cleaners);
48. Full compliance with the rules provided by the Regulation should be monitored by the relevant persons..

➤ Areas of special attention

1. Children shall wash their hands thoroughly with soap and water before and after eating, after entering and exiting the toilet, and dry well with disposable hand dryers;

2. Children shall be given constant help to develop the habit of covering their face with a clean towel or flexed elbow when coughing or sneezing. Toys/dolls shall be used to demonstrate behaviors;
3. If any child feels unwell (eg has abdominal pain, fever), he/she shall be transferred to an isolation room immediately.

➤ Requirements for the kitchen

1. Food should be organized in accordance with the provisions of the Resolution №487 of the Government of Georgia of October 30, 2017 “Technical Regulation On Approval of the norms regarding catering and nutritional value of food ration in the early and preschool care and educational institutions”
2. The following conditions shall be observed when preparing food for children:
 - Cleanliness;
 - Separation of finished and raw products;
 - Proper thermal processing of food;
 - Storing food at proper temperatures;
 - Use of safe water and raw materials.
3. Disposable mask, a hat and gloves shall be used by staff while working in the kitchen;;
4. Wash your hands often with liquid soap and water;
5. All surfaces / inventory in contact with food shall be washed and disinfected with increased frequency and maximum concentration allowed for disinfectants and detergents;
6. It is inadmissible for the employees of the food unit to carry out work activity in case of suspicion of an infectious disease (high temperature, fever, diarrhea) or infection with a disease that can be spread through food (for example, infected wound, skin infection, ulcer, etc.);

➤ The following procedures must be followed when washing dishes by hand

1. Tableware and utensils shall be washed and dried in a special designated area:
 - Food waste shall be scrapped from the dishes;
 - Washed in the first compartment with an effective detergent at a temperature not less than 40°C;

- Rinsed in the second compartment with less detergent and clean water at a temperature not less than 40°C;
 - Rinsed in hot running water at a temperature not less than 65°C;
 - Drained and dried on a sieve;
 - Small inventory – cutting boards, spatulas, wire whisks, etc. shall be dried after washing with hot water.
 - Kitchen utensils shall be washed in hot water with detergents.
2. When washing by hand, three-compartment sinks for tableware and utensils and two- compartment sinks for glassware and dining utensils shall be provided. In a limited range of organizations, it shall be permissible to wash dining utensils and appliances in organized kitchen sinks;
 3. Instructions on the rules of washing dishes and utensils shall be posted on the wall in the laundry departments, indicating the concentrations of the detergents and disinfectants used.

➤ Cleaning and Disinfection

1. Measures for cleaning and disinfection in common areas (toilets, corridors, halls, elevators, etc.) shall be stepped up;
2. When cleaning, special attention shall be paid to items that are often touched by hand, such as: handles, lift buttons, switches, door buttons, etc.;
3. During the day when children are not in the rooms (e.g. they are in the yard), the play / bedroom rooms shall be cleaned / disinfected and ventilated;
4. After taking the children out, the wardrobes shall be left open and emptied in order to ventilate / disinfect them;
5. For surfaces that may be damaged by the use of sodium hypochlorite, solutions of alcohol of not less than 70% concentration shall be used;
6. The personnel responsible for cleaning shall be additionally instructed;
7. Cleaning/disinfection of sanitary facilities shall be carried out in accordance with the pollution, but not less than 3 times a day;
8. Ensure that toys are washed/treated as follows:
 - Newly purchased toys (except plush toys) shall be washed with soap and water at 37°C for 15 minutes before being given to children for play, and then air-dried;

- Toys shall be washed daily with water, brush, soap or 2% baking soda solution;
9. Wet cleaning / disinfection and sanitary-hygienic regime should be provided in all areas of the kindergarten according to the Resolution №485 of the Government of Georgia of October 27, 2017 on the Approval of the Technical Regulation - Sanitary and Hygienic Norms in Early and Preschool Education and Educational Institutions, Public Health Guidelines approved by Order №01-172/o of the Minister of Labor, Health and Social Affairs of July 28, 2016 - "Water, Sanitation and Hygiene in the Kindergarten" and Annex approved by Order №01-123/o of the Minister of Refugees, Labor, Health and Social Affairs of the Occupied Territories of Georgia dated March 25, 2020 On Measures to be taken to prevent and manage the spread of the Novel Coronavirus (SARS- CoV-2) infection (COVID-19).

➤ Additional instructions for cleaning the sanitary unit

1. The sanitary unit shall be kept clean, for which the rules of cleaning the toilets, the periodicity, the list of inventory for cleaning and the hygienic means used shall be determined in advance;
2. For disinfection of the sanitary unit shall be used only the means registered by LEPL "L. Sakvarelidze National Center For Disease Control and Public Health being under the state control of the Ministry of Internally Displaced Persons from the Occupied Territories of Georgia, Labor, Health and Social Affairs;
3. Cleaning and disinfection of ceramic tiled walls, toilets, washbasins shall be carried out in accordance with the contamination, but not less than 3 times a day;
4. Cleaning and disinfectant inventory shall be washed and dried after use;
5. Personal protective equipment (PPE) shall be used in the cleaning process: gloves, face shield, waterproof apron (which can be washed and disinfected after each use), or disposable waterproof gown;
6. Sprays and aerosols shall be avoided during cleaning;
7. Upon completion of the cleaning procedures, after drawing off the gloves, hand hygiene shall be performed;
8. Store household chemicals and disinfectants for sanitary cleaning in a specially closed locked closet/cabinet, in original/manufacturer's packaging, so that they can be differentiated according to the markings, and out of reach of the kindergarten beneficiaries or the staff.

➤ Rules for observing the hygienic regime of linen

1. Change bed linen once or more a week, if necessary;
2. Used linens shall be picked up separately, and placed in disposable bags;
3. It shall be strictly forbidden to collect the changed linen on the floor, shake it out and transport without packing it;
4. Linen shall be handed over to the parent for washing and disinfection;
5. The appropriate washing program should be selected according to the degree of contamination and the type of linen. In order to prevent the possible spread of COVID-19, it is advisable to use a washing temperature of not less than 60°C and a combination of appropriate washing powder. If this temperature regime cannot be met, washing is performed after decontamination with appropriate disinfectants (e.g. 0.5% chlorine solution).
6. The linen shall be returned to the kindergarten in a sealed bag.

➤ Obligations of employees / third parties:

Remember: Regular and thorough hand hygiene is the best way to protect yourself from most viruses.

Therefore, it is necessary to carry out the following measures in the workplace:

1. Follow the rules of hygiene in your workplace;
2. Carry out the work process in accordance with the emergency action plan defined by the Occupational Safety Manager;
3. Do not shake hands when greeting each other and avoid contact with others (touch, etc.);
4. Avoid gathering, follow the relevant recommendation for safe distance protection (not less than 2 m);
5. Make full use of the personal protective equipment provided by the employer when performing the work;
6. Disinfect the workplaces and the tools you use during the work process with disinfectants at the beginning and end of the work;
7. Use hand sanitizers containing at least 70% alcohol if you are unable to wash and dry your hands. Remember that hand washing with soap and water is preferable;
8. Cover mouth and nose with flexed elbow or tissue when coughing or sneezing. Throw used tissues in the trash.

9. Avoid touching eyes, nose and face with hands;

10. During work, ensure that the hair is tied / tightly fastened to minimize contact of the hair with the surface.

➤ Conclusive Provisions

1. Full observance of the rules provided for in this instrument shall be mandatory for kindergarten children/their legal representatives and each employee of the kindergarten;
2. This instrument has been prepared in accordance with and taking into account the recommendations developed by the Minister of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia.
3. The observance of the regulations provided for in this instrument shall be obligatory during the whole period of validity of the recommendations issued by the Minister of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs, taking into account the epidemiological situation.