Zurich, June 2020

Protection Concept for the kihz Daycare Centres

Valid from 11 May 2020
First review on 8 June 2020

Outset situation

This protection concept demonstrates how the kihz daycare centres will continue daily operations while providing sufficient precautions and awareness for the continued containment of the coronavirus. It is based on the principles issued by the Federal Office of Public Health on 29.04.2020 and the recommendations of the Swiss professional associations kibesuisse and ProEnfance. Any cantonal and/or municipal requirements are included in the protection concept and systematically updated.

Aim

The protection concept is based on the aim of containing the coronavirus, while adopting responsible measures to continue to educate, raise and care for the children in their familiar normality.

Guiding principles of the protection concept

The health of the children and staff has utmost priority. Every measure taken is aimed at the welfare of the children and their right to a positive development; the protection of (vulnerable) employees; and compliance with hygiene and distance rules. To ensure professional and health-oriented operations, it is essential that employees are sufficiently aware and properly instructed, and that measures are complied with. Both at management and at group level, the foundation is doing everything in its power to guarantee the implementation and enforcement of the defined precautions, rules of conduct and hygiene measures.

These measures are described in the areas listed below

<table>
<thead>
<tr>
<th>Transition situations</th>
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</thead>
<tbody>
<tr>
<td>Childcare times</td>
<td>An easing of the drop-off and pick-up times offers parents the option of voluntarily shortening childcare. This means public transport can be avoided during rush hour, for example, and gives the child time to readjust to daycare gradually.</td>
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<tr>
<td>Drop-off and pick-up</td>
<td>When bringing and picking up children, it is important to avoid waiting times, gatherings of parents in and in front of the building and close contact between families and staff.</td>
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<tr>
<td></td>
<td>• No physical contact of any kind is permitted between adults, in particular shaking hands.</td>
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</tbody>
</table>
- Fixed drop-off and pick-up blocks for each family are scheduled as required directly with staff or via Doodle.
- The agreed drop-off and pick-up times are binding.
- Parents must expect waiting times outside the daycare centre during drop-off and pick-up times.
- If available, different entrances and exits are used.
- Drop-off and pick-up times are extended.
- The 2 m distance rule between families applies (e.g. with waiting strips in front of the entrance to the day care centre as in supermarkets).
- Outside entrances/gardens or other specially designated areas are used for the handovers.
- Handovers are short and attention is paid to maintaining the physical distance. However, especially with small children or those who need support when saying goodbye, there may be a short period of closeness between carer and parent.
- The regular information about life at the daycare centre can be found on the kihz app for parents.
- Telephone calls are offered as a substitute for the regular conversation in person.
- Parents are asked not to bring/pick up their child(ren) in pairs. Ideally siblings should wait outside.
- Disinfectant is available for the parents.
- Parents and/or staff wash hands with the children.
- Children’s personal belongings are, if possible, put away by the child(ren) themselves in their personal locker, thus avoiding “hand to hand” contact between adult and child.

### (Re-)settling in

<table>
<thead>
<tr>
<th>Also those children who have not visited their daycare centre since the lockdown are given time to settle and feel comfortable. This is especially true for infants and children with special needs, newly settled children and other children who need extra support in transitional situations.</th>
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</thead>
<tbody>
<tr>
<td>- If the child needs to be accompanied by a parent, this is coordinated by the daycare centre so that no more than one parent is present at the same time.</td>
</tr>
<tr>
<td>- The accompanying parent observes the hygiene rules.</td>
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<tr>
<td>- The accompanying parent keeps a distance of 2 m to the carer and the other children if possible.</td>
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</table>

**Settling in new children:**

- Postponed or future settling-in periods are planned step by step and in consultation with the families.
- Groups are split (e.g. settling the new child in a separate room with 1-2 children).
- The accompanying parent should keep a distance of 2 m from the personal carer and the other children if possible.

### Premises
Hygiene measures on the premises

The hygiene measures stipulated in the internal safety and hygiene concept are strictly adhered to (https://polybox.ethz.ch/index.php/s/R9IG6GSyk9FBqv):

- Hands are washed with soap regularly and thoroughly.
- After the use of protective gloves, hands are also washed with soap.
- Soap dispensers, disposable towels and disinfectants are provided.
- Closable trash bins with lids are provided.
- Surfaces and objects are regularly cleaned, as well as the premises, especially places that are often touched, e.g. door handles, light switches, banisters or fittings.
- When cleaning objects, especially those used directly by children, care is taken to use suitable, non-harmful cleaning agents.
- Employees wear gloves when cleaning.
- Rooms are ventilated regularly and extensively.

Daily routine

Group structure

- Unless otherwise prescribed by the Canton of Zurich, groups of children may be larger than 5 children.
- The groups correspond to the familiar structures for the benefit of the children.
- New group constellations (e.g. group-wide projects, merged groups, open work) are largely avoided. An exception are the morning and evening reception times as well as over lunchtime for those children who no longer need a nap.
- The simultaneous stay of several groups in the garden/yard is allowed (valid from 08.06.2020).
- Employees observe the distance rules (2 m) to other adults.
- The distance of 2 m between employee and child and between child and child does not have to be observed. Ensuring basic needs and positive development takes precedence over this rule and, the younger the child, the more relevant it is.

Rituals

- The team assesses which rituals currently give the children structure and security and are therefore important (e.g. waving goodbye).

General activities

- In planned activities, care is taken to ensure that no “hygiene-critical” games and ideas are offered (e.g. blowing cotton balls with tubes, preparing food, self-cooking day etc.).

Outdoor activities

- Outdoor play should preferably take place in the garden/terrace/yard of the facility, but at most in the usual playground/park/forest in the immediate vicinity, which can be reached on foot.
- The use of public transport is still avoided.
- When in the garden or visiting external playgrounds etc., employees also maintain the required distance of 2 m from other adults and colleagues.
- Shopping together with the children is not permitted.
- After spending time outdoors, children and employees take hygiene precautions (washing hands, disinfection).
- The necessary hygiene precautions are also taken for the time spent outdoors (e.g. sufficient tissues, changing mats, disposable gloves, disinfectant).

### Eating situation
- Measures are systematically implemented in compliance with the hygiene concept ([https://polybox.ethz.ch/index.php/s/R9IG6GSyk9jFBvw](https://polybox.ethz.ch/index.php/s/R9IG6GSyk9jFBvw)).
- Hands are washed before preparing meals (including snacks and baby food).
- Children and employees wash their hands before and after eating. This also applies to when feeding infants.
- Children are instructed not to share food or drink.
- Serving utensils are used in all cases (e.g. vegetable sticks are eaten with tongs/spoon/fork and not by hand) and care is taken that children do not use their hand to help themselves to food from a plate/bowl (bread/fruit basket).
- Employees sit at a distance of 2 metres from each other, if necessary with tables moved apart.

### General care activities
- Close contact is particularly important for babies and must continue to be provided.
- All general care activities are carried out in accordance with the safety and hygiene concept ([https://polybox.ethz.ch/index.php/s/R9IG6GSyk9jFBvw](https://polybox.ethz.ch/index.php/s/R9IG6GSyk9jFBvw)).

### Naps / Quiet times
- Infants, toddlers and younger children are to sleep in their familiar surroundings/infrastructure, as this gives them security for the active periods during the day.
- Care is taken to ensure adequate ventilation.
- Hygiene measures are observed: e.g. individual pillows and duvet covers for each child, regular washing, disinfection of the mats.

### Collaboration with parents

#### Parent interactions and parents’ events
- Handover talks are kept short. Parents can find regular information about the day’s activities on the kihz app.
- Urgent, important and short matters can be discussed by telephone.
- Other requests are to be communicated by mail.
- Progress talks will take place in the form of video conferences. If the day care centre can provide sufficient distance in the meeting room, the parent meetings can also be held on site (valid from 08.06.2020).
- There will be no parent and family events for the time being.
- It is essential that parents are available by telephone at all times.
- If it is not possible for the parents to be reachable at all times, or to pick up the child in a short time if the child shows symptoms of sickness, it is extremely important that parents provide the telephone number of a person who can be reached and who can pick up the child.
- To protect your own child and the staff of the daycare centre, children with mild symptoms must be kept home.
### Staff-related matters

#### Distance between employees
- The distance rule of 2 m is maintained.
- During meetings and discussions, attention is given to ensuring that the rooms are large enough and that seating arrangements allow sufficient distance.
- For meetings that require the presence of many/all team members, online solutions (Skype, Zoom, Teams, etc.) are used if possible.

#### Team constellations
- The staff work in their accustomed teams.
- Substitutions and assignments of employees as stand-ins are possible to ensure the supervision ratio.

#### Wearing masks
- According to FOPH, wearing protective masks is not currently mandatory for childcare staff.
- All kihz day care centres are equipped with protective masks.
- Employees who fall sick in the daycare centre wear a protective mask and leave the institution immediately.
- Employees who isolate a sick child until he or she is picked up by their parents also wear a protective mask.

#### Employees at particular risk
- Employees who are particularly at risk (any serious previous sickness must be documented by a detailed medical certificate) will continue to be exempted from direct childcare duties. If possible, they will be assigned an appropriate replacement job in compliance with the recommended protective measures.

### Special features of childcare institutions

#### Visits by external (specialist) personen
- All external persons (e.g. supervisory authorities, curative teachers, auditors, caretakers, manual workers, etc.) adhere to the federal rules on distance and hygiene.
- The names, date and length of stay of external persons are noted.

### Procedure in the event of sickness

**FOPH recommendations**

FOPH's recommendations on how to act in the event of signs of sickness or in contact situations with patients or risk groups continue to apply:

- Children/young persons with symptoms of respiratory diseases (e.g. cough, sore throat, shortness of breath) with or without fever, feverish feeling or muscle ache and/or sudden loss of sense of smell or taste remain at home or must be immediately picked up from the childcare institution by their guardians and placed in self-isolation (see BAG "Self-isolation and self-quarantine"). Parents with symptoms cannot pick up their children themselves.
- Employees with symptoms of an acute respiratory disease (e.g. cough, sore throat, shortness of breath) with or without fever, feverish feeling or muscle ache and/or sudden loss of sense of smell or taste remain at
<table>
<thead>
<tr>
<th>Occurrence of acute symptoms in the daycare centre</th>
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<tbody>
<tr>
<td>• Employees leave the childcare institution immediately (see above).</td>
</tr>
<tr>
<td>• If children develop acute symptoms, they are immediately isolated until they are picked up by their parents. Employees who isolate themselves with the child during this time take the necessary protective measures by wearing a protective mask and gloves if necessary.</td>
</tr>
<tr>
<td>• The sick person (child or employee) and all persons living in the same household stay at home. They will only return to the daycare centre if they have shown no symptoms for 48 hours and at least 10 days have passed since the first symptoms appeared.</td>
</tr>
<tr>
<td>• The daycare centre continues normal operations.</td>
</tr>
<tr>
<td>• If other persons show symptoms, these persons and all persons living in the same household are also placed in self-quarantine.</td>
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</tbody>
</table>

<table>
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<th>Positive COVID-19 test result for carer, child or parent</th>
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<tr>
<td>• The sick person and all persons living in the same household remain at home and are quarantined. They will only return to the daycare centre if they have shown no symptoms for 48 hours and at least 10 days have passed since the first symptoms appeared.</td>
</tr>
<tr>
<td>• The daycare centre head must be informed after receiving the test result.</td>
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<tr>
<td>• The daycare centre head immediately informs all employees of the daycare centre, the parents of the children cared for in the daycare centre, the office of the kihz foundation and the supervising authority (Social Department of the City of Zurich).</td>
</tr>
<tr>
<td>• A positive test result does not automatically force the daycare centre to close. Nor does it enforce quarantine on all children and employees of the same daycare centre. The procedure is to be clarified on an individual case basis (Aerztefon medical hotline, cantonal doctor).</td>
</tr>
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<td>• A daycare centre can only be closed in consultation with the relevant municipality.</td>
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