

COVID Safety checklist (CC14)

SmartStarter Name								Mobile					
ID Number													

How to complete this form:

- Please make sure you have read the guidelines (**CC13**) before conducting a COVID 19 reopening monitoring visit
- Each item in the checklist section B should have a tick in yes or no column– none should be left blank.
- Please tick **ONE OPTION ONLY** of the three statements in **FEEDBACK** section.

DETAILS OF PERSON CONDUCTING THE VERIFICATION/MONITORING VISIT			
Coach Name			Date of Visit dd/mm/yyyy

	Checklist	Yes	No
1.	A DSD self-assessment form done was done for opening. If no, please provide a copy for completion		
2.	The programme has 1metre2 space per child to allow physical distancing		
3.	The physical space where the early childhood development programme operates has been thoroughly cleaned and disinfected in line with the requirements of COVID-19		
4.	Daily cleaning and sanitising of the programme is set up including daily cleaning of teaching and learning support materials, equipment and apparatus when open. (see paragraph 8.7.1 and 8.7.2 of DSD SOP)		
5.	Information posters are displayed – How to stop the spread, how to watch for symptoms, Children's key behaviours and Screening and queuing poster		
6.	If the programme is run as part of a private home or any other space that is shared it is confirmed that it will be implemented in a dedicated space where other persons (including adults and children) cannot access, walk through or sit in for the full duration of the programme). .		
7.	The drop-off and pick-up poster us up and process for this communicated . (see paragraph 8.3 of DSD SOP)		
8.	At the entrance, there is a safe space to wash hands with soap and clean water or sanitize hands. (see paragraph 8.3 of DSD SOP)		
9.	Daily screening questions are written or printed out and ready to be used and space for screening station identified/ set up (see paragraph 8.3 of DSD SOP)		
10.	All staff members have received an orientation and have been made aware of the provisions contained in the documents indicated above in section 4.1. (see paragraph 8.2.1 of DSD SOP)		
11.	All staff members received a proper orientation all measures and COVID safety procedures as well as to the adaptations or changes to the daily routines to accommodate the minimum health, safety and social distancing measures on COVID-19. (see paragraphs 8.4, 8.5, 8.6 and 8.2.1 of DSD SOP)		
12.	At the entrance, there is a safe space to wash hands with soap and clean water or sanitize hands. (see paragraph 8.3 of DSD SOP)		
13.	Daily screening questions are written or printed out and ready to be used. (see paragraph 8.3 of DSD SOP)		

	Compliance indicators	Yes	No
14.	A standard letter/communication to parents explaining COVID safety has been sent. (see paragraph 8.2.3 of DSD SOP)		
15.	If the programme has more than one group/class, there is a schedule in place for outdoor play time to ensure that different groups/classes do not mix. (see paragraph 8.4 and 8.9 of DSD SOP)		
16.	The programme area is laid out or adapted to enable children and adults to keep a distance of at least 1 meter, where appropriate. (paragraph 8.4 and 8.9 of DSD SOP)		
17.	There is natural ventilation (windows or doors that can open) where this early childhood development programme or partial care facility. (see paragraph 8.1 and 8.2.2 of DSD SOP)		
18.	There is a sufficient supply of clean water for drinking and handwashing or measures are in place and confirmed to ensure that there is sufficient supply. (see paragraph 8.1 of DSD SOP)		
19.	There is a tap, a tippy-tap, a water dispenser or similar for handwashing under clean running water with measures that allow for physical distancing as appropriate. (see paragraph 8.1 and 8.2 of DSD SOP)		
20.	Every staff member has at least 2 washable cloth face masks. (paragraph 8.5)		
21.	There are additional clean face masks (about 1 for every 10 children) that can be used in the case where a child becomes sick with COVID-19 symptoms. (see paragraph 8.5 and 8.11 of DSD SOP)		
22.	There is a sufficient supply of clean tissues or toilet paper (in separate pieces) for wiping children's noses. (see paragraph 8.2 and 8.6 of DSD SOP)		
23.	The programme area is laid out or adapted to enable children and adults to keep a distance of at least 1 meter, where appropriate. (paragraph 8.4 and 8.9 of DSD SOP)		
24.	There is natural ventilation (windows or doors that can open) where this early childhood development programme or partial care facility. (see paragraph 8.1 and 8.2.2 of DSD SOP)		
25.	There is a sufficient supply of clean water for drinking and handwashing or measures are in place and confirmed to ensure that there is sufficient supply. (see paragraph 8.1 of DSD SOP)		
26.	There is a tap, a tippy-tap, a water dispenser or similar for handwashing under clean running water with measures that allow for physical distancing as appropriate. (see paragraph 8.1 and 8.2 of DSD SOP)		
27.	Every staff member has at least 2 washable cloth face masks. (paragraph 8.5 of DSD SOP)		
28.	There are additional clean face masks (about 1 for every 10 children) that can be used in the case where a child becomes sick with COVID-19 symptoms. (see paragraph 8.5 and 8.11 of DSD SOP)		
29.	There is a sufficient supply of clean tissues or toilet paper (in separate pieces) for wiping children's noses. (see paragraph 8.2 and 8.6 of DSD SOP for more)		
30.	Hand sanitizer and cleaning materials are stored out of reach of children at all times and labelled (see paragraph 8.8.5 of DSD SOP)		
31.	There is a sufficient supply of soap, hand sanitizers, cleaning agents that kills germs, such as bleach or disinfectant, cloths/cleaning brushes. (paragraph 8.8.5 of DSD SOP)		
32.	There is a basic first aid kit, which includes rubber gloves. (see paragraph 8.11.4 of DSD SOP)		
33.	Plans for basic hygiene practises, including the changing of nappies, use of potties, disposal of the aforementioned, amongst others are in place (see paragraph 8.6.3 of DSD SOP)		

	Compliance indicators	Yes	No
34.	Staff members who fall into high risk categories have been advised not to return. (see paragraph 8.11.3 of DSD SOP for more information)		
35.	There is an isolation space for temporarily containing learners/staff identified with possible COVID-19 symptoms. (see paragraph 8.11.4 of DSD SOP for more)		
36.	Hand sanitizer and cleaning materials are stored out of reach of children at all times and labelled (see paragraph 8.8.5 of DSD SOP)		
37.	Basic hygiene practises, including the changing of nappies, use of potties, disposal of the aforementioned, amongst others are in place		
38.	SmartStarters who fall into high risk categories have been advised not to return		
39.	There is an isolation space available for temporarily containing learners/staff identified with possible COVID-19 symptoms.		
40.	All staff members received a proper orientation all measures and COVID safety procedures as well as to the adaptations or changes to the daily routines to accommodate the minimum health, safety and social distancing measures on COVID-19. (see paragraphs 8.4, 8.5, 8.6 and 8.2.1 of DSD SOP)		

A. FINDINGS AND FEEDBACK

Please tick the box relevant to the outcomes of your visit

- ☐ This programme complies with measures to address, prevent and combat the spread of COVID-19 as set out in the Directions and SOPs.
- ☐ This programme has minor areas of non-compliance in terms of the standards above. Advice and support have been given and a follow-up visit will be undertaken within 2 weeks.
- ☐ This programme has major areas of non-compliance in terms of the standards above and has been advised to close temporarily.

Please write down any feedback given to the SmartStarter at the end of the visit

Coach Signature		Date	dd / mm / yyyy
I, the below signed person, confirm that I hereby undertake to ensure that my programme continues to implement each of the standards above.			
SmartStarter Signature		Date	dd / mm / yyyy
Full name			

This Form needs to be filed at the Franchisor office, and the results uploaded to SmartLink

How to work out the maximum number of children

The government's Directions for re-opening ECD Programmes during Coronavirus, include rules on the maximum number of children that programmes can have. Follow the steps below to calculate how many children you are allowed to have at your programme.

START HERE →

Follow these steps:

Fill in these numbers:

ADULT-CHILD RATIO

1 ANSWER THIS QUESTION: What is the maximum number of children, based on the adult-child ratio?

- A** The government has said only a certain number of children can attend ECD programmes, depending on how many staff there are:
- For children between the ages of 18 months and 4 years there must be 1 practitioner for every 12 children.
 - For children between the ages of 3 and 4 years there must be 1 practitioner for every 20 children.
 - For children between the ages of 5 and 6 years there must be 1 practitioner for every 30 children.
- B** Check the ages of your children. Then, based on the number of practitioners at your programme, work out the maximum number of children you are allowed to have.
- C** The government says that day mothers and childminders can look after no more than 6 children.

MAX NUMBER OF CHILDREN:

(based on adult-child ratio)

FREE FLOOR SPACE

2 ANSWER THIS QUESTION: What is the maximum number of children, based on the unobstructed floor space?

- A** The government says every child must have at least 1.5 square metres of free floor space each to play in.
- Calculate the total square metres of free floor space using this method:
- B** Once the space is laid out for your programme, measure it with a tape measure.
- Measure the length of the free floor space in metres.
 - Then measure the width of the free floor space in metres.
 - Multiply these two numbers together. This gives you the total square metres of free floor space.
- C** Now divide this number by 1.5: this gives you the total number of children allowed in the space.

MAX NUMBER OF CHILDREN:

(based on total square metres of free floor space)

3 Look at the two numbers in the green boxes on the right. Choose the SMALLEST NUMBER. This is the maximum number of children for your programme.

MAX NUMBER OF CHILDREN FOR MY PROGRAMME:



These are the government's requirements. SmartStart playgroups are reminded that they should not have more than 12 children.