



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA



REOPENING YOUR ECD OR PARTIAL CARE FACILITY SAFELY, RESPONSIBLY, EASILY

A quick guide to getting it right

If you run an ECD Programme or Partial Care Facility, the Department of Social Development (DSD) requires you to complete a Self-Assessment form to confirm that your facility, the premises, equipment and your daily procedures meet the Department's health and safety standards for COVID-19. This quick guide gives you a view of what you have to do to be successful.

THE QUICK GUIDE COVERS WHAT IS REQUIRED FOR:

Information & Communication

- Information to prepare before you open
- Communication required before you open
- Information requirements when you are open

Physical Preparation

- The physical space of your premises/facility)
- Cleaning
- Hygiene

An early childhood development programme (ECD Programme) means the provision of early learning and development opportunities, daily care and support to children from birth to six years, that falls within the provisions of the Children's Act, and includes - an ECD centre; a child minder; a playgroup; a toy-library; a mobile early childhood development programme and a parental support programme.

INFORMATION TO PREPARE BEFORE YOU OPEN

General:

- You must develop your Own Procedures for your ECD or Partial Care facility to implement the Department of Social Development's Standard Operating Procedures and Guidelines on COVID-19.
- Your Own Procedures must clearly describe the adaptations or changes to your facility's daily routines that will be required in order to accommodate the minimum health, safety and social distancing measures on COVID-19 that the Department requires.
 - They must include procedures and conditions for parents with regard to returning their child to your programme, as well as procedures for the drop-off and pick-up of children to ensure that the requirements on COVID-19 are met.



For staff:

- A description of the adaptations or changes to the daily routines that will be required through your Own Procedures.

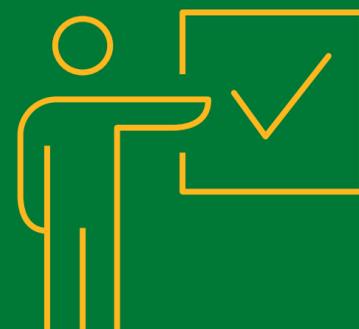
For parents:

- A standard letter must be written and ready to be sent to parents to communicate these procedures and conditions.

COMMUNICATION REQUIRED BEFORE YOU OPEN

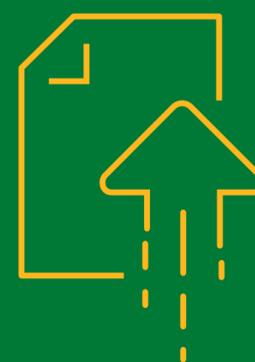
What all staff members need to know

- All staff members must receive a proper orientation on the measures to be implemented prior to receiving any child back into the programme.
- They must be made aware of the provisions required by the Department of Social Development.
- They must be made aware of your Own Procedures.
- Note: Staff members who fall into high risk categories must be advised not to return unless they have a letter from a doctor.



What parents need to know

- You must send your standard letter to all parents about the procedures and conditions for returning their child to your programme, including the drop-off and pick-up procedures.



INFORMATION REQUIREMENTS WHEN YOU ARE OPEN

WHAT NEEDS TO BE DISPLAYED TO BE SEEN:

- Your programme's Own Procedures must be printed and clearly displayed on walls at your facility.



INFORMATION THAT NEEDS TO BE AVAILABLE:

- Daily screening questions must be prepared and printed out to be used daily.



PREPARING YOUR FACILITY FOR SAFE OPERATION

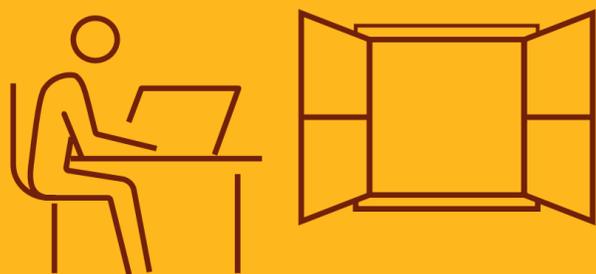
Physical distancing:

- The space in your facility must be laid out or adapted to enable children and adults to keep a distance of at least 1 meter.
- This also applies to areas for receiving drinking water, eating, washing hands, using the toilet.
- If your programme has more than one group/class, you must have a schedule in place for outdoor play time to ensure that different groups/classes do not mix.
- If your facility or any part of it is shared (for example play groups / mobile ECD programmes), your programme must have a dedicated space which cannot be accessed or passed through by other persons, including adults or children.



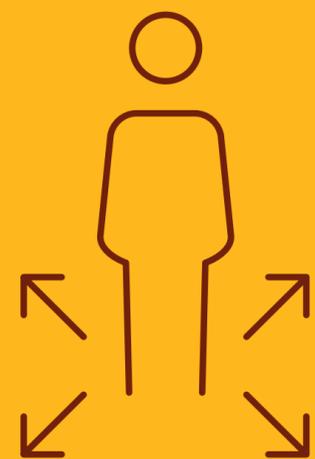
Ventilation:

- Your facility must be able to have natural ventilation: windows or doors that can open and which must be open to provide ventilation.



Isolation:

- Your facility must have an isolation space for temporarily accommodating learners/ staff who are identified with possible COVID-19 symptoms.



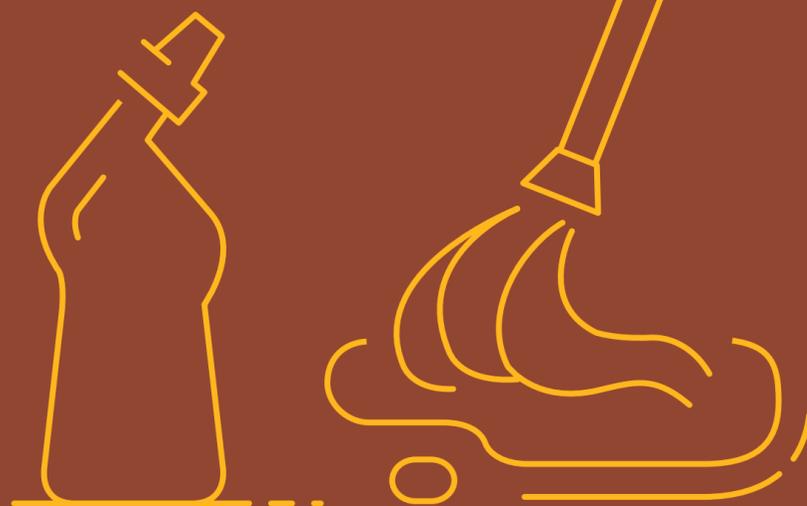
First aid:

- Your facility must have a basic first aid kit, which includes rubber gloves.



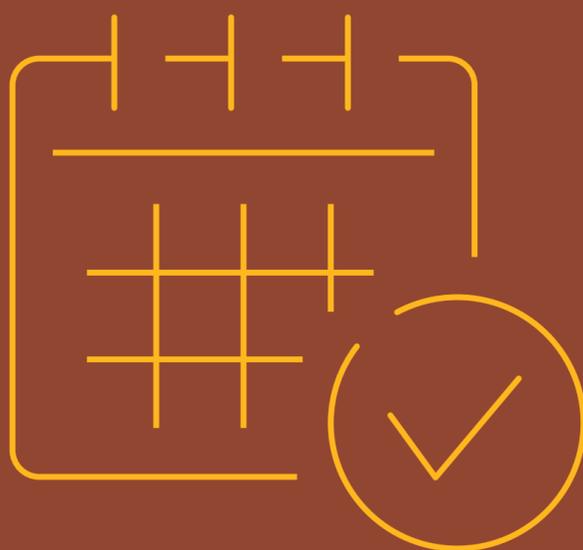
WHAT NEEDS TO BE CLEANED BEFORE YOU CAN OPEN

- The physical space where your programme/facility operates must be thoroughly cleaned and disinfected in line with the requirements on COVID-19.
 - This must also apply to all teaching and learning support materials, including toys, equipment and apparatus.



WHAT NEEDS TO BE PREPARED FOR DAILY CLEANING WHEN YOU ARE OPEN

- At the entrance to your facility, there must be a safe space to wash hands with soap and clean water or sanitize hands.
- Measures must be in place for cleaning and sanitising your facility space daily, in line with the requirements on COVID-19.
 - These must include daily cleaning of teaching and learning support materials, equipment and apparatus.



HYGIENE

The required procedures:

- Before reopening, procedures must be developed and put in place for managing basic hygiene practices, including changing of nappies, use of potties, and disposal of these.

Water and facilities for personal use:

- There must be a sufficient supply of clean water for drinking and handwashing.
- There must be a tap, a tippy-tap, a water dispenser or similar for handwashing under clean running water with measures that allow for physical distancing.

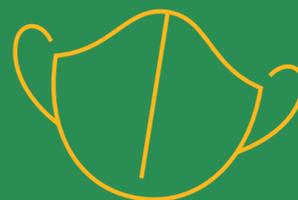
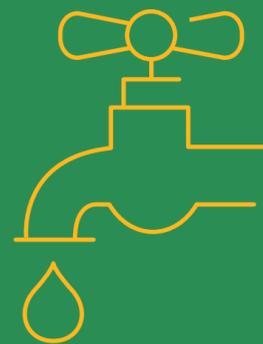
Face masks:

- Every staff member must have at least 2 washable cloth face masks.
- Your centre must have additional clean face masks (about 1 for every 10 children) to use in the case where a child becomes sick with COVID-19 symptoms.

Cleaning materials:

- There must be a sufficient supply of clean tissues or toilet paper (in separate pieces) for wiping children's noses.
- There must be a sufficient supply of soap, hand sanitizers, cleaning agents such as bleach or disinfectant, cloths/cleaning brushes.

Note: Hand sanitizers and cleaning materials must be stored out of reach of children at all times and labelled in accordance with their use.



Self Assessment Procedure

The DSD's Standard Operating Procedures and Guidelines on COVID-19 are available on the Department's website: <https://www.dsd.gov.za> or at your local DSD office.

Your Self Assessment form can be completed online here: <https://tinyurl.com/yd2dluv2>

Or obtained and handed in at your local DSD office. If you do not submit the form yourself, please ensure that the person who does it on your behalf has proof that they are authorised by yourself or your ECD Programme or Partial Care Facility.

On 10 July 2020 the Minister of Social development confirmed that the Department will continue to subsidise ECDs that need state subsidies during the State of National Disaster.

The amount being paid annually to ECDs by the Department is R3.1 billion, targeting early childhood development programmes in poor communities in particular.

Building a Caring Society Together.



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