

## INTERNATIONAL CHILDREN CREATIVITY CENTER

### SPECIAL COVID-19 POLICY and SAFETY MEASURES

ICCC resumes work on 26 May 2020 with special measures to improve children and staff's safety and lower health risks. These policies will be in effect for the period of COVID-19 emergency measures endorsed by the Bulgarian government.

#### CHILD PICK UP AND DROP OFF

1. In the morning children will be admitted at the front gate. Arrival is between 08.30 and 09.15am. Parents/caregivers will not have access to the outdoor and indoor facilities. The same will apply for pick up.
2. We ask parents to ring the Reception bell and wait to be admitted, maintaining social distance if more children arrive at the same time.
3. If you arrive after 09.15 you may have to wait a little to be admitted as we won't have designated staff at the gate.
4. If a child is upset we ask parents to say goodbye as quickly as possible, and teachers will do our best to comfort the child.

#### CONTACT BETWEEN CHILDREN

1. We are making special arrangements to minimize contact of children between age groups both indoors and outdoors, as well as during eating times.
2. While in the building, children will stay only in their classroom, they will use their designated bathroom and will eat in the dining area rotating with the other groups.
3. We will aim to keep children within designated play areas outdoors, although this will not be entirely possible.
4. Each group will have their own separate entry/exit point in the building. Shoe cubbies will be placed near the entry point. Outdoor shoes will be kept in bags in each child's cubby.

#### SANITATION and HYGIENE

1. Children will be asked to wash hands with soap when entering the building, before going outside, before each meal time, after using the toilet, and at regular intervals in the day. Hand sanitizers will be available outside in the play areas, and at key points in the building such as entry area, dining area and in each classroom.
2. All staff will wear protective masks/shields.
3. There will be frequent disinfection of all indoor spaces and equipment that come in contact with children (2-4 times a day).
4. Outdoor equipment and toys will be disinfected daily
5. Rooms and indoor spaces will be aired regularly

6. Carpets, cushions and soft toys are removed from classrooms. Remaining toys are cleaned with soap and water twice a day.
7. Children are asked to bring their own pencil case with personal color pens and markers, crayons, scissors. These will stay at school for the emergency period.
8. Toys and other personal items will not be allowed to school for the period of the emergency measures.

## HEALTH

1. Each morning children will be admitted to school after checking their general health status; At the beginning of each week we will also check every child's temperature.
2. A child with fever above 37.3C or any flu like symptoms will not be admitted to school.
3. If a child becomes unwell in the course of the day we will call parents immediately to ask that the child is picked up from school. The school nurse or a member of staff will wait with the child in a designated space for that purpose.
4. If a child or a child's family member is confirmed with COVID-19 the family has to notify ICCC director immediately. We will notify health authorities who will advise on the measures to be taken. The school community will be informed of the measures.
5. The above applies for staff members as well.