

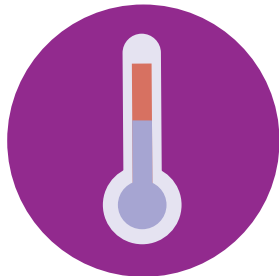


# **POST-MCO COVID-19 SAFETY PROTOCOLS FOR REAL KIDS**

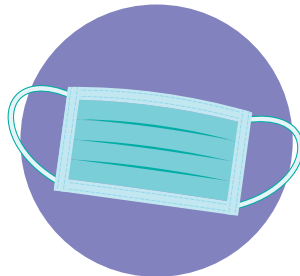


## Good Hygiene Practices (& Prevention of Disease) at R.E.A.L Kids

At R.E.A.L Kids, various efforts have been made to safeguard the health and well-being of our students and staff, as well as to create greater awareness. Such precautionary measures are ongoing and aimed at preventing the possible spread / transmission of the coronavirus (Covid-19) and other infectious diseases. These include:



Temperature  
monitoring  
at preschool's  
point of entry



Encouraging  
students  
and staff to  
wear masks



Student  
quarantine at  
preschool's  
sickbay



Daily use  
of disinfectants  
(on toys, surface  
areas, etc.)



Regular  
hand cleaning  
(washing,  
sanitizing)



Creating  
awareness  
(via posters,  
hygiene talks)



Sending photos  
and videos  
of these efforts  
to parents



## Partnership with Columbia Asia Hospitals to Combat Covid-19

We are proud to announce that we are working in collaboration with Columbia Asia - a private healthcare provider with 13 operating hospitals across Malaysia with over 350 resident and visiting medical specialists - to help ensure the safety and health of our students and staff during this Covid-19 period and beyond.

Columbia Asia will be supporting us in the following ways:

- a. As consultants to help us develop our Covid-19 safety protocols in compliance with MOH Guidelines
- b. Training our teachers and nurses on international standards of healthcare and overall wellness
- c. Hosting webinars for parents and students on various health topics relevant to the current prevailing environment

We are confident that with this partnership, our schools will be able to offer a safe and healthy environment for your children in our schools.

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**Columbia Asia** is an international private healthcare company incorporated in Malaysia in 1996. It started its first hospital in Sarawak, East Malaysia in 1997. Now, **Columbia Asia** offers 19 medical facilities (hospitals/clinics/extended care facilities) across Asia, with 13 in Malaysia.

Leading the way in private healthcare trends, **Columbia Asia** offers optimum and affordable medical services through its hospitals and clinics. With modern amenities and highly trained doctors and nurses, these hospitals are located in residential areas, making quality private healthcare more accessible and efficient for patients. New medical technologies decrease the level of invasive treatments, reducing the length of hospital stays. Moreover, rate structures are transparent and comparatively lower than the standard model for private healthcare.

Each **Columbia Asia** medical facility also houses no more than 100 beds per hospital. The hospitals may be smaller in comparison to other private hospitals but the concept behind its simplicity leads the way towards healthcare trends in the future - efficient, accessible and cost-effective. As such, its objective is to provide communities with effective healthcare at excellent value, and to be the preferred choice for families and businesses.

***We have a Passion for Making People Better.***

**[www.columbiaasia.com](http://www.columbiaasia.com)**



ColumbiaAsia



ColumbiaAsia



ColumbiaAsiaHospital

## **1.0 PURPOSE**

- 1.1 This guideline has been developed by the order of the National Security Council (MKN) of Malaysia under the Movement Control Order (MCO) which was enforced under the Prevention and Control of Infectious Disease Act 1988 [Act 342] and Police Act 1967. The execution and enforcement of this guideline by the related government agencies is subjected to the order from time to time by the National Security Council related to the implementation of MCO.
- 1.2 The Covid-19 guidelines posted under the Movement Control Order act as a reference for kindergarten entrepreneurs to take serious precautionary measures to contain the spread of Covid-19 whenever the premises are allowed to operate again as ordered by the authorities.

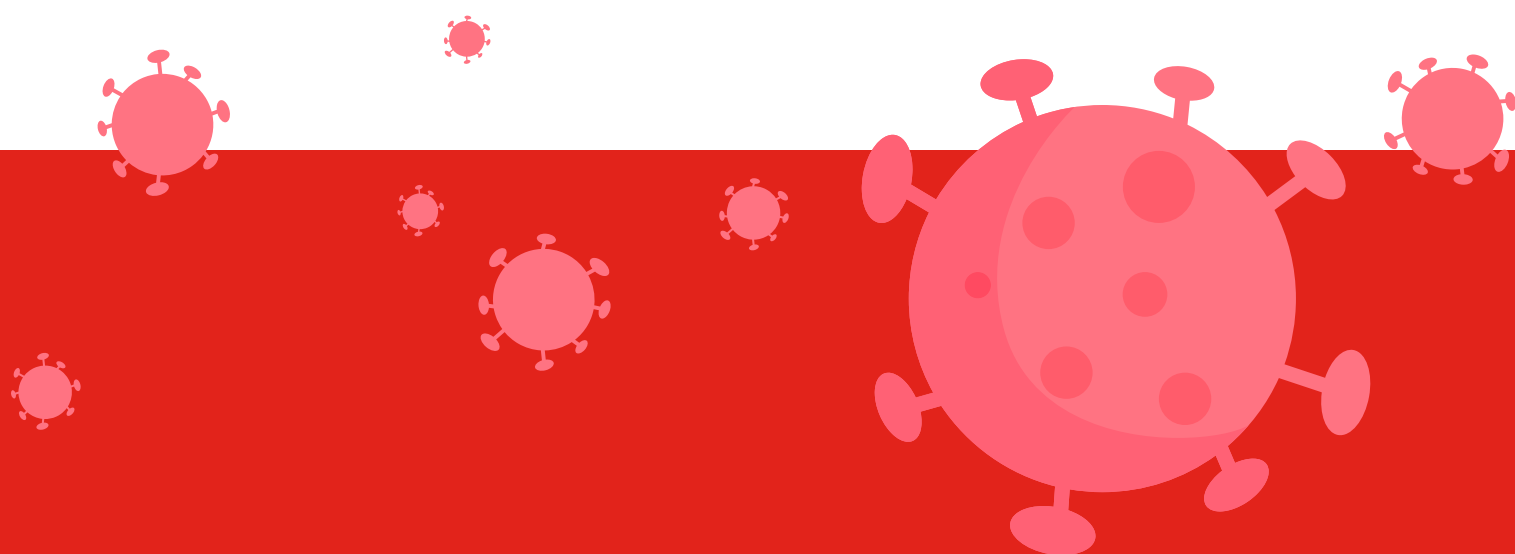
## **2.0 DEFINITIONS**

- 2.1 Staff include the Principal, permanent or temporary teachers, Supervisor, Admin staff, non-teaching staff, coaches, trainers, security guards, etc.
- 2.2 Service providers are suppliers or individuals who are engaged to carry out repair, maintenance (e.g.: swimming pool) or service (e.g.: gardener) at the centre.
- 2.3 The Management includes the Chief Operating Officer and relevant Centre Manager.

## **3.0 RESPONSIBILITIES**

- 3.1 All staff shall comply with this guideline in order to prevent the spread of Covid-19 infection at REAL Kids Centres.
- 3.2 The Principal shall ensure that outsiders (including parents, guardians, visitors, suppliers, transporters, etc.) are made known of the adopted measures within the scope of this guideline before entering the centre.
- 3.3 The Principal shall notify the Management & ECCE Operations at HQ upon detection of any Covid-19 infection within REAL Kids Centres among its staff, students, or their parents/guardians.
- 3.4 The Principal shall ensure that there is sufficient personal protective equipment (such as gloves and masks), hand sanitising solution, disinfectant (Clorox), and non-contact thermometers (including backup batteries).

- 3.5 The Principal shall ensure that all facilities are cleaned and disinfected according to schedule.
- 3.6 The Principal shall provide proper training to staff.
- 3.7 Teachers must always:
  - Monitor students' health status,
  - Remind students to maintain personal hygiene and social distancing in a caring manner,
  - Notify Principal upon detection of student with flu-like symptoms.



## 4.0 INFORMATION ABOUT COVID

### 4.1 What is Coronavirus?

Coronavirus (CoV) is a family of viruses that may cause respiratory tract or intestinal infection in animals and humans. Previously it was only known to cause mild disease in healthy individuals until the severe disease outbreak of Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome-related Coronavirus (MERS-CoV). In December 2019, a new (novel) coronavirus was reported to cause respiratory infection in Wuhan, China. This novel coronavirus infection, later named COVID-19 (coronavirus disease 2019), ranges from normal flu to severe pneumonia and is easily transmissible.

### 4.2 What are the symptoms of Covid-19?

COVID-19 causes symptoms that range from normal flu to severe pneumonia of varying severity. These symptoms include (but are not limited to) fever, dry cough, sore throat, flu, difficulty breathing, fatigue, muscle aches, etc.

The majority of infected individuals develop mild disease (80-90%) while a small group (10-20%) may develop severe disease.

#### 4.3 Could the virus spread from human to human?

The virus could be transmitted from/to others through:

- a. Respiratory droplets: arising from coughing and sneezing, close conversation
- b. Direct contact: contaminated hand touching eyes, nose and mouth, kissing, handshakes, hugging
- c. Indirect contact: touching contaminate objects such as door knobs, switches, desks, handrails, bathroom fixtures, gadgets, countertops, remotes, keyboards, etc.

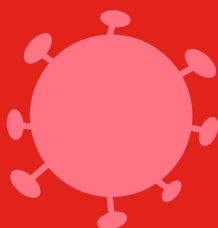
#### 4.4 Who is at risk to be infected by the virus?

Anyone who does not practice good personal hygiene and social distancing is at risk of being infected. The following group of individuals are at a higher risk of developing severe disease:

- a. Elderly and children
- b. Pregnant mothers
- c. Immunocompromised or immunodeficient (HIV and cancer patients)
- d. Obese individuals
- e. Patients with uncontrolled medical conditions such as diabetes, hypertension, heart disease, and a history of stroke
- f. Smokers

#### 4.5 Could the virus cost lives?

Yes, COVID-19 can lead to death due to complications of the disease. Critical patients develop acute respiratory distress syndrome (respiratory failure), multi-organ failure, and circulatory shock, which may lead to a fatal outcome.





## 5.0 PROCEDURE

### AWARENESS AND ACTION FOR APPROPRIATE PRECAUTIONARY MEASURES



Health and safety inspection at REAL Kids centre by Columbia Asia Hospitals staff

#### 5.1 BEFORE OPENING THE CENTRE

1. Perform thorough cleaning and disinfection of all indoor and outdoor areas of kindergarten premises before resuming operations.
2. Ensure the school premises are safe and clean for use.
3. Whenever possible, identify spaces within the premises that can be converted into additional classrooms in the event that a class needs to be split into smaller groups.
4. Ensure that all staff are in healthy condition and free from Covid-19 before going on duty.

5. Conduct a screening of symptoms such as fever and cough, recent travelling history, and exposure to anyone who has been positively infected by Covid-19.
6. Staff and children (including their parents, guardians, and anyone staying in the same household) must complete an initial health declaration form (Attachment 1, Attachment 2) which entails:
  - a. Recent travel history (in the past 14 days)
  - b. Exposure to any confirmed or suspected COVID-19 case (in the past 14 days)
  - c. Attended any gathering which reported positive COVID-19 cases (in the past 14 days)
  - d. Being subjected to quarantine by health authorities (in the past 14 days)

Any staff or children (including their parents, guardians, and anyone staying in the same household) who had contact with anyone who tested positive for COVID-19, undergoing quarantine, or attended a gathering with reported positive COVID-19 cases will not be permitted to enter the school premises.

They may only return to school once they have completed 14 days of self-isolation and their contact(s) tested negative for COVID-19 and cleared by the MOH.

7. False declaration may lead to child's immediate suspension and removal from school premises and the case will be reported to the relevant authorities. Child/family member who do not complete their initial health declaration shall not be allowed into the school premises.
8. Prepare a 'Register' to record daily attendance of every child, staff, and visitor to aid in investigation and contact tracing by the District Health Department.
9. Symptoms examination must be done every day before entering the premises for all staff and children of the kindergarten.
10. Unnecessary visitors are not allowed to enter the premises until the Covid-19 situation has fully recovered.
11. Daily screening will be conducted for everyone who wishes (and are allowed) to enter the school premises. Screening includes assessment of symptoms and temperature check.  
Anyone:
  - a. feeling unwell,
  - b. reports fever (with or without a documented temperature) or any flu-like symptoms (flu, cough, sore throat, or difficulty breathing),
  - c. and/or records a temperature  $\geq 37.5^{\circ}\text{C}$ ,
 shall be advised to seek medical attention, return home to rest, and will not be permitted into the school premises.



The District Health Department will be notified if any increase in number of unwell staff and children is recorded.

12. Staff, parents, and guardians must immediately inform the centre if they, their child, or anyone staying in the same household has been in close contact with any person who tested positive for Covid-19.
13. All staff and children who recently came back from foreign countries are not allowed to enter the school for 14 days from arrival date.
14. Staff and parents must be informed of requirement to wear masks within the centre premises. Parents would be advised to prepare name-labelled masks for their child. Staff would be advised to bring their own masks.



15. Each centre must prepare the following protective equipment:
  - a) Masks
  - b) Sanitisers & disinfectants
  - c) Non-contact thermometers (2 units for small centres and 4 units for large centres)
  - d) Disposable gloves
16. Infographics or posters on the proper use of masks, hand sanitisation, and hand washing techniques shall be displayed around the premises. (Attachment 3, 4 and 5).
17. Provide training to staff, parents, and children prior to resuming operations. Training on hygiene and safety measures in relation to COVID-19 should entail:
  - a. Communication with parents on REAL Kids' COVID-19 Post-MCO Guidelines
  - b. Staff training on hygiene and safety measures in relation to COVID-19. Staff must be knowledgeable in:

- i. Correct use of non-contact thermometer
  - Entry restriction of anyone with temperature  $\geq 37.5^{\circ}\text{C}$
  - Do not use any oral temperature measuring device
  - Use of non-contact thermometer (digital or infrared); its correct use, limitations, temperature range, measurement adjustment, and disinfection instructions by the manufacturer.
- ii. Environment and equipment cleaning and disinfection procedures
- iii. Parents are encouraged to shower their child daily before going to school
- iv. Good personal hygiene practices
- v. Health checks and screening procedures
  - Understand and able to recognize symptoms suspicious of COVID-19
  - Understand and able to recognize epidemiological risk factors related to COVID-19 (travel and contact history)
- vi. Social distancing measures

18. This training may be conducted using multiple modalities to ensure effectiveness and better understanding of all parties. Modalities such as: circulation of SOPs, personal calls, messaging, video conferencing, infographics, visual/photos with simple and clear instructions shall be utilised.

Staff must conduct on-site procedures, measures, and communication training. This training may be extended to parents if modalities listed above are found to be less effective.

19. Inform all parents/guardians of measures that will be conducted in centre, through verbal or written communication. Explain why the centre is conducting the precautionary measures and how parents and guardians can prepare themselves and their children for these measures.

20. Families falsifying declaration, withholding pertinent information related to COVID-19 exposure, and refusing to observe hygiene and safety measures may have their child(ren) suspended from attending school (or may be limited to online learning).

21. Training resources are available on the Infosihat page, MOH MyHealth portal, or at <https://docs.google.com/document/d/1x7Bj-pu5MdiQkbcqyUThWdg2VdkRliuxCCuqn6tYao/edit>

## 5.2 RULES TO FOLLOW WHEN COMING TO KINDERGARTEN

### Precautions to be taken by all staff and parents:

#### A) Before sending the child to the centre (for parents to take note)

1. Measure your child's temperature before boarding the transport vehicle (if any).
2. Ensure your child washes his / her hands with water and soap for 20 seconds before entering the car (Note: Using hand sanitiser frequently is not good for children. It is best to use water and soap).
3. Remember to bring along a mask for your child, labelled with his / her name.
4. Make sure your child is healthy before sending him / her to kindergarten. If unwell, allow your child to rest at home or seek medical attention.
5. Ensure your child wears a freshly-washed uniform and socks daily. Girls with long hair should have their hair neatly tied up.
6. Clean and disinfect surfaces of your car regularly, such as: car door handles, steering wheel, handlebars, gear knob, windows, and seats.



#### B) Upon arriving at the centre

1. Centre shall schedule staggered children arrival times:
  - a) Schedule 5-10 minute intervals between small groups of children during drop-off.
  - b) Divide arrivals based on age groups, i.e. 2-3 year olds (8.00-8.30am), 4-5 year olds (8.30-9.00am), etc.

2. Parents / guardians are not allowed to enter the kindergarten premises
  - a) Only drop off the child at the kindergarten entrance.
  - b) Teachers will receive the children.
  
3. Advice for parents / guardians who drop off their children:
  - a) Children and parents / guardians must wait in the car until they are signalled to move forward.
  - b) Waiting area provided to children and parents for drop off (without vehicles).
  - c) The 1-metre distance line markers can be used as a guide while waiting.
  - d) Parents, guardians, and caregivers are not allowed to wait outside the kindergarten and may be asked to leave or wait in their vehicles instead.
  - e) Students are not allowed to bring school bag. Any personal belongings such as extra clothing, towels, water bottles, etc. must be handed to the staff directly and not through their child.
  
4. Health screening and temperature checks upon arrival of staff and children should be performed as follows:
  - a) Health screening, temperature checks, and hand sanitising must be performed at the entrance for each staff, child, and visitor.
  - b) Schedule staff to conduct health screening at the entrance.
  - c) Appoint at least 2 staff on a rotation basis (one to serve as 'back-up'). Staff should practise personal hygiene during inspection which includes wearing gloves when opening car doors.
  - d) Whenever possible, every child should be escorted to his / her classroom by the teachers after health screening.
  - e) If a child is found to be unwell or the child's temperature is 37.5°C or higher, inform the parents to bring the child back and rest at home until he / she is fully recovered.
  - f) Temperature checks must be done at least 3 times, i.e. when receiving the child at the kindergarten, before nap time, and before the child goes home.



### C) Travelling by public transport

1. Staff travelling by public transport shall be frequently reminded to:
  - a) wear a mask
  - b) avoid touching face with contaminated hands
  - c) regularly sanitise hands during the journey
  - d) immediately wash hands upon arrival at school or home (ideally to shower)
  - e) maintain safe distance from other commuters (minimum 1 metre)

### D) Visiting the centre

1. Parents who want to pay school fees will have to complete the transaction outside the premises and away from other people. Centre to prepare portable credit card terminal for the convenience of parents. However, staff should encourage parents to pay fees via online banking, JomPay, etc.
2. Visitors (depending on nature of visit), service providers (who perform repairs, maintenance work or services) or staff from other locations shall only be allowed after school hours or weekends.
  - a) Visitors and service providers are required to make prior appointments.
  - b) Visitors and service providers will be subjected to health declaration, screening, temperature check, and hand sanitisation prior to being allowed into the premises.
  - c) Mask is mandatory for all visitors and service providers.
3. Areas visited by visitor, service provider or supplier must be thoroughly cleaned and disinfected.



### 5.3 RULES IN THE KINDERGARTEN

#### Surrounding / Room / Activity Space

1. Make sure the environment of the surrounding area / room / activity space is safe and clean for children and staff.
2. Doors, desks, chairs, electrical switches, water taps, bathroom fixtures, handrails, and other places that are regularly touched should be cleaned at least twice daily (noon and before the end of operating hours).
3. Open the windows and doors frequently to improve air circulation.



4. Arrange classroom furniture (e.g. desks, chairs, etc.) to be at least 1 metre apart from each other. Use floor markers as a guide for student to follow.
5. Every student will be given a designated seat in the classroom.
6. Classroom should be cleared of any non-essential furniture to ease cleaning and disinfection with less furniture around. This includes removing any carpet, curtains, and table skirting.



7. All teaching-learning equipment, toys or apparels must be kept in closed boxes and only opened if required for teaching purposes. Items used should be easily cleaned and disinfected (avoid soft toys if possible, as cleaning may be difficult). Toys allocated for students must be kept individually in containers or zip-lock bags.
8. Cabinets which are not being used must have closed doors or covered with a transparent plastic sheet to ease cleaning.
9. Clean and sanitise the room and all equipment after each session.
10. Schedule cleaning time to ensure it is carried out properly and as per schedule. Learning / activity time may need to be limited.



### **Implementation of Learning Activities**

1. Cancellation of group and outdoor activities such as swimming and playground usage.
2. Other group activities such as gymnastic lessons can be conducted but to limit and rotate the number of students at any one time. Avoid using any gym equipment.
3. Student assembly should be conducted within the classroom.
4. Organise more individual activities around the classroom. If possible, separate books and toys in several areas around the room in order to spread the students out.

5. Avoid activities that require physical contact among children, for example, handshakes, 'high fives', and so on.
6. Avoid activities that require students to sit on the mat.
7. Instead, take the opportunity to engage children in less formal activities, for example: reading a book, telling a story or role play with one or two students in order to avoid physical contact.
8. Teacher shall disinfect all surfaces and objects after each session.
9. Increase frequency of hand washing and ensure that hand soap is always available and within reach.
10. Teachers should conduct daily hygiene talks and remind students to follow good practices.



11. Proposed social activities to ensure safe social distancing:
  - a) Music, singing, dancing (solo)
  - b) Storytelling or role play
  - c) Simple arts and crafts
  - d) Stationary exercise, stationary movement, sitting exercises
  - e) Watch videos, play computer games (one computer each)
  - f) Social games: 'Bingo', memory test games, 'Guess Who', 'Connect Four', 'Tic-tac toe', etc.
12. Avoid activities that are not suitable for social distancing, for example:
  - a) Sharing of toys, teaching materials, and equipment
  - b) Sharing a therapy room or play room
  - c) Visits to public places
  - d) Outdoor activities such as at playgrounds, water play, sensory games, etc.
  - e) Public gatherings / group meetings

## Preparation of Meals and Meal Time

1. Children should have their meals in the classroom to ensure proper social distancing. The respective class teachers need to manage the meals. Children should clean up their tables before and after meals.
2. Make sure children's seating position is 1-metre apart from each other. Place markers on the floor at a distance of 1 metre to allow children to identify where they should sit.
3. Do not share food or utensils. If possible, children's utensils should be kept in zip-lock bags and labelled with their names.
4. Parents are encouraged to provide cutleries for their children and labelled with their names.
5. Teacher / staff should have their meals at their respective classrooms / workstations. No one is allowed to have meals with other colleagues.
6. No outside food is allowed.
7. If using a general dining or common eating area, then:
  - a) Schedule each class meal time to avoid overlapping and mixing with other classes.
  - b) Clean the surface (tables, chairs) before the next group's turn to have their meals.
8. Cooks or food handlers should wear caps, gloves, face masks or plastic mouthpieces (spit guards) and avoid interacting with children.
9. Individually-packed foods are encouraged.
10. All kitchen wares including pots, pans, and utensils must be washed with soap and water and rinsed thoroughly with hot water after cooking.



11. Grocery shopping shall be arranged as follows:
  - a) Assign one person to buy groceries to minimise exposure risk.
  - b) Dry products - Purchase sufficient stock for a month's use.
  - c) Wet products - Purchase sufficient stock for a week's use.



## Usage of Toilets / Shower Room



1. Schedule toilet usage timing whenever possible and place markers for students to queue 1 metre apart.
2. Teacher should guide students to the toilet with a maximum of 2 students at any one time.
3. Ensure the students wash their hands for 20 seconds after using the toilet. Place a poster on the proper way of washing hands near the wash basin (see Attachment 4).
4. Ensure toiletries such as hand soap, disposable toilet towels, cleaning chemicals, etc. are always available.
5. Flush systems should be in good condition. Centre to immediately raise a repair requisition if the flush system is out of order.



Health and safety inspection at REAL Kids centre by Columbia Asia Hospitals staff

6. Clean toilets regularly.
7. During showering time, staff shall comply to the following
  - a) Shower one child at a time.
  - b) Rinse and wash showering area before next student uses it.
  - c) Put on clothing for the child one at a time.
  - d) Staff must put on a mask.
  - e) Dirty clothing should be kept in a plastic bag and sealed immediately.
  - f) Staff shall wash hands thoroughly after showering.





### **Rest / Nap Time**

1. Every child should bring along their own bag to keep their clothing and bedding items such as blanket, pillow, etc. and labelled with their name. Parent must pass the bag to the staff directly and not through the child.
2. Parents should bring student's belongings on Monday and will be returned on Friday.
3. Centre should store each student's belongings properly and disinfected after use.
4. Maintain 1-metre social distancing between children during nap time.
5. If caregivers are needed to help children during their nap time, they need to wear face masks and wash hands before and after helping the children.







## 5.4 RULES TO FOLLOW WHEN PICKING UP CHILD(REN) FROM THE KINDERGARTEN

### Precautions to be taken by all staff and parents:

#### A) Pick-up at the centre

1. Staggered pick-up times for all children. Divide pick-up times based on age groups.
2. Students must stay and wait in their respective classrooms until being called.
3. Parents / guardians should arrive at the centre just before the scheduled pick-up time to reduce waiting time and to avoid gathering.
4. Where possible, the centre shall provide a waiting area for parents / guardians to collect their children. Put 1-metre markers for social distancing at the waiting area.
5. Check temperature of each child before leaving the centre. Alert parents / guardians if temperature is or above 37.5 °C.
6. All children are encouraged to wash their hands with soap before leaving the centre.
7. Avoid discussing student matters with parents / guardians within the centre to minimize gatherings. Instead, communicate via phone call or personal messaging. Teacher must return the personal belongings to the parent directly and not through the child.
8. For students who use transportation services, both teacher / staff and parents are responsible in ensuring the following are adhered to:
  - a) Ensure transporters provide masks and hand sanitisers
  - b) Every student must wear a mask
  - c) Transporters must regularly disinfect the interior of their vehicles after completing their trip.



9. Children and parents / guardians should take a shower as soon as they reach home and avoid interacting with other family members (avoid touching or hugging).
10. Clothes / uniforms worn at the centre should be washed daily and soaked in soapy water.

## **5.5 INFECTIOUS DISEASE PREVENTIVE PRACTICE**

### **Staff Meetings, Events, and Training**

1. Reduce number of physical meetings and staff training.
2. Conduct meetings or training via online platforms (Zoom or Google Meet) where possible.
3. Events such as birthday celebrations are prohibited.
4. Where not possible to conduct online trainings:
  - a) Maintain social distancing of at least 1 metre between training participants' seats.
  - b) Avoid physical activities which require body contact.
  - c) Employees are advised not to gather and / or chat.
  - d) All participants must wear masks throughout the training.

## **5.6 INFECTIOUS DISEASE CONTROL PRACTICE**

### **Course of action if symptoms occur**

1. Fill out a new Health Declaration Form.
2. Staff or child who exhibit symptoms are prohibited from entering the centre. If a symptom appears after the staff or child enters the centre then he / she must be quarantined at the sickbay immediately.
3. Parents must be notified to send the child for medical treatment. If the case involves a staff, he / she must be directed to get medical treatment / return home for rest immediately.
4. The staff or child's health condition must be certified by a medical doctor before returning to the centre
5. Staff who handles a child or staff with symptoms should wear protective equipment such as face mask, gloves, and other appropriate protective equipment.



6. After the staff or child has left the centre, the area must be properly sanitised.
7. Any staff or child may only be allowed to return at least 72 hours after recovery.

**Course of action if anyone in the kindergarten is tested positive for Covid-19**

1. Close the centre immediately after consulting the Management.
2. Communicate to parents and staff about the centre closure.
3. Do not disclose the identity of the infected staff, child, or parent. Be mindful and communicate in a way that will avoid stigma and discrimination.
4. Contact the nearest Health Office for advice.
5. Conduct cleaning and disinfection at the centre according to MOH guidelines.
  - a) Open doors and windows to ventilate the area.
  - b) Cleaning staff must disinfect every area (e.g. office, toilets, and general area) used by the infected person, with emphasis on surfaces which are often touched.
  - c) If the surface is dirty, it should be cleaned using a detergent or soap before disinfection.
6. The centre can begin operations when the level of hygiene and safety complies with all requirements and permission from the District Health Office has been obtained.

## **6.0 RECORDS**

1. Employee Health Declaration
2. Student's Health Declaration

## **7.0 ATTACHMENTS**

1. Attachment 1 - Employee Health Declaration Form
2. Attachment 2 - Student's Health Declaration Form
3. Attachment 3 - How to Wear A Medical Mask Safely
4. Attachment 4 - 7 Langkah Pencucian Tangan Yang Efektif
5. Attachment 5 - Langkah Cuci Tangan Menggunakan Hand Sanitiser

<b>Employee Health Declaration Form</b>	
<b>EMPLOYEE HEALTH DECLARATION</b>	
Name:	
I/C No.:	Race:
Residence Address:	
Telephone No. (HP):	Email:
Name of Spouse:	
I/C No.:	Race:
Telephone No. (HP):	Email:
Parent's Hometown Address:	
Father's Telephone No.:	Mother's Telephone No.:
If you visited your hometown, how did you return to the workplace ? *Tick ( / ) where applicable (    ) Own vehicle                                      (    ) Traveled with friends / relatives (    ) Public transport                                 (    ) Others, please state:	
Health Condition: in the past 2 weeks *Tick ( / ) where applicable (    ) Fever    (    ) Sore throat (    ) Flu     (    ) Cough (    ) Difficulty in breathing                         (    ) Others, please state:	
Are there any family members or anyone else who stayed with you during the MCO period? Please state.	
Travel history during the MCO. Have you: *Tick ( / ) where applicable (    ) gone overseas? If yes, please state country(ies): (    ) visited any hospitals? (    ) attended any mass gatherings? (    ) attended any religious atherings?	
Have you or your family members been exposed to someone who has or is suspected to have COVID-19? Yes / No (    ) Yes    (    ) No    *Tick ( / ) where applicable	
I do hereby declare that all the information given above is true to the best of my knowledge and belief. I further understand that any false or incorrect statements may result in action taken under the law. However, a new health declaration form should be filled out if there are any changes to the above, after today.	
Full name:	Signature:
I/C No.:	Date:

## Attachment 1

<b>Student's Health Declaration Form</b>								
<b>HEALTH DECLARATION FOR STUDENTS</b>								
Student's full name:								
Mother's full name:				I/C No.:				
				Telephone No.:				
Father's full name:				I/C No.:				
				Telephone No.:				
Residence Address:								
Grandparent's Hometown Address:								
Grandparent's tel no.				Home Telephone No.:				
Sibling's information								
No.	Full names	Age	Health condition: in the past 2 weeks *Tick (✓) where applicable					Others
			Fever	Cough	Flu	Sore Throat	Difficulty in Breathing	
1								
2								
3								
4								
5								
6								
Did your child (student) and their siblings stay with you during the MCO period? If NO, please state the name, address and relation of the child/student's guardian during this period.								
Was there anyone else who stayed with the student during the MCO period? (eg. Grandparents, uncles, aunties, cousins, and/or domestic helpers)								
Travel history during the MCO. Has the student: *Tick (✓) where applicable <input type="checkbox"/> gone overseas? If yes, please state country(ies): <input type="checkbox"/> visited any hospitals? <input type="checkbox"/> attended any mass gatherings? <input type="checkbox"/> attended any religious atherings?								
Have you or your family members been exposed to someone who has or is suspected to have COVID-19? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No   *Tick (✓) where applicable								
I, _____ I/C No. _____, the parent / guardian promises not to send the above child to REAL Kids if the child is found to be unwell. I understand that the REAL Kids management may not accept my child if they are not satisfied with the child's health. Children should be referred to a certified medical officer for diagnosis.								
I do hereby declare that all the information given above is true to the best of my knowledge and belief. I further understand that any false or incorrect statements may result in action taken under the law. However, a new health declaration form should be filled out if there are any changes to the above, after today.								
Full name:				Signature:				
I/C No.:				Date:				

## Attachment 2

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

## Do's →



## Don'ts →



Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·win







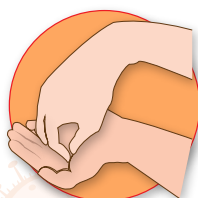
Attachment 4

Covid-19

# LANGKAH CUCI TANGAN MENGUNAKAN HAND SANITIZER

Tempoh prosedur hanya mengambil masa 20-30 saat.  
"Gunakan **hand sanitizer** apabila tiada air dan sabun"

1



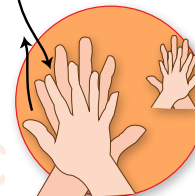
Tuang *hand sanitizer* ke tapak tangan kiri, ratakan dengan jari tangan kanan, kemudian lakukan sebaliknya.

2



Gosok kedua-dua tapak tangan.

3



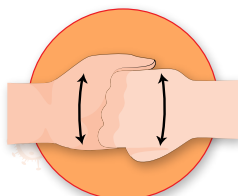
Gosok belakang tangan dan celah jari.

4



Gosok setiap jari dan celah jari.

5



Gosok belakang jari kanan ke tapak tangan kiri. Ulang untuk kedua-dua tangan.

6



Gosok ibu jari tangan kiri dalam genggaman tangan kanan dengan gerakan memutar, dan lakukan untuk ibu jari sebaliknya.

Kementerian Kesihatan Malaysia



Sumber: Policies and Procedures  
on Infection and Control

Attachment 5



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