



Mit Kindern  
wachsen

## Die Kinderwelt gGmbH

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Die Kinderwelt gGmbH – Marlene-Dietrich-Allee 15, 14482 Potsdam

Monday, 29 June 2020

## Flexible hygiene concept for childcare in the homes of parents and legal guardians

Dear Madam or Sir,

Please find attached/enclosed our hygiene concept for providing flexible childcare in the homes of parents and legal guardians.

The option of flexible childcare has played an important role for families at TU Berlin for a number of years. Supported by the University, it provides an option to relieve the stress on families. Particularly now, when childcare options are very much restricted, parents need additional support with looking after their children.

In developing our concept, we have made every effort to take account of the Robert Koch Institute's recommendations regarding childcare. However, I would be delighted to hear from you with any recommendations or additions you have.

Yours sincerely,

**Juliane Hajek**

Head of Flexible Childcare

Annexes: 1 – Flexible hygiene concept for childcare in the homes of parents and legal guardians

Sitz der Gesellschaft Potsdam  
Amtsgericht Potsdam  
HRB-Nr. 17778P

Geschäftsführer Gerald Siegart  
Steuernummer 046/ 125/ 00725

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## **Annex 1 – Protective and hygiene concept for flexible childcare in the homes of parents or legal guardians**

To protect carers and children as well as their parents and guardians from a further spread of the Covid-19 Virus, we have committed ourselves to the following guidelines and regulations to prevent the spread of infection.

### **1. Measures for maintaining minimum distancing of 1.5 meters**

We have introduced the following measures to ensure that a minimum distance of 1.5 meters is maintained between carers and family members:

- Staff are given training regarding minimum distancing.
- Staff are provided with training on hygiene and the correct use and disposal of disposable gloves.
- Our staff monitor that proper distancing to parents and guardians is maintained.

### **2. Hygiene/sanitary rooms**

- Parents and guardians are to provide mild soaps in dispensers in washrooms for use by carers as well as disposable paper towels or a separate towel and hand disinfectant.
- Surface disinfectant is also to be provided in washrooms to clean the toilet before and after use.
- Door handles and handrails are to be cleaned several times daily.

### **3. How to proceed in cases of suspected infection**

- Staff are instructed to remain at home if they exhibit any symptoms of illness.
- Affected persons are required to immediately contact a doctor or the public health office.
- Suspected cases are reported to management. If confirmed, persons who have been in contact with infected persons will be traced and informed.

### **4. Staff training and active communication**

- Staff are given training in hygiene regulations by management.

### **5. Other hygiene measures**

- All rooms are regularly aired.
- All surfaces which are regularly touched (door handles, handrails) are regularly and frequently cleaned.
- Staff are entitled to not commence work or to terminate their shift if the hygiene measures cannot be observed in the parents' home.
- Children's meals are not prepared by carers. Parents and guardians are responsible themselves for the preparation of meals. Carers can then warm and serve the meals.