

**PEOPLE'S ASSOCIATION (PA) PLAYGROUP
CHECKLIST FOR HEALTH & HYGIENE AUDIT**

S/N	CRITERIA / STANDARD	MET	NOT MET	REMARKS
1	MEDICAL EXAMINATION OF TEACHING STAFF AND CAREGIVERS			
	<p>All teaching staff (i.e. teachers) and caregivers must undergo a basic medical examination to certify that they are physically fit for employment before they are allowed to conduct playgroup programmes.</p> <p>A copy of the doctor's certification, X-ray report and all such other requisite information must be maintained in a form prescribed by PA for all teaching staff and caregivers and must be maintained at all times for verification and inspection, when required. Medical form with PA's latest requirements from previous employer (i.e. early childhood industry) will be accepted if the date of their last medical check-up is not more than one year ago.</p>			
2	HEALTH OF TEACHING STAFF AND CAREGIVERS	MET	NOT MET	REMARKS
	<p>(1) Staff must be in good health with no infectious disease.</p> <p>Note: Teaching staff are to update the CC/RN/RC's CD/DCD and 2LD via PA_Talent_Times@pa.gov.sg within 12 hours, if they or their participant has contracted infectious disease (such as COVID-19, Hand Foot Mouth Disease etc).</p>			
	<p>(2) Staff must not report for work at the playgroup if they show any signs and symptoms of infectious disease set out in (3.2) (1) below e.g. severe coughing, runny nose, sore eyes, skin rashes, vomiting, diarrhoea, high fever (at or above 37.5°C), conjunctivitis, etc. In such instances, replacement staff must be arranged.</p>			
	<p>(3) Infected staff must only return for work at the playgroup centre upon expiry of their medical certificate and show no symptoms of illness.</p>			

3	HANDLING SICK CHILDREN	MET	NOT MET	REMARKS
	<p>(1) Teaching staff and caregivers must be alert and on the lookout for the following symptoms of all possible infectious diseases, but are not limited to:</p> <ul style="list-style-type: none"> - Fever (37.5°C) - severe coughing - difficulty in breathing - redness of eyes - skin rashes (usually blister-like) over hands, feet and diaper area - mouth ulcers - sore throat - runny nose, with yellowish/greenish mucus - yellowish skin or eyes - frequent scratching of scalp (e.g. head lice) or body - vomiting and/or diarrhoea - dark, tea-coloured urine - grey or pale stools - enlarged lymph nodes - Other physical symptoms such as poor appetite, lethargy, headache, chills, muscle ache, joint pain, chest pain 			
	<p>(2) Any signs of ill health must be documented in the centre's record book and maintained by teaching staff and caregivers. The documentation includes the date when they developed the first symptoms of the illness and the clinical diagnosis (if any).</p>			
	<p>(3) Parents must be notified immediately when children are sick. Children must be closely monitored until parents arrive. Teaching staff and caregivers must ensure the comfort of the sick child until the arrival of the parents. No sick child is to be left unattended.</p>			
	<p>(4) Teaching staff and caregivers must advise parents not to bring their sick child to the playgroup until full recovery or upon expiry of their medical certificate and show no symptoms of illness. In the event that there are differing views on the child's health condition, teaching staff can request from parents a certificate of fitness issued by a medical</p>			

	practitioner to ensure that the child is fit to return to the playgroup.			
4	PREVENTION AND CONTROL OF INFECTIOUS DISEASE	MET	NOT MET	REMARKS
	(1) Operators must follow and comply with the Infection Prevention Guidelines for Schools (Primary) and Child Care Centres, Third Edition, 2019 issued by the MOH (known as “MOH Infection Control Guidelines”). Operators should always refer to the most updated and full set of guidelines found in the MOH website.			
	(2) Operators and teaching staff must conduct intensive daily health checks. Teaching staff and caregivers must carry out temperature check and screen all the children upon arrival for symptoms of the infectious disease. They should also look out for bruises or signs of child abuse, and mosquito bites.			
	(3) Unwell children must be isolated immediately (but within the supervision of a staff) while waiting to be fetched home.			
	(4) Teachers and caregivers must quickly contact the parents to bring the child to see a doctor immediately for medical attention and assessment.			
	(5) Infected children must only return to the playgroup upon expiry of their medical certificate and show no symptoms of illness. In the event that there are differing views on the child’s health condition, teaching staff can request from parents or guardians a certificate of fitness issued by a medical practitioner to ensure that the child is fit to return to the playgroup.			
	(6) A child who is receiving antibiotics and medication for fever can continue to attend the playgroup. In addition, children receiving medication for non-infectious conditions such as asthma or diabetes may be admitted to the playgroup, as these diseases are not contagious.			

	(7) Teaching staff and caregivers with symptoms of the infectious disease should immediately stop teaching and seek immediate medical care. They must only return to the playgroup centre upon expiry of their medical certificate and show no symptoms of illness.			
5	HYGIENE- ACTIVITY AREA	MET	NOT MET	REMARKS
	(1) Floor must be mopped daily/before each playgroup session using disinfectant and dried before use (1 part of bleach with 50 parts water).			
	(2) No footwear should be allowed in the playgroup classroom.			
6	HYGIENE- TOILET	MET	NOT MET	REMARKS
	(1) A potty and/or child toilet seat should be on standby and should be kept out of reach of the children.			
	(2) Use of potty chairs are discouraged under the MOH Infection Control Guidelines. However, if potty chairs are used, the contents of the potty must be emptied into the toilet. The potty should then be rinsed, cleaned and disinfected with diluted household bleach (1 part of bleach with 49 parts water). The toilet seats must also be disinfected after each playgroup session.			
	(3) Faucet handles of basin should be washed regularly.			
	(4) The floor must be dry at all times.			
	(5) Children must have easy access to liquid soap, not bar soap, for washing hands. Liquid soap solution must not be diluted and must be effective for hand washing.			
	(6) Sufficient supply of toilet rolls must be provided at all times and within easy reach. The toilet paper must be replenished.			
	(7) Only single use disposable tissues/towels are to be provided for drying hands.			

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(June 2023)

7	HYGIENE- TABLES/CHAIRS/MATS	MET	NOT MET	REMARKS
	(1) Tables and chairs must be wiped and disinfected daily with household bleach diluted 1 part of bleach with 49 parts of water, before the start of each playgroup session and after use (when food and drinks are provided or when tables and chairs are dirty).			
	(2) When a mat is provided and used by children for activities, it should be wiped before and after each use with a wet cloth and disinfectant. The mat provided should be one that can be easily cleaned with a wet cloth.			
8	HYGIENE- PANTRY AREA OR AREA OF FOOD PREPARATION	MET	NOT MET	REMARKS
	(1) Rubbish bins must be lined with disposable plastic bags and covered.			
9	HYGIENE- TOYS AND OTHER SHARED ITEMS	MET	NOT MET	REMARKS
	(1) Toys and other items shared among children must be cleaned and disinfected after each playgroup session.			
	(2) Non-washable toys and stuffed toys must not be used because they are difficult to clean when soiled.			
	(3) Soiled toys (with vomit, urine, faeces, blood) must be thrown away immediately.			
10	HAND WASHING	MET	NOT MET	REMARKS
	(1) Staff and children must observe proper and regular handwashing using liquid soap. They should dry their hands with disposable tissues/paper towels after washing.			

	<p>(2) Teaching staff and caregivers must wash their hands with soap and water and then dried:</p> <p>(a) when they arrive upon arrival at the centre;</p> <p>(b) when they prepare or serve food (if any);</p> <p>(c) after they change diapers, clean up or wipe the nose of a child;</p> <p>(d) after contact with blood or body fluids;</p> <p>(e) after they have been to the toilet, either with a child or by themselves;</p> <p>(f) after outdoor activities (e.g. playing with children in the playground)</p>			
	<p>(3) Children must wash their hands:</p> <p>(a) when they arrive at the centre;</p> <p>(b) before they eat or drink;</p> <p>(c) after they use the toilet;</p> <p>(d) after outdoor activities (e.g. playing with children in the playground)</p> <p>Alcohol-based hand rubs can be used routinely however the safety issues, including inflammability, skin reaction and student access to the product (i.e. ingestion) must be considered. Further, hands must be clean (free of debris) if hand rubs are to be effective for infection control. Alcohol-based hand rubs may also be used in emergency or field situations (such as excursions, camps or off-campus activities) where hand washing facilities are limited or not available.</p>			
11	USE OF GLOVES	MET	NOT MET	REMARKS
	<p>(1) Staff must wear disposable gloves (gloves should be powder-free latex or vinyl) and plastic aprons when handling clothes soiled with urine, faeces, vomit or blood.</p>			
12	SOILED CLOTHING	MET	NOT MET	REMARKS
	<p>(1) Clothing soiled with urine or stool is to be rinsed at the centre. It should be done in a pail designated or this purpose in the centre. The soiled clothing should be packed in plastic bags to minimize exposure of staff and children to disease-carrying agents. Hands should be washed after handling soiled clothing. (Please refer to MOH's guidelines on the handling of soiled clothing).</p>			

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13	DIAPERING	MET	NOT MET	REMARKS
	(1) Sanitary procedures for changing diapers must be well established and implemented at all times. Soiled diapers must be wrapped in a plastic bag, tied securely before being discarded into a plastic-lined foot-operated lid bin which is emptied and cleaned daily.			
14	GENERAL SURFACES	MET	NOT MET	REMARKS
	(1) Low shelves, doorknobs and other surfaces often touched by children must be cleaned and disinfected regularly.			
15	PERSONAL EFFECTS	MET	NOT MET	REMARKS
	(1) PA Operators must ensure that children do not share personal effects like handkerchiefs, towels and water bottles.			
16	FIRST AID CERTIFICATE BY TEACHING STAFF/CAREGIVERS	MET	NOT MET	REMARKS
	(1) There must be at least one staff with a valid child first aid certificate at the centre at all times. Full name of staff: _____ First Aid Certificate Expiry date: _____			
17	TELECOMMUNICATIONS	MET	NOT MET	REMARKS
	(1) Each playgroup must have ready access to telecommunications devices, e.g. telephones and handphones.			
	(2) Contact numbers of parents, authorized guardians, and the CO must also be kept by the playgroup staff.			
	(3) All teaching staff and caregivers must be alert at all times to prevent any accident from happening.			

END

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