



COVID-19 Safety Plan- Level 2.

COVID-19 is a global pandemic- For us at the work level the controls are:

- ☺ Supporting people with flu like symptoms to self- isolate
- ☺ Encouraging social distancing between adults
- ☺ Disinfecting surfaces
- ☺ Maintaining good hygiene, particularly hand hygiene and good cough/sneeze etiquette
- ☺ Keep clear records to facilitate contact tracing

The plan at Surrey Park is to ensure:

- ☺ Effective implementation of COVID-19 controls
- ☺ The health and safety of our staff and whanau is not put at risk from re-entering the workplace

Identified Risks:

1. **Property:** A property check supplied by the Ministry of Education has been carried out. This included a check on our heating (filters cleaned on heat-pumps, boiler restarted, toilets checked, lights checked, thorough check of grounds and lawns mowed).
Daily hazard checks to be resumed once we re-start
2. **Cleaning:** Thorough cleaning was carried out at end of business. Deep clean is not required. General clean and set up will be carried out by “Whare Teams” on Thursday 14 May if we move to Level 2 on 13 May. Cleaning schedules reviewed by staff and placed in rooms.
3. **Staff wellbeing:** Team meetings will be held at the centre in areas that allow for the required spacing or by “Zoom”. Well- being of staff will be monitored by team leaders, fellow colleagues, group chats and “open door” communication with Head Teacher, Office Administrator and Director. In level 2 staff will self- isolate if they have any symptoms and make contact with the Healthline or their doctor for testing advice. Public Health will advise if there is any need to close down any particular room.
4. **Suspected exposure:** The team involved will be required to follow the guidelines from the Ministry of Health.
5. **Te Rito Bubble:** The Te Rito Bubble has allowed us to test our procedures and feel comfortable with the procedures we have in place. However new eyes in Level 2 may raise new questions and these should always be brought to the office for discussion.

Guidelines:

1. **Health & Safety:** We will be operating with strict enforcement of health and safety guidelines set by the Ministry of Health.
2. **Centre Operation:** The centre will revert back to the age group whares with each whare having their own drop off zone for parents to take their children to. Parents have to txt /phone to let the staff know they have arrived.
3. **Social distancing:** This is not possible in our interactions with children- there will be hugs and human connection with children. If this was not safe from a health perspective, we would not have been cleared to open. Adults in the centre must do their very best to maintain a minimum of 1 metre between other adults for social distancing.
4. **Heating:** Our rooms will be heated to a minimum temperature of 18°. (usually 16). Radiator heaters and heat pumps will ensure the temperature is maintained. Rooms will be well ventilated.
5. **Sickness:** If a sick child comes to the centre, the child will be sent home until **symptom free for 48 hours**. The child will stay in the isolation area until they are collected. On enrolment the parents are advised that they must be vigilant about keeping sick children at home, and also keeping children at home if anyone in their home is

sick. If the parent becomes sick, they must not enter the building and they will need to phone the centre to notify the contact details of the person they have authorized to come and collect their child.

6. **Hand Hygiene:** We will ensure that all children regularly wash and dry hands- before and after kai times, with nappy /toileting routines as per policy, after using tissues, on arrival and prior to departure. Hand sanitizer will be available for adults- in a place out of reach for children.
7. **Drop off/Collection Times:** On confirmation of booking the parent will be advised of the set routines for this. We will stagger these to the best of our ability to maintain social distancing- the parent will be asked to phone on arrival to the office 032173477 or txt the room's cellphone so a teacher can be ready for the transition. Each room will have a corridor entrance area, in which a teacher will enter, to receive or hand over the child. The teacher will have access to gloves and a mask if they wish for this transition, plus nearby there will be a hand basin for hand washing. *(For Level 2 Enrolments, The adult collecting must write their phone number in the message column. Parents will be made aware to advise their workplace that extra time may be needed for drop off and pick up routines so that social distancing for parents can be maintained in these drop off/pick up times)*
8. **ENTRY/EXIT POINTS:**
Totara: through the cleaning cupboard back door- txt 021 2610416; **Kawakawa:** through the Pre-school entrance (as before)- txt 021 261 0356; **Waihopai:** through the south ramp entrance- txt 021 263 7071; **Koru:** through the main office- txt 021 265 1730; **Te Rito:** through the emergency door by the boiler- txt 021 261 6548.
9. **MYPLC parents** will enter at the beginning of the day through the entrances for Koru and Te Rito. Any visits during the day will be via the kitchen, and then to the rooms, maintaining social distancing as they come through the kitchen office areas. Breast feeding areas for MYPLC parents will be set in the MYPLC Rooms. If anyone other than the enrolling parents/caregivers collect children, they must write their name neatly and contact phone number on the day sheet for tracking purposes.
10. **Supermarket Rules:** if possible, whanau will be advised to have the same person for drop off and collection.
11. **Sleeproom:** Each child will receive their own bed/cot and linen if they require a sleep. The sleep room will be ventilated. Washing of bed linen as set out in the Washing schedule
12. **Food:** We will continue to provide meals and snacks and the food safety requirements will be met. All food will be served on individual plates to children by teachers. There will be no shared kai plates. Seating of children at tables will ensure appropriate distancing to remove any risk sharing of food or utensils. If kitchen staff need to serve 2 or more "bubbles" consideration will be given to hand hygiene for hand over; strict separation of crockery, cups and utensils; and kai trays/trolley will be sanitized/disinfected before giving/receiving from different rooms.
13. **Teacher breaks:** Totara & Kawakawa Breaks will be taken in Kawakawa workspace, Koru in the meeting room, Waihopai in the staffroom and Te Rito in the whanau area. Each person must clean up after themselves- and clean with the surface cleaners so the space is ready for the next person.
14. **Play equipment:** As per the pandemic plan, play dough, water, messy play or any other type of play that can easily spread germs will not be made available to children, unless we can ensure each child has their own portion, and it is discarded after use. All toys that are used will be cleaned in hot soapy water or cool bleach at the end of the day, and during the day as necessary. Resources that cannot be cleaned such as books, wooden toys etc will be sprayed with the sanitiser and then put away in clearly labelled and dated zip lock bags or containers for 72 hours.
15. **Outdoor play:** Equipment that is used must be able to be easily cleaned. Equipment is sprayed with sanitiser at the end of the day and washed down with hot soapy water in the mornings
16. **Excursions:** Walks can be taken in the local area. Teachers must ensure the 2 metre distancing is observed for anyone they meet on the walk and must ensure children do not touch any objects or surfaces while on the walk. Hand washing will be carried out on return from the walk.
17. **Cleaning:** Cleaning will be carried out 2 hourly- *(around the times of opening, mt/at/meal breaks)* throughout the day, with particular attention to hot spots such as door handles, light switches, bathrooms, kitchen areas, dining tables- including the table legs. We have a supply of anti-viral disinfectant and a good supply of cleaning

cloths. (If these cloths are to be re-used, they will be put in a special bucket in the laundry for a hot wash. Staff will follow the directions specified on the cleaning products and the cleaning schedules.

18. **Laundry:** All laundry will be done with a hot wash. If 2 or more bubbles are in operation strict use of the colour room specific baskets will be maintained.
19. **Visitors/Couriers/Deliveries:** Visitors must report to & register at the office- they are not allowed access to the rooms. They must use hand sanitizer and sign the visitors register with full contact details and time on site recorded. Deliveries will be contactless. The main door will remain open to reduce contact on the door handles.
20. **Review Process:** Throughout Level 2 there will be a daily review to check the updates from the Ministry of Education and Ministry of Health to ensure our practices are current. We will maintain contact with all families to keep them informed and respond to any queries. We expect staff to send daily feedback to the office on the “good and the bad” aspects of their day (with the view to making improvements) and we will maintain contact with staff through txtng, facebook and through physical or zoom team meetings.

HEALTH STATUS QUESTIONNAIRE for Teachers:

Every day you should ask yourself these questions before leaving home:

Questions	Response
1. Do you have one or more of the following? <ul style="list-style-type: none">• a temperature of 38+• a cough• Shortness of Breath• Sore Throat• Sneezing and runny nose• Temporary loss of smell	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
2. Have you travelled to regions affected by COVID-19 in the last 14 days	
3. Have you been in close contact with someone who has a confirmed COVID-19 diagnosis?	
4. Are you a vulnerable person?	
5. Are you 70 years or older with a respiratory condition?	

If you answer yes to any question, do not come to work.

If you have one or more of the above symptoms, phone your doctor and see if you need to be tested. If you are tested, you must self-isolate for 72 hours- or until the test results are known. If positive, the team may be required to self-isolate, possibly up to 14 days. (We are guided by Public Health South on the required procedures)

If negative, once you are clear of the symptoms you were experiencing, you may return to work.

You must keep the centre informed of your situation.

Gloves:

If you are using gloves, they should be put on prior to touching any surface and removed once the work is done.

You should be changing gloves after every task where contamination could be introduced.

An example of cross-contamination: If you are working and using gloves, then touch your face /mask (if wearing one) you have now contaminated your face or the mask. If you later take off the gloves, then touch your face or the mask then you have contaminated your hands. Washing and /or sanitizing your hands regularly is required.

PPE Donning and Doffing (PROBABLY NOT REQUIRED BUT INFORMATION ADDED IN CASE)

Donning:

WASH OR SANITISE YOUR HANDS
PUT ON YOUR MASK
PUT ON GLOVES

Doffing

Remove the gloves
wash hands
Remove mask
wash hands or sanitise