

24 Sep 2021

Dear Operators / Principals,

## Sanitation and Hygiene Advisory for Preschools

In light of the ongoing Coronavirus Disease 2019 (COVID-19) situation, the National Environment Agency (NEA) and Early Childhood Development Agency (ECDA) require all preschools to continue to maintain high standards of personal hygiene and sanitation to safeguard the health and wellbeing of preschool children and staff.

2 Preschools are required to implement the following **good practices immediately**:

### a. Personal Hygiene

- Carry out regular health checks for children and staff to detect any symptoms of communicable diseases and ill-health.
- Detect and isolate any child or staff who are ill and advise them to see a doctor immediately and return to school only when they have fully recovered.
- Have children and staff cover their mouth and nose with a tissue when sneezing or coughing, and throw away the tissue immediately into a bin;
- Wash hands frequently with soap, especially before eating or handling food, after toilet visits, or when hands are dirtied by respiratory secretions after coughing or sneezing;
- Not to share food/ drinks, eating utensils, toothbrushes or towels with others; and
- Refrain from touching their exposed body parts such as eyes, nose, face and arms with soiled gloves or unwashed/unsanitised hands.
- Sanitise their hands after contact with frequently touched areas.
- Use gloves when carrying out cleaning works and when handling waste.
- Flush toilets after use.

### b. Housekeeping / Refuse Management

- Periodically review the cleaning regime and step-up on cleaning and disinfection of frequently touched areas.
- Assign a team of staff to carry out enhanced cleaning and housekeeping daily. Please refer to the "[List of Household Products and Active Ingredients for Disinfection of COVID-19](#)" available on the NEA website for a list of disinfectants that can be used.
- Disinfect with disinfectant regularly, frequently touched points such as handrails and door knobs.
- Clean and disinfect with disinfectant daily, the tables, chairs, counter tops and shelves in the classrooms, dining and activity areas.
- Clean, wash and disinfect resources and materials frequently.

- Clean and disinfect communal toys and mattresses daily.
- Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.
- Outdoor space should be well maintained.
- Keep all rooms well-ventilated; open windows to allow plenty of fresh air into the indoor environment, when possible.
- Ensure bins are covered at all times and cleared daily. Tie refuse contained in plastic bags properly before disposal.
- Clean up immediately any refuse spillage (eg. vomitus).
- Engage licensed waste contractors to remove refuse daily.
- Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use.
- Dedicated equipment should be provided for cleaning toilets and should not be used to clean the rest of the preschool

#### **c. Toilets / Shower Facilities**

- Disinfect frequently touched areas such as water taps, door/ towel holder/ cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches with disinfectant regularly.
- Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times. Where feasible, provide disinfectant, preferably dispensed through a no-touch mechanism for each toilet cubicle for users to clean toilet seats before and after use.
- Toilet fittings and fixtures should be free from grime, dirt and mould.
- Taps and flush system should be in good working condition at all times.
- Toilet floors should be clean and dry, and toilets should not have a bad odour.
- Ensure all sanitary pipes and fittings are in good working condition, and water seal are not dried-out.
- Ensure that contact information for toilet users to give feedback is easily accessible.
- Keep exhaust fans running for longer operating hours at full capacity.
- Use floor blowers to dry the toilet floors only when the toilets are closed for usage.
- Allow tap water to run longer to minimise the need for users to press on the tap multiple times.
- Ensure adequate ventilation in toilets or use air purifier, if possible. Please refer to the 'Guidance Note on Building Air-Conditioning and Mechanical Ventilation (AMCV) Operations Amid COVID-19 Situation' on BCA's website at <https://go.gov.sg/bca-nea-moh-guidance-bldg-aircon-acmv-ops>.
- Install one way valve lid over gully traps, if possible.

#### **d. Food Hygiene**

- Obtain all food products from licensed food sources.

- Cover food properly to prevent contamination.
- Keep personal belongings in a separate locker area, away from food preparation areas.
- Replace cracked or chipped crockery immediately, as germs can harbour in the cracks.
- Use separate chopping boards, knives and other instruments for raw and cooked foods to prevent cross contamination.
- Use clean disposable gloves when handling food.
- Store raw food and cooked/ready-to-eat food separately.

**e. Pest Control Programme**

- Store food provisions in rooms or cabinets free from pests.
- Cover all food items.
- Check the premises daily and remove all potential vector breeding sites.
- Food premises must be clean and pest-free. Look out for signs of pest infestation such as rat droppings or burrows, and cockroach droppings.
- Surfaces for food preparation, appliances and utensils must be clean and sanitised between tasks and after use.
- Engage a registered vector control operator to implement a pest control programme for the site.

**f. Air-Conditioning and Mechanical Ventilation System (ACMV)**

- Purge the indoor air two hours before and after occupancy. In buildings without purging systems, operation hours of ACMV system should be extended by two hours before and after occupancy, where feasible.
- Adjust outdoor air intake to the maximum during occupancy.
  - Use toilet exhaust fans and open windows to improve the ventilation for spaces without ducted outdoor air supply system. If not possible, use portable air cleaners and make plans for mechanical ventilation, whenever possible.
- Use filters with at least MERV-14 rating for treating recirculation air in Air Handling Units. If not possible, use filters with highest removal efficiency allowable by existing ACMV system.
- Ensure filters are properly installed and maintained according to manufacturer's recommendation.
- Ensure that all ventilating and air-conditioning systems are inspected, cleaned and maintained regularly in accordance to manufacturer's recommendations.
- Please refer to the 'Guidance Note on Building Air-Conditioning and Mechanical Ventilation (AMCV) Operations Amid COVID-19 Situation' on BCA's website at <https://go.gov.sg/bca-nea-moh-guidance-bldg-aircon-acmv-ops>.

3 Everyone has a part to play to keep the preschools clean, safe and healthy for children and staff. We seek your cooperation to work with the children, preschool staff and contract cleaners to implement the above practices.



**NATIONAL ENVIRONMENT AGENCY  
EARLY CHILDHOOD DEVELOPMENT AGENCY**

*Revised on 24 Sep 2021  
Last revised on 22 May 2021  
First released on 27 February 2020*