



INTERNATIONAL CHILDREN 'S CREATIVITY CENTER

COVID-19 POLICY and SAFETY MEASURES

From May 2020 pre-schools in Bulgaria are required to follow special COVID-19 policies to protect the health of children and staff and minimize the risk of COVID-19 infection. These policies will be in effect for all periods of COVID-19 emergency measures endorsed by the Bulgarian government.

ICCC's policy includes government imposed and other measures agreed by our Board of Parents.

CONTACT BETWEEN CHILDREN / STAFF

- A. *In periods of heightened COVID-19 measures when the infection rates are high (red/dark red zone) special measures will apply which will be agreed and announced by the Board of parents. These measures are aimed at limiting the risk of closing the whole pre-school in the case of infection of a child or staff member.*
1. Group routines and movements are organized in a way that prevents contact of children between age groups indoors and outdoors, when possible. Groups will not mix during eating times or other parts of the day, including drop off and pick up times.
 2. Teachers and other staff members will be requested green certificates as per Bulgarian regulations.
 3. All staff will wear masks all the time while indoors and when in close contact with children outdoors.
 4. Activities like dance, karate, drama, fun gym may be temporarily stopped at the discretion of ICCC Director or Board
- B. *Regular COVID-19 measures*
1. Group routines and movements are organized in a way that limits contact of children between age groups indoors and outdoors, when possible.
 2. When outdoors and in some shared areas such as the dining area children from LLB and BBB may be together, as well as children from CC and CK.
 3. During drop off and pick up times children from LLB and BBB may be together, as well as children from CC and CK.

CHILD PICK UP AND DROP OFF

1. Parents are not allowed to enter the building with or without their child.
2. At the start of the day children will be admitted by a member of staff at the respective entrance point (south entrance for CC and CK, West entrance for LLB and BBB), and escorted to their classroom or meeting point. Arrival is between 08.30am and 09.30am (temporary changes may apply in high-risk periods).

3. Upon arrival we will check the child's temperature and general health status and will ask children to wash hands before going to their classroom.
4. If a child arrives before 8.30am they may be asked to wait in the dining area until their teacher escorts them to the classroom (this will not apply during high-risk measures).
5. If a child arrives after 09.30am they may have to wait to be admitted. After the start of school activities we don't have designated staff at each entrance point.
6. If a child is upset, we ask parents to say goodbye as quickly as possible. Having a special departure routine helps children separate more easily.
7. Pick up should be after 4pm either from the outdoor playground area or from one of the building entry doors. If children are indoors parents/caregivers can text or call the class phone number and wait outside the entry door for their child to be brought out.

The drop off and pick up arrangements may change depending on the season or the level of measures. Parents will be notified by email about any changes.

SANITATION and HYGIENE

1. Children will be asked to wash hands with soap when entering the building, before going outside, before each mealtime, 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 the entry area, dining area and in each classroom.
2. When required by regulation all staff will always wear protective masks when indoors. When outdoors protective masks are used when staff are in close contact with children. We will apply strictly the government measures which may vary depending on the level of risk.
3. There will be frequent disinfection of all indoor and outdoor spaces and equipment that come in contact with children.
4. Outdoor equipment and toys will be disinfected regularly.
5. Rooms and indoor spaces will be aired several times a day.
6. Most carpets, cushions, and soft toys will be removed from the classrooms. Remaining toys will be cleaned with soap and water regularly.
7. Children may be 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 (except for change clothes and diapers, wet wipes, and nap time toys/objects for younger children) will not be allowed to school for the period of the emergency measures.
9. If a child or staff member exhibits Covid-19 like symptoms or is diagnosed with COVID-19 during school hours, all contact surfaces and areas will be thoroughly disinfected, following health authority guidelines.

HEALTH RELATED PROCEDURES

1. Each morning children will be admitted to school after checking their general health status and temperature by a member of staff or the school nurse.

2. A child with fever above 37.3C or flu like symptoms will not be admitted to school. We will be on the alert for signs of illness such as runny nose, flushed cheeks, coughing, rapid or difficulty breathing, fatigue, extreme fussiness, stomach pain or diarrhea/vomiting, skin rash of unknown origin.
3. If in doubt about any of these symptoms, the ICCC staff member in charge of admitting the child may ask for the child to be seen by a doctor and return to school with the doctor's permission, certified with a doctor's note. The doctor may recommend doing a COVID-19 test if in doubt.
4. If a child becomes unwell during school hours, we will call parents immediately to ask for the child to be picked up from school. The child will be isolated in an area specially designated for that purpose and the school nurse or a member of staff will wait with them.
5. Children should return to school after all symptoms are gone, or after doctor's permission certified with a doctor's note. In the case of fever, diarrhea or vomiting we require at least 24 hours free of symptoms before returning to school.
6. Parents should provide contact numbers for emergency cases like this in case both of them cannot be reached by phone.
7. If a member of staff becomes unwell during school hours, arrangements will be made for them to leave the school premises immediately.
8. If a child is confirmed with COVID-19 the family must notify the ICCC director immediately and stop the child from attending for the period of quarantine or longer, as necessary. The health authorities and the school community will be informed and we will implement the measures prescribed by the health authorities, or stricter measures agreed by the ICCC Board. This normally means that the whole group will be quarantined for 10 days in the child has been in attendance within the last 48 eight hours from a positive test result.
9. The above applies for staff members.
10. If an immediate family member of a child or staff member is confirmed with COVID-19 the child or staff member will be quarantined as per the government measures, and stopped from attendance.
11. If a child/staff member or a member of their immediate family has had high-risk exposure to a person confirmed with COVID-19, ICCC director must be informed and the child/staff member may be stopped from attending until it is considered safe.

Please consult the ICCC Sickness Policy for more details – www.iccf-bg.com/policies/.

For all other risk situations not specifically mentioned in this policy a decision will be taken by ICCC director or in consultation with Board Members.

The Health Related Procedures in the policy have been consulted with Dr. Boyana Petkova, pediatrician.