

COVID-19 Safety Plan



Business name: Hatch Early Learning Centre

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Prepared By: Meri Wynen

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Revision date: On-going/ Daily

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<ul style="list-style-type: none">• Complete property checklist of Centre, arrange and conduct any maintenance works that are identified from this check, ensure full clean has been completed and all surfaces are wiped down.• Complete rosters and circulate to staff to ensure they know when and what time they are starting when re-opening.• Conduct stock take of cleaning and hygiene products. Order additional cleaning products, paper towels, soap, hand sanitiser and cleaning cloths for the Centre. Hand sanitiser to have a minimum of 70% alcohol base.• Display in public view COVID-19 notices and poster explaining hygiene protocols and expectations of families, staff and visitors.• Check to ensure that adequate ventilation is provided in all sleeping spaces.• Communication to parents is completed outlining all details surrounding operations and expectations of our operation Eg: If a child is sick, keep them at home, conducting a 1m distance when doing drop offs and pickups, contact tracing sign forms to be completed.	Meri Wynen
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<ul style="list-style-type: none">• Ensure that or procedures are up to date by a daily review of Ministry of Health guidance.• Daily/weekly as applicable, communication updates to all staff of operational practices and procedures. Obtain staff signature to acknowledge any updates or changes, all notices will be displayed in the staffroom.	Meri Wynen

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<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<ul style="list-style-type: none"> • Staff will complete a questionnaire each day, this will ask employees about their physical and mental health. Staff will require to sign off that they have acknowledged the questionnaire each day. • Providing and discussing options for workers that may need support in relation to their health and wellbeing. • Provide procedures for any sick employees, this will include follow up procedures for ill employees. • Contact tracing information will be obtained for anyone entering the Centre, this will ensure that we will be able to keep track all that are onsite, but also if a case arises to trace back for everyone's safety. 	<p>Meri Wynen / Head Teachers</p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> • We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant/cleaning products. • Conduct regular cleaning of high touched surfaces throughout, daily. A COVID-19 cleaning schedule will be kept and signed off once task complete. • A full clean will be conducted onsite at the end of the day, this will be in addition to the regular cleaning completed by staff throughout the day. • Hand sanitiser will be stationed outside the front entrance door, parents will need to sanitise their hands before entering and on exiting the Centre. • We will limit, where we can, visitors to the Centre until further notice and review in time. This includes tradespeople, suppliers, external training providers. • Centre Tours for prospective families will only be completed by appointment only. Any visitors will complete the screening health check questionnaire, sign and acknowledge the terms and conditions. • We will advise families that one caregiver is only to conduct drop offs and pickups, no siblings are to come into the Centre, any siblings that cannot safely wait outside will be asked to wait in reception and will ensure a 1m distance is kept from others. Parents will sign in using the tablet as per normal. • We will maintain a minimum room temperature of 18 degrees Celsius during operational hours. • Rooms where sleep is conducted will have adequate ventilation. • Parents/adults that enter the Centre will where practicable use 1m as a guide between themselves and other adults. Eg: staff to parents, parents to other parents. • Communication will be regularly sent to families reiterating that if their child is sick, they are to stay at home. If a child is sick and comes to the Centre, we will send them home and isolate them immediately until they can be collected by their caregiver. • We will ensure that children regularly wash and dry their hands. • Hand sanitiser will be available for all staff/parents within each room for use. • We will encourage good sneezing and coughing etiquette for all children, this will be discussed daily with children. • We will ensure all children have their own food containers and do not give and take food from one another. This also applies to drink bottles, baby bottles, crockery and cutlery are not shared. • Food prepared onsite will be done so in guidance to standard good hygiene practices. • Staff within the Centre will also not share any food. • Toys and resources will be wiped down at the end of each day. Dress ups and other fabric items will be laundered regularly. • Following outdoor play, we will ensure children wash their hands. • If a COVID-19 case is confirmed with being linked to the Centre, we will follow the guidance provided by MoE and refer to the "Managing Confirmed or Probable Case procedure". 	<p>Meri Wynen/Emma Prescott</p>

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How will you manage an exposure or suspected exposure to COVID-19?	<p>If there was a confirmed or probable case linked to our Early Learning Centre we will:</p> <ul style="list-style-type: none">• Upon notification we will close on an individual or group basis for 72 hours to allow contact tracing, and then potentially for a further 14 days. The Centre will have a complete clean to align with the Ministry of Health guidelines.• Close contacts will be required to self-isolate and will need to monitor for symptoms.• We will work with the public health units to manage this and the direction to close will come from the Medical officer of Health.	Meri Wynen
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How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none">• Regular review of our plan will take place, this will be done in consultation with staff feedback, during meetings or on the floor discussions.• Feedback forum will be available to leave any concerns, solutions, better ways of improving our operations within our staffroom whiteboard.• Review of this plan and our procedures will also be done during fortnightly staff meetings.• If any part of the plan changes or amendments, these will be communicated to staff appropriately.	Meri Wynen
How do these changes impact on the risks of the work that you do?	<ul style="list-style-type: none">• Check how staff are coping and managing daily regular cleaning tasks of high touched surfaces.• Regular check-ins with staff about their health and wellbeing and see how they are coping.• Ensuring that children are not sharing consumable items, lunch, morning tea etc. Additional supervision required.	Emma Prescott/Meri Wynen

Notes:

This plan will be reviewed daily, with feedback taken onboard from staff and families and the guidance of the Ministry of Health and Ministry of Education.