

## Early Childhood Education Play Laboratory (Play Lab) - School of Arts and Humanities (ARH)

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### 1. THE PLAY LABORATORY INTRODUCTION

<b>Address:</b>	20 & 21/F, Block B, Cheung Kung Hai Memorial Building, 90A Shantung Street, Mongkok, Hong Kong		
<b>Opening Hours:</b>	0900 - 1800		
	Play laboratory will be closed on weekend and public holidays		
<b>Contact:</b>	Play Laboratory Office	3190 6776	Monday to Friday
	General Office of ARH	3468 6760	0900 - 1800
	Security Control Room	3190 6610	24 hours

### 2. GENERAL GUIDELINES

- (a) For security reasons, play laboratory should be locked unless occupied by users including staff, students, children, parents and visitors during class or activities. ARH General Office hours of laboratory operation are from 0900 to 1800 on working days. The play laboratory may be closed occasionally for scheduled maintenance work.
- (b) Only users who gain approval are allowed in the play laboratory.
- (c) All users must know and practice the safety guidelines at all times while using the play laboratory.
- (d) Users should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the play laboratory. Users should strictly follow the instructions given by laboratory staff and follow the guidance given in the play laboratory. Users should not remove anything from the play laboratory without permission.
- (e) Users should not keep any personal belongings unattended in the play laboratory. Storage of personal items in the laboratories is not allowed.
- (f) Users should not use and attempt to touch any equipment unless trained and approved by the laboratory staff.
- (g) Any misconduct occurring in the play laboratory will be reported to the School at 3468 6760/3190 6776 or via email: [linglau@twc.edu.hk](mailto:linglau@twc.edu.hk)/[lydiachan@twc.edu.hk](mailto:lydiachan@twc.edu.hk).
- (h) Users should inform the instructors of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the others.
- (i) For any emergency such as fire, water leakage, flooding, users should immediately inform the laboratory staff or Security Control Room (emergency response).
- (j) All incidents must be reported to the School Executive Officer within 24 hours or the

following working day.

### **3. CLEANING AND MAINTENANCE OF THE PLAY LABORATORY AND EQUIPMENT**

It is the responsibility of users to maintain the equipment and physical space clean and tidy after using the play laboratory.

- (a) Tidy up equipment in the play laboratory after class and activities.
- (b) Make sure to shut down the facilities/equipment and put all the used materials back to original place after use.
- (c) Keep the play laboratory clean and ensure the work area is tidy before leaving.
- (d) Turn off all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the play laboratory except the air-conditioners at observation rooms of 20/F and 21/F laboratory.
- (e) Keep the play laboratory equipment in good working condition. Any faulty or broken equipment, loss and authorized use of facility resources should be reported immediately to the School at 3468 6760/3190 6776 or the laboratory staff.

### **4. CAPACITY OF LABORATORY**

Concerning to the safety and protection of users, the laboratory at each floor has its own maximum capacity of 38 persons under normal circumstances. The capacity will be reduced to 25 person under special circumstances like epidemic.

Laboratory	Maximum number of people	
	Normal circumstances	Special circumstances
20/F	38	25
21/F	38	25

### **5. COMPUTER USAGE AND REGULATION**

- (a) It is forbidden to download any software to the hard drives of any computer in the play laboratory or on relevant servers without seeking the School's consent.
- (b) It is forbidden to delete any software that is stored on the computer in the play laboratory.
- (c) Users are responsible for backing up their own work and data.
- (d) Users must ensure that all storage devices (e.g. USB memory card, SD card and mobile hard drive) are absent of any virus or other bugs that may be harmful to the computers.

### **6. CONSEQUENCES OF MISUSE**

- (b) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil/criminal action.
- (c) Users may be held accountable for their conduct under any applicable college or departmental

policies, procedures, or agreements. Any actions which detract from other users doing their work, or which would otherwise be deemed malicious, will result in the loss of access to the play laboratory and possible college disciplinary action or civil/criminal action.

- (d) Unauthorized use of the play laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subjected to prosecution by the college. Furthermore, entering the lab facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the play laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.
- (e) Users are responsible for understanding policies and other safety information mentioned in this manual. Besides, users should keep the laboratory safe and follow all safety procedures in the play laboratory. To protect users, all the activity in the play laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

## **7. LABORATORY SAFETY**

### **7.3 CODE OF CONDUCT**

- (a) Educating oneself on safety issues and practices;
- (b) Communicating with users about safety measures;
- (c) Practicing safe activities in the childcare and community environment;
- (d) Smoking, eating or drinking is strictly prohibited. No food and beverages are allowed in the play laboratory;
- (e) No shoes at all times in the laboratory;
- (f) The play laboratory and supplies are primarily not used for providing medical treatment to users.

### **7.4 SAFETY AND HYGIENE**

- (a) Standard precautions will be followed at all times:
  - (i) Conducting regular safety checks to identify hazards;
  - (ii) Use of toy safety checklist;
  - (iii) Modifying the environment to reduce hazards;
  - (iv) Supervising children by the accompanying parents or family members;
  - (v) Setting and enforcing rules for playground activities;
  - (vi) Educating teachers, students, children, parents, staff and visitors about the importance of injury prevention;
- (b) Users should always take off shoes and wash hands with soap and water before entering the play laboratory area.

### **7.5 PHYSICAL SPACE / EQUIPMENT**

- (a) All cabinet doors should remain closed when not in use;
- (b) The play laboratory spaces, floors and bench areas should be kept clean and tidy after use;

- (c) Malfunctioning equipment should not be used, please report to School at 3468 6760 / 3190 6776 or by email: [linglau@twc.edu.hk](mailto:linglau@twc.edu.hk) / [lydiachan@twc.edu.hk](mailto:lydiachan@twc.edu.hk);
- (d) The laboratory doorways are kept clear of obstacles at all times.

## **8. EMERGENCY RESPONSE**

**Teachers, instructors and staff should know the location of the firefighting and first aid equipment in the play laboratory. Notify the ARH General Office or the instructor immediately after any injury or fire in the play laboratory.** Users should familiarize themselves with the building evacuation procedures and fire escape routes before using the play laboratory.

### **8.1 Fire**

#### **8.1.1 Minor Fire**

- (a) Alert other people in the play laboratory when there is a fire;
- (b) Stop all your practice;
- (c) Call/Designate someone in the play laboratory to call:
  - (i) Security Control Room at 3190 6610. Security Guard will contact required personnel to respond to the play laboratory;
  - (ii) ARH General Office at 3468 6760/ 3190 6776.
- (d) If it is safe to do so, attempt to confine and/or extinguish the fire.
  - (ii) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions;
  - (iii) If the fire is contained, stand by in a safe location to assist responding personnel;
  - (iv) If the fire is not containable, follow the procedures for a major laboratory fire.

#### **8.1.2 Major Fire**

- (a) Alert other people in the play laboratory that there is a fire;
- (b) Stop all your practice;
- (c) Begin evacuating the play laboratory to safe area. Bring along your mobile phone and a wet towel (if readily available);
- (d) Sound the nearest fire alarm by activating the break-glass alarms;
- (e) Inform the Security Control Room at 3190 6610 or ARH General Office at 3468 6760 / 3190 6776 if time permits;
- (f) Close (DO NOT LOCK) the door when leaving;
- (g) Exit building using staircases as quickly as possible. (DO NOT use lifts);
- (h) Proceed to the Designated Assembly Point. DO NOT leave the assembly area until instructed by the Security Guard to do so;
- (i) Be prepared to provide the responding personnel with sufficient details about the fire;
- (j) DO NOT re-enter the building in alarm until authorized by a Security Guard or fireman.

### **8.1.3 Emergency Evacuation Alarm**

- (a) Begin evacuating the play laboratory as soon as hearing the emergency evacuation alarm – regardless of the tone (e.g. intermittent or steady).
- (b) Stop all the practices work immediately;
- (c) Begin to evacuate the play laboratory immediately;
- (d) Close (DO NOT lock) doors when leaving;
- (e) Exit the building using staircase as quickly as possible (DO NOT use lifts);
- (f) Proceed to the Designated Assembly Point. DO NOT leave the assembly area until instructed by the Security Guard or fireman;
- (g) DO NOT re-enter the building until authorized by a Security Guard or fireman.

### **8.2 Flood/ Water Leak**

- (d) Call Security Control Room at 3190 6610 (emergency response) or ARH General Office at 3468 6760 / 3190 6776.
  - (i) Provide name, laboratory room number, contact number, any person injured and the nature of the injury if applicable;
  - (ii) Security Guard will contact required personnel to respond to the play laboratory.
- (b) If it is safe to do so, attempt to stop the flow of water or confine the flood area using whatever materials are available, such as bed sheets;
- (c) Assist responding personnel as necessary.
  - (i) Be prepared to provide the responding personnel with sufficient details.

### **8.3 Power Loss**

- (a) Stop all laboratory works immediately;
- (b) Switch off all electrical appliances / equipment (except those on uninterrupted power supply);
- (c) The laboratory without power must be evacuated. Users can return when full power has been restored;
- (d) Reset / restart and check equipment to ensure it is functioning properly.

## **9. FIRST AID**

### **9.1 Minor Injury**

- (a) Treat with the supplies contained in the first aid box provided in the play laboratory;
- (b) Visit the Security Control Office to request first aid assistance from one of the first aiders of the College;
- (c) Call ARH General Office at 3468 6760 / 3190 6776 to request first aid assistance in the play laboratory.
  - (i) Provide name, laboratory number, laboratory phone number, and the nature of injury (including any hazardous materials involved).

## 9.2 Major Injury/Serious Sickness

If the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc.:

- 9.2.1 Seek Help – Summon assistance from someone nearby to call for help
  - (a) Call 999 immediately;
  - (b) Notify the Security Control Room at 3190 6610;
    - (i) Request for first aid assistance from the first aider of the College;
    - (ii) Wait for the attending Security Guard/medical personnel.
  - (c) Call ARH General Office at 3468 6760 / 3190 6776.
    - (i) State clearly location and whether or not ambulance service is required / called;
    - (ii) Provide name, laboratory room number, contact number, and the nature or injury / sickness (including any hazardous materials involved).
- 9.2.2 General Consideration
  - (a) Put the injured / sick person in a comfortable posture;
  - (b) DO NOT move the injured person unless he / she is in imminent danger;
  - (c) Check that users and the injured person are in a safe place while waiting for help.
- 9.2.3 If users have first aid training, provide appropriate first aid if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured / sick person after applying first aid treatment until arrival of further medical help.
- 9.2.4 Assist responding personnel (Security Guards and Paramedics) as necessary.
  - (a) To provide a handover when further medical help arrives if necessary.
  - (b) Be prepared to provide the Security Guard with sufficient details.

## 10. EMERGENCY EQUIPMENT

Before an emergency occurs in the play laboratory, familiarize users with the location and operation of the emergency equipment(s) in the play laboratory.



## 11. ACCIDENT / INCIDENT REPORTING

- (a) Any incident occurring in laboratory during school hours must be reported immediately to

ARH General Office at 3468 6760 / 3190 6776;

- (b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response);
- (c) All incidents must be reported to Security Control Room and the School Executive Officer within 24 hours or the following day;
- (d) Be prepared to provide the Security Guard with sufficient details for an incident report.

## Precautionary Measures in Using the Play Laboratory

Play Laboratory is located at MKB 2001 and MKB 2101. A child needs to be accompanied by an adult (parent, teacher, student or family member over 18 years' old) who takes responsibility for the safety issues of the child in the Play Lab. Any person using the Play Lab should consult the Lab Associate at 3468 6856 (MKB 2001) / 3468 6857 (MKB 2101) or Assistant Executive Officer at 3468 6760.

All users of Play Lab should read through the following specific regulations (extracted from the full version Laboratory Regulations and Safety Guidelines).

### INFECTION CONTROL MEASURES

#### 1. Hand Hygiene

Since many communicable diseases are transmitted through contact or droplet, performing hand hygiene correctly helps prevention of infectious diseases. Hand hygiene can be achieved by handwashing with soap and water, or rubbing hands with 70-80% alcohol-based hand rubs.

Steps of handwashing with soap and water

- (a) Wet hands under running water.
- (b) Apply liquid soap and rub hands together to make a soapy lather.
- (c) Away from the running water, rub the palms, back of hands, between fingers, back of fingers, thumbs, finger tips and wrists. Do this for at least 20 seconds.
- (d) Rinse hands thoroughly under running water.
- (e) Dry hands thoroughly with a clean cotton towel or paper towel.
- (f) Cleaned hands should not touch the water tap directly again. The tap may be turned off by using the towel wrapping the faucet; or after splashing water to clean the faucet.



Reference: <https://www.chp.gov.hk>



## 2. Use of Alcohol-based Hand Rub

Apply a palmful of 70-80% alcohol-based hand rub and cover all surfaces of the hands. Rub the palms, back of hands, between fingers, back of fingers, thumbs, finger tips and wrists for at least 20 seconds until the hands are dry.

## 3. Surgical Mask

Surgical mask is an effective barrier to prevent respiratory tract infection from exhaled droplets. Visitors of Play Lab should wear masks to prevent droplet transmission.

### 3.1 Guidelines for wearing surgical mask

Wearing a mask is a way to prevent the spread of respiratory tract infections. People with respiratory infection symptoms, caregivers of patients with respiratory infection symptoms and visitors to clinics or hospitals should wear a mask to lower the chance of spreading the illness. Surgical masks, if properly worn, are effective in preventing the spread of droplet infections.



#### Points to note about wearing a surgical mask :

Wash hands before putting on a mask, and before and after taking one off.

- The mask should fit snugly over the face:
  - The coloured side of the mask faces outwards, with the metallic strip uppermost.
  - The strings or elastic bands are positioned properly to keep the mask firmly in place.
  - The mask should fully cover the nose, mouth and chin.
  - The metallic strip moulds to the bridge of the nose and the mask should fit snugly over the face.
- Try not to touch the mask once it is secured on your face as frequent handling may reduce its protection. If you must do so, wash your hands before and after touching the mask.
- When taking off the mask, avoid touching the outside of the mask as this part may be covered with germs.
- After taking off the mask, put the mask into a plastic or paper bag before putting it into a rubbish bin with a lid.
- A surgical mask should be changed at least daily. Replace the mask immediately if it is damaged or soiled.



Reference:

Centre for Health Protection (2014, Revised in 2019), *Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens / Kindergartens-cum-Child Care Centres / Child Care Centres*, viewed 31 August, 2020,

[https://www.chp.gov.hk/files/pdf/guidelines\\_on\\_prevention\\_of\\_communicable\\_diseases\\_in\\_schools\\_kindergartens\\_kindergartens\\_cum\\_child\\_care-centres\\_child\\_care\\_centres.pdf](https://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_care_centres.pdf)







#### **4. Measuring Body Temperature**

Examining of body temperature is one of good aid for early detection of communicable diseases. It is noted that infrared forehead or infrared ear thermometer is often employed for temperature screening. Ear temperature not higher than 38°C (100.4°F) is considered as normal, whereas the reading from forehead-type thermometer over 37.5°C (99.5°F) is at risk. Persons with fever and respiratory symptoms should refrain from visiting Play Lab.

#### **5. Environment and Equipment Cleanliness**

Keeping environment and equipment and environment clean also help the prevention of infectious diseases. No eating and no shoe to be attired are allowed in the Play Lab for hygienic reasons. Equipment should be sterilized by 1 in 99 diluted household bleach (5.25%) regularly. 1 in 49 diluted household bleach should be used if equipment or places are contaminated by respiratory secretions, vomitus or excreta.

PlayLab AV System Quick Note

No	Steps with descriptions	Photo
1	Touch the panel screen to wake up the system and then press the <b>“System On”</b> .	
2	Turn on the 3 recording screens in front of panels before recording. The <b>On/Off</b> switch of the screen are on the left top corner of the edge.	
3	When press the <b>“Start Rec.”</b> button, the system will start recording the video. If stop recording, press <b>“Stop Rec”</b> .	
4	If the audio is required to record, please remember to turn on <b>“⊗”</b> (circle in a square button) of the <b>“Extron”</b> system.	
5	To play the music to the play area, press the <b>“On”</b> button of the POA PA Amplifier.	
6	To tune the recorded screen position (zoom in/out or positioning), press <b>“Mode”</b> to select <b>“Keyboard”</b> (then press OK). Use <b>“Next”</b> button to switch <b>“Cam 1”</b> or <b>“Cam 2”</b> and the joystick to adjust position or zoom in/out.	

If there is any question about the AV system, please contact ITSO Mr. Raymond LUI at 34 68 6628 or contact Ling for assistance.