



MINISTRY OF EDUCATION,
CULTURE AND SCIENCE



MINISTRY OF HEALTH
AND SPORT



MINISTRY OF FINANCE

Norms and Requirements for Water, Sanitation and Hygiene in Kindergartens, Schools and Dormitories





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(Un-official translation)



JOINT DECREE OF THE MINISTER OF EDUCATION, CULTURE AND SCIENCE, MINISTER OF HEALTH AND SPORT, AND MINISTER OF FINANCE

29 June 2015

No: A/253, 251 and 173

Ulaanbaatar

Approving Norms and Requirements

In accordance with the section 42.3 of the article 42 of the Education Law,
ORDERS:

1. Approve the Norms and Requirements for Water, Sanitation and Hygiene in Kindergartens, Schools and Dormitories as in Appendix.
2. In relation to approving this decree, Department of Policy Implementation Coordination (D.Erdenechimeg), Department of Finance and Investment (Ts.Bayarkhuu) of the Ministry of Education, Culture and Science; Department of Health Policy Implementation Coordination (O.Bayar) of the Ministry of Health and Sport are instructed to implement the Norms and Requirements based on the annual budget amount, to conduct necessary actions and provide guidelines for creation of model kindergartens, schools and dormitories meet the Norms and Requirements for Water, Sanitation and Hygiene in all provinces and districts.
3. Division of Monitoring and Evaluation, Internal Audit (M.Oyuntsetseg) of the Ministry of Education, Culture and Science; Department of Monitoring and Evaluation, Internal Audit (E.Oyunsuren) of the Ministry of Health and Sport; Department of Budget Monitoring and Risk Management of the Minister of Finance are instructed to conduct oversight in implementation of this Decree.

L.GANTUMUR., MINISTER OF EDUCATION, CULTURE AND SCIENCE,

G.SHIILEGDAMBA., MINISTER OF HEALTH AND SPORT,

J.ERDENEBAТ., MINISTER OF FINANCE





Appendix to the Joint Decree of the Minister of Education, Culture and Science, Minister of Health and Sport, and Minister of Finance, dated 29 June 2015, No: A/253, 251 and 173.

Norms and Requirements for Water, Sanitation and Hygiene in Kindergartens, Schools and Dormitories

One. Requirements for Water Supply

1.1 Drinking water supply requirements

For all Kindergartens, Schools and Dormitories

- 1.1.1 Drinking water must meet national quality standards.
- 1.1.2 Water quality and safety must be tested and provide a conclusion twice a year
- 1.1.3 There must have centralized and non-centralized water supply source. The water source has its hygiene protection zone at least 50 meter and this requirement should be implemented.
- 1.1.4 All kindergartens and schools should provide access to minimum one liter drinking water per day, for all children.
- 1.1.5 Drinking water containers must be compliance with food safety standard, installed with lid, easy to clean and carry no health risks to children.
- 1.1.6 Drinking water container must be emptied, cleaned and disinfected once or twice per week.
- 1.1.7 Pupils should have their own cup or bottle for drinking.

Additional requirements for dormitories

- 1.1.8 Pupils in dormitories should have access to a minimum of 2 liters of drinking water per day, per children.

1.2 Domestic water supply requirements

For all Kindergartens, Schools and Dormitories



- 1.2.1 Each pupil should have access to 6-7 liters water per day for her/his personal hygiene.
- 1.2.2 Each pupil should have access to 10-15 liters water per day for the schools with flush toilets.
- 1.2.3 Surface water sources must be at least 30-50 meters away from the toilets, wastewater points or drainage depending on soil condition.
- 1.2.4 Domestic water points should be at appropriate location and accessible for young pupils and pupils with disability.
- 1.2.5 There should be a functional drainage and soak pit from each cleaning and laundry point.



Additional requirements for dormitories

- 1.2.6 Each pupil should have access to minimum 20 liters water per day for hand washing, shower and other cleaning needs.



Two: Requirements for Latrines and Urinals

2.1 Requirements for planning and building of latrines and urinals

For all Kindergartens, Schools and Dormitories

- 2.1.1 There should be one latrine for 30 girls and one latrine + one urinal for 40 boys in one school shift.
- 2.1.2. Latrines/ urinals designs must be age-appropriate, gender-sensitive and child friendly.
- 2.1.3 There should be separate latrines for boys, girls and teachers/ staff.
- 2.1.4 Schools and dormitories may install squatting latrines.
- 2.1.5 Outdoor latrines should be within 30 meters from users and must be accessible in all weather conditions.
- 2.1.6 There should be one latrine available and suitable for pupils with disabilities.
- 2.1.7 Outdoor latrines must have insulation, ventilation, lighting and lockable from inside and equipped with waste bin with lid.



Additional requirements for kindergartens

- 2.1.8 Latrines of primary schools and kindergartens must be indoor.
- 2.1.9 There should be one latrine for 30 primary schools children and one latrine for maximum 15 children at kindergarten.
- 2.1.10 If potties are used, each child should have own potty.
- 2.1.11. Latrines and urinals must be easy to use and appropriate for children's age, height.





Additional Requirements for Adolescent Girls



- 2.1.12 There must be a waste bin with lid for disposal of sanitary pads or other disposals.
- 2.1.13. There must be one washing/ changing room for girls with privacy door and access to clean water, if they need.
- 2.1.14 Waste bins in girls' washing/changing rooms must be emptied daily and disposed waste safely.



2.2 Functionality and Utilization of Latrines and Urinals

For all Kindergartens, Schools and Dormitories

- 2.2.1 Latrines / urinals must be well maintained with good condition and cleanness (free from bad smell, visible excreta, stagnant urine and flies) with the use of disinfection.
- 2.2.2 Toilet paper or other cleansing materials must be available.
- 2.2.3 Latrines must be accessible to all pupils at any time including break time and school hours.
- 2.2.4 Latrine doors and handles should be appropriate for children at different ages and children with disabilities.
- 2.2.5 Latrines / urinals must be cleaned and disinfected, regularly.

Additional Requirements for kindergartens

- 2.2.6. Young children's potties should be cleaned and disinfected every time after use



Three. Requirements for Hand Washing and Bathing Facilities

3.1. Hand-washing facilities

For all kindergartens, schools and dormitories

- 3.1.1. Schools: There should be one hand washing point for 40 pupils.
- 3.1.2. Dormitories: There should be one hand washing point for 30 pupils.
- 3.1.3. All kindergartens, schools and dormitories should create enabling condition for hand washing with warm water.
- 3.1.4. Hand washing points must have a soap.
- 3.1.5. Hand washing points must have at appropriate location and accessible for young pupils and pupils with disability.
- 3.1.6. Hand washing point must have hand drier, towels and waste bins with lid.





Additional requirements for kindergartens

- 3.1.8. Kindergartens: There should be one hand washing point for maximum 20 children.
- 3.1.9. Hand-washing points must be indoor with hot/cold water mixer.
- 3.1.10. Hand washing points must be appropriate for children's height.
- 3.1.11. Cleaning substances and tools should be keep in separate boxes with lock and not accessible for young children.



Additional requirements for dormitories

- 3.1.12. In dormitories with outdoor latrines, hand-washing facilities must be indoor.
- 3.1.13. Dining hall must have nearby hand-washing points.

3.2. Bathing and Shower facilities

Additional requirements for dormitories

- 3.2.1. There should be separate shower facilities for boys and girls.
- 3.2.2. There should be one shower for each 20 boys and girls.
- 3.2.3. At least one shower unit should be accessible and suitable for boys and girls with disabilities.
- 3.2.4. There should be laundry facilities with adequate soap and other cleaning equipment.



Four. Requirements for Operation of Maintenance of WASH facilities

For all schools and dormitories

- 4.1.1. There should be clear arrangement plan for regular maintenance of WASH facility and should be implemented.
- 4.1.2. There should be maintenance budget for required services including procurement of cleaning materials and payment of water consumption.
- 4.1.3. Classrooms and school compounds must be cleaned regularly (safe removal of disposals and waste water, maintain with no icy surfaces).



Five. Requirements for Hygiene Education and Behavior Changes

5.1 Hygiene Education

For all kindergartens, schools and dormitories

- 5.1.1. Hygiene education should be a part of school curriculum and it includes hand washing, tooth brushing, waste management and proper usage of wash facilities.





- 5.1.2. Hygiene education materials and tools are available and appropriate for children's age and development needs.
- 5.1.3 Each school and dormitory should designate a staff member as a focal point for WASH-related issues.
- 5.1.4 Each school should support establishment of clubs on health, hygiene and water education or WASH issues and support their activities.
- 5.1.5 Schools have to conduct hygiene education and promotion activities among parents and caregivers, contribute to raising public awareness on health education.
- 5.1.6 Schools have to conduct extra-curricular activities on hygiene and sanitation promotion.
- 5.1.7 There is an internal monitoring system in place to measure the advancement of pupil's knowledge, attitudes and behavior changes on hygiene education.

Additional requirements for dormitories

- 5.1.8 Gender and reproductive health should be part of school extra-curricular curriculum.
- 5.1.9 There must be a separate room for health education, advocacy and counseling and other necessary service for children.
- 5.1.10 Trained staff member should be able to provide counseling sessions on aspects of growing up and body changes for adolescent boys and girls.
- 5.1.11 There should be regular support for girls to use calendar to monitor their menstruation cycles and keep personal hygiene.

5.2 Hygiene practices and behavior changes

For all kindergartens, schools and dormitories

- 5.2.1 Not allowed to defecate and disposal of rubbish in open place.
- 5.2.2 Encourage to use latrines and urinals correctly.
- 5.2.3 Encourage to practice hand-washing with soap at critical times.
- 5.2.4 Encourage to demonstrate proper hand washing practices and explain to others its advantages and reasons.
- 5.2.5 Support parent's councils to conduct at least one public event (such as: school drama, art competition) per school year to link up with community to raise awareness on hygiene behavior change.



Six. Requirements for School Kitchen and Food Handling

For all kindergartens, schools and dormitories



- 6.1 The school kitchen must have following sections including reception, separate storage, preparation areas of raw and cooked foods and distribution area of hot cooked meals. School kitchen must have separate changing room, toilet and showers etc and if provides cookies, it has separate bakery room. Also the school kitchen must meet food processing technological standards, equipped with coherent utensils and tools based on the service capacity.
- 6.2 Floors, walls and ceiling of school kitchen must build by non-absorbent, resistant, smooth, washable high quality materials. Kitchen utensils must installed adequate ventilation system and protected from bacteria and insect-pest. Fire fighting tools should installed in open area.
- 6.3 Food processing and service section must have improved water supply and drainage system; should be away from sources of contamination including latrines and waste disposal sites.
- 6.4 Drinking water for children food must meet national quality standards. If schools use drinking water from pump well and transported from other source, the water should be filtered in compliance with water standard.
- 6.5 Food handlers must have able to wash and disinfect their hands before serving foods to children and in all cases of dirtiness.
- 6.6 Food products and raw materials should be procured from the licensed suppliers permitted by the relevant inspection agencies under contractual documentation. All food products material must be checked manufacturer's name, address, and manufacturing or expiration date, packaging integrity and storage conditions.
- 6.7 Easy contamination food ingredients like meat, eggs and milk etc should be stored in refrigerators and special storage rooms equipped with cooling tools. Contact between raw foodstuffs and cooked food must be avoided. Cooked foods must be served within 2 hours. Cooked foods in previous day must not be served to children.
- 6.8 Undertaking testing of samples of all food products (candy, cookies, biscuits, meals, juices and tea etc,) serving for children is mandatory. It should be advised to take 250-500 gram samples from each serving a meal, one portion for children from other foods and the samples should keep in 48-72 hours and disposed.
- 6.9 All food handlers should remain clean, wear all working clothes (kitchen hat, apron, shoes and handkerchief etc), and keep their finger nails trimmed, and not nail polished. Watches, rings and bangles also





6.10 Floors, walls and doors of food handling and service sections should be kept clean, washed a daily basis. After the cleaning, there must have disinfection with relevant substances and all cleaning tools kept in separate area.



6.11 Equipment and utensils used in the preparation and serving of food should be kept at all times in good order and in a clean and sanitary condition.

6.12 Required disinfection and demolition of insects should be taken by professional institutions, in quarterly basis.

6.13 Food waste should be collected and sorted to waste bins with lids and disposed safely to waste pit or other suitable dumping sites.

Seven. Requirements for solid waste and waste water management

For all kindergartens, schools and dormitories

7.1 There should be a waste bin with lid in each latrine.

7.2 All schools should have appropriate facilities for solid waste collection and disposal point.

7.3 All schools and dormitories must implement relevant laws and procedures on solid waste and waste water.

7.4 School rubbish pit or waste collection point must be at least 100 meter from school and water source, fully covered and separated by fence or walls.

7.5 If used non-centralized sewage system, the water from the system must meet the relevant national standards.

7.6 If used drainage, the waste water must be disposed safely in designated areas in accordance with the relevant regulations.

