

PROTECTION POLICY



effective 01.05.2021 – Update highlighted text

GOAL

The protection policy will serve to curb the spread of the Coronavirus, allowing for a "responsible normality" in the education and care of children.

Main Idea of the Protection Policy

Protective measures should serve the purpose of limiting transmission of the virus, breaking chains of transmission, and avoiding large quarantine situations. **Maintaining distance between small children and between children and caregivers, and rigid regulation of group sizes and composition are still disproportionate.** Adults will maintain distance from other adults as much as possible.

Daily Life at the Daycare	
Group Structure and Free Play	<ul style="list-style-type: none"> • In principle, groups may be larger than 5 children. • New group constellations (e.g. mixed group projects, combining groups) will be avoided. • Activities that include both groups in each set of double groups are allowed. • English takes place individually on each double group. • The kindergarten project takes place individually on each double group. The visit at the Big Bear House is scheduled in special time slots, when no kindergarten children are present. • As much time as possible should be spent outside on our playgrounds at Erlenpark or Lettenplatz. • Employees will maintain distance (1.5 m) from other adults. • The 1.5 m distance need not be observed between employees and children or between children and other children. Providing for children's basic needs and positive development supersedes these rules and is of the highest priority – more so the younger the child. • «Unmasked» care may occur as an exception, which will always be well-documented. • The situation requires that double groups are run in isolation. There will therefore be no contact between employees or children of different double groups.
Activities and Projects where possible while maintaining hygiene	<ul style="list-style-type: none"> • Care will be taken to ensure that planned projects and activities do not include any "hygienically questionable" games (e.g. blowing water with straws). • Creative measures will be built into the everyday rhythm (e.g. "Toy-free project". Fewer toys = less need to sanitize).
Rituals	<ul style="list-style-type: none"> • Rituals will continue to take place, as they are important in providing the children with structure and security (e.g. waving goodbye). • Hand holding in the circle will be avoided. • Cooking and baking with the children must involve heat as the last step; preparing cold or raw food is not allowed. • Shopping with the children is not allowed. • There should be no singing (including singing in the circle), in accordance with the Switzerland-wide singing ban of 9. December 2020.

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<p>Outdoor Activities</p> <p>The KiGa may use the bus for P.E. classes</p>	<ul style="list-style-type: none"> • "Stay at home" for us means "stay at the childcare facility". Outdoor play should take place on our playgrounds at Erlenpark or Lettenplatz as much as possible, or at least at playgrounds, in forests, or on familiar nearby trails that are accessible by foot. • When outside, employees will maintain the required distance of 1.5 m from other adults, including colleagues. • The use of public transport will be avoided.
<p>Parent Meetings and Events</p>	<ul style="list-style-type: none"> • Parent meetings take place online or in person. Wearing a mask is required. • Parent participation at birthday and leaving celebrations is not allowed. • Parent events can be held outside with distance and wearing masks. Food is allowed only in portions.
<p>Mealtimes</p>	<ul style="list-style-type: none"> • Wash hands before preparing meals (including snacks and baby food/ milk). • Children will not be allowed to share food. • Food will be served with serving cutlery. • The children will no longer serve themselves. • The Employees eat with the children again, provided that the special rules are implemented: only one adult person eats per table, the second person wears a mask. The employees sit as far apart as possible (diagonally). The tables are positioned apart from each other. The seating arrangement is the same at lunch as at sack time and is documented.
<p>Personal Care and Hygiene</p>	<ul style="list-style-type: none"> • Employees will wash their hands thoroughly before any bodily contact (e.g. cleaning noses) and between the care of individual children. Disinfectant is available for this purpose. • Disposable wipes, diapers, and paper tissues will be disposed of in the available, closed, garbage receptacles. • In specific care situations, exceptions to mask-wearing may occur, which will be documented in detail, in writing. • In particular with infants, close contact is unavoidable and should continue to be provided. If this occurs when the caregiver is not wearing a mask, it will be documented in writing. • If, in the course of the childcare work, there are situations in which defined and documented exceptions to mask-wearing are not possible (e.g. in guiding an apprentice through a diaper-changing situation), employees will wear a mask. In these cases, the carer will talk through putting on the mask and explain it to the infant/ toddler. Of course, as in all learning situations, the carer will be sensitive to the comfort of the infant/ toddler. • Children's independence will be encouraged when using the toilet, diaper changes, and other personal care processes (e.g. rubbing in sun cream).
<p>Sleep and Rest Time</p>	<ul style="list-style-type: none"> • Rooms will be thoroughly aired out. The Dyson air purifier will be used. • Hygiene measures will be observed: e.g. individual head sheets for each child.

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Transitions	
Bringing and Collecting Children	<ul style="list-style-type: none"> • Parents must wear a mask at our Lil' Mouse House. • Disinfectant is available for parents. Children should wash their hands thoroughly with soap. • At the Big Bear House parents handover their child in front of the door. Same process as before. • Infants and children who need support re-acclimatising to the day-care may be accompanied by one parent/ guardian. • Bodily contact between adults – particularly hand shaking – is to be avoided. • Contact with parents should be kept short (e.g. by skipping the morning "feeling barometer") • In place of regular in-person exchanges, telephone conversations can be substituted. • Request that only one parent/guardian bring and collect their child(ren). Ideally, siblings should wait outside. • Children should put their personal items in their own locker, preferably by themselves in order to avoid hand-to-hand contact between adults.
(Re-) Acclimatisation	<ul style="list-style-type: none"> • If it is necessary for a parent to accompany their child, it should be coordinated so that there are not multiple parents present at once. • The accompanying parent should keep a 1.5 m distance from the day care workers and from other children (in any case, according to the "safe haven" argument, parents should remain at the edge of activities and not actively insert themselves). • Acclimatisation is a defined exceptional situation in which the caregiver may not wear a mask, providing it is documented in writing. Parents must always wear a mask. • During the acclimatisation period, care will be taken that the child gets to know their attachment figure both with and without a mask before the first separation, and that they feel comfortable in both situations.
Transitions from Play to Eating	<ul style="list-style-type: none"> • Pay attention to hygiene, wash hands, and lay aside toys that have not been cleaned, to be washed as soon as possible (e.g. toys that were in a child's mouth should be immediately washed in the dishwasher). • Wash hands before preparing food.
Employees Transitioning back to the Group after Meetings/ Breaks	<ul style="list-style-type: none"> • Hygiene measures: wash hands and maintain distance. • Masks are mandatory in all inside spaces, including during breaks. The only exception is for a single person in a closed room. A good airing out of the room is required.

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Personal	
Distance Between Employees	<ul style="list-style-type: none">• Maintain a distance of 1.5 m.• Meetings, conversations, and morning reports are conducted online. Exceptions to this rule are ErFa-Meetings and employee discussions, where care is taken to ensure sufficiently large rooms and distance in the seating arrangements.
Wearing Protective Masks	<ul style="list-style-type: none">• Wearing a mask is required throughout the institution, with the exception of children under 12.• Exceptions where masks might not be worn during close contact between employees and children are defined in the present protection policy and all such instances will be documented, in writing, with details of which children were cared for by which unmasked employees at which time.• The defined and documented exceptions are based on the needs of the child, and, wherever possible, will involve the same combination of child and carer.• Outdoors, mask wearing may be waived under certain conditions: When there is sufficient distance from all adults. As soon as there is eye-level contact with a child, the mask must be worn.
Outside	
High-Risk Employees	<ul style="list-style-type: none">• High-risk employees should talk with the management, in order to determine appropriate measure.• High risk employees will, where possible, be give work that can be done from home, or they will be given tasks that do not involve any kind of close contact with other people.• If this is not possible and if high-risk employees perform their typical roles, further protective measures will be put in place: during direct care, high risk employees will wear an FFP2 mask and all hygiene measures will be strictly and consistently observed.• There must be NO exceptions to mask-wearing when in the same room as a high-risk person, therefore, all employees will wear a mask, without exception.• Salaries will still be paid to high-risk employees who are unable to come to work.

Rooms	
Hygiene Measures in the Rooms	<ul style="list-style-type: none">• Regular and thorough handwashing with soap.• Provision of soap dispensers, disposable towels, and disinfectant.• Regular cleaning of surfaces and items, as well as rooms and areas that are frequently touched, such as door handles, light switches, handrails, or faucets.• Regular airing out of rooms and use of the Dyson air purifier.

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Procedure in Case of Sickness	
Recommendations of the BAG	<p>The BAG recommendations regarding procedures when exhibiting symptoms of sickness, or when coming into contact with sick persons or high-risk individuals are still in effect!</p> <ul style="list-style-type: none"> • Employees who live in the same household as or who have been intimate with someone with an acute respiratory sickness (e.g. coughing, sore throat, shortness of breath, with or without fever, feverishness, or muscle pain) may, as a precaution, not enter the daycare facility for 10 days, and should observe their health (self-quarantine). Returning to the workplace is permitted after a negative test result.
Handling Suspected Cases	<ul style="list-style-type: none"> • When wearing a mask during the workday, employees may take more regular breaks outdoors in order to get enough fresh air, by arrangement with their supervisor or group leader. • Employees who have to take a Corona test due to exhibiting the above-mentioned symptoms will work from home – to the extent that their health allows – until they receive the test result.
Occurrence of Acute Symptoms at the Daycare	<ul style="list-style-type: none"> • Employees exhibiting symptoms will leave the daycare facility immediately. • If a child displays acute symptoms, they will be immediately isolated until they can be collected by a parent. Employees who isolate themselves with a symptomatic child must wear a protective mask. • In general, children younger than 12 years will not wear masks.
Returning from High-Risk Countries	<ul style="list-style-type: none"> • ALL PERSONS, including children, who return to Switzerland from a high-risk country, are required to self-quarantine and follow the BAG guidelines. • Failure to follow these regulations may result in a family being temporarily suspended from attending the institution.
Procedure in a Confirmed Case of Covid-19	<ul style="list-style-type: none"> • Parents and employees are required to openly and honestly communicate their health status to the management. • If a child tests positive, that child and all members of their household will be required to quarantine. In light of the minimal risk of transmission through children, there is no need for other children in the group or for caregivers to quarantine. • If 2 or more children from the same group test positive fewer than 10 days apart, the canton doctor will determine whether it is necessary to quarantine a group of children. • If a parent or a household member has a positive test result, the child must quarantine with the other members of the household and can therefore not attend the childcare. • If a caregiver at the daycare tests positive, that person and their household will have to quarantine. The kanton doctor will determine whether it is necessary to quarantine a group of children. This decision will take into account whether the caregiver wore a mask, and if they were unmasked in any of the defined exceptional situations. • When there is a positive case in the childcare facility, the management will inform employees and parents (taking care to maintain privacy of personal information), as well as the relevant authorities and the kanton's medical office.

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	<ul style="list-style-type: none">• Positive cases will be documented and attendance lists will be kept, in order to easily comply with any instructions from the kanton's medical office.• Information will be communicated via e-mail, and will only be shared within the double groups.
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