

Detailed rules for health safety of the “Uniwersyteckie Maluchy” Workplace Crèche of the University of Warsaw

§1

General provisions

The rules for health safety were created on the basis of the Guidelines for Maintaining Health Safety for Kindergartens, Kindergarten Branches in Primary Schools and Other Forms of Pre-school Education and Childcare Institutions for Children up to the Age of 3 of 31 March 2022, developed by the Chief Sanitary Inspector, issued on the basis of Article 8a, section 5, point 2 of the Act of 14 March 1985 on the State Sanitary Inspectorate (Journal of Laws of 2021, item 195).

§2

Crèche Work Organisation

1. The Crèche is open from 11:00 to 21:00.
2. In order for a child to be admitted to the Crèche, it is necessary for the child's parents to sign a declaration that they are aware of the risk factors and undertake to comply with the detailed health safety rules of the facility (Appendix no. 1).
3. Employees coming to work at the Crèche must be healthy, with no symptoms of illness suggestive of a respiratory infection or infectious disease.
4. Parents/legal guardians shall bring to the Crèche only healthy children without symptoms of infection or contagious disease.
5. After coming to the facility (changing clothes), children must first wash their hands with soap and water.
6. Children shall be brought to/collected from the Crèche by healthy individuals with no signs of infection or infectious disease.
7. Only one Parent/legal guardian may stay in the locker room with their child/children at the same time.
8. The presence of third parties in the Crèche is prohibited.
9. When a child is undergoing an adaptation period in the Crèche, the parent or legal guardian may remain in the facility whilst observing all precautionary measures (healthy person only).
10. Parents or legal guardians of children who bring toys to the facility must ensure that the toys are cleaned, washed, and disinfected regularly.
11. The rooms in which children's activities are organised shall be ventilated during meal breaks or when children go for a walk, if necessary or possible during the activities conducted, at least once an hour.
12. The children shall enjoy their time outdoors as soon as the weather conditions are favourable.

§3

Undertaking hygiene and sanitation activities

1. Childcare workers and children shall wash their hands with soap and water regularly, especially after coming to the facility, before eating and when returning from outside and after using the toilet.
2. Posters concerning the rules on proper hand washing and disinfection and proper glove removal shall be posted in the hygiene and sanitary facilities.
3. Daily cleaning shall be monitored, with particular attention paid to maintaining the cleanliness of rooms where the activities are held, hygiene and sanitary facilities, passageways, cleaning of touch surfaces - handrails, handles and flat surfaces, worktops, keyboards, switches.

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4. The facility shall be equipped with personal protective equipment for possible use in case of necessity (e.g. to perform hygiene procedures with a child, as appropriate).
5. Masks and gloves shall be disposed of in labelled and lockable containers after use.
6. It is strictly forbidden to leave prams and child seats in the Crèche.

§4

Preparation and serving of meals

1. Meals shall be delivered to the Crèche by a catering company that meets sanitary requirements.
2. Meals shall be served on disposable crockery and using disposable cutlery
3. Children shall eat their meals at tables in the dining area. Before and after the meal, the table surface and chairs (backrests, seats) shall be disinfected.

§5

Procedure in case of suspected infection among staff or children

1. If an employee at the workplace develops symptoms of an infectious disease, the Crèche director shall remove this employee from the performance of his/her duties and, if necessary, call for medical assistance.
2. The childcare worker shall provide the necessary care for the child with symptoms of an infectious disease, using personal protective equipment. The child shall be isolated from the rest of the group and from the Crèche staff.
3. The child's parent or legal guardian shall be immediately informed of the child's symptoms so that the child can be immediately collected from the Crèche.
4. The Director shall appoint a person to care for the ill child until the parent or legal guardian arrives.
5. In the event of an emergency or if the child's health is poor, the childcare worker must immediately inform the medical services and inform them of any suspected infectious disease in the child.
6. The place where a person presenting worrying symptoms that suggest an infection or infectious disease was present shall be disinfected.

§6

Other provisions

1. Organisational information on health safety rules shall be communicated to parents via telephone or email.
2. The information board contains up-to-date telephone numbers for the supervising authority, the sanitary and epidemiological station, and the medical services.
3. The Crèche staff, the parents, and the legal guardians of the children shall be made aware of the present procedure's contents.

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Appendix No.1

to the detailed rules for health safety of the
“Uniwersyteckie Maluchy” Workplace Crèche of the
University of Warsaw

.....
name and surname of the child

.....
name and surname of the child's mother/legal guardian

.....
name and surname of the child's father/legal guardian

I hereby declare that :

- **I have read and understand the detailed rules for health safety at the “Uniwersyteckie Maluchy” Workplace Crèche of the University of Warsaw and agree to comply with them;**
- **I am aware that during my child's stay at the Crèche, despite the protective and preventive measures applied, an infectious disease may occur. I understand and acknowledge the risk of contracting an infectious disease and the complications associated with it, as well as the transmission of infection to others, including family members;**
- **I give my consent for the Crèche staff to take my child's body temperature;**
- **In the event of receiving information from the Crèche about the occurrence of worrying symptoms of illness in the child, I undertake to immediately collect the child from the facility**

.....
date and signature of the child's mother/legal guardian

.....
date and signature of the child's father/legal guardian