

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safer return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name: Learning Links Childcare	Manager approval: All Directors 26/4 Workplace Risk Manager Crombie Lockwood 26/4	Worker representative consultation: All attending staff signed off
Division/group: Taupo, Hector Drive, Montessori	Ops Manager – OK Manager Montessori – OK	Name of worker representative: All attending staff signed off
Date completed: 24/4/2020	Manager Taupo – OK	
Date distributed: 24-25/4/2020	Manager Hector - OK	
Revision date: Final signed off 9am 28/4/2020 Zoom mtg		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <ul style="list-style-type: none"> - Workforce approached to determine those willing & able to assist and can do so without causing further risk - Families approached to determine needs. Of the 9 LL centres, care only required at Montessori Dunedin, Taupo, Hector Drive Hamilton. All other centres to remain closed until Level 2. - Review & follow all MOE & MOH guidelines. - Ensure all LL Policies and Procedures continue to be strictly adhered to. - Ensure staff report to Senior Staff at end of each day, escalate direct to Operations Manager and Directors as needed. - Ensure all staff have reviewed, agreed and understand additional safety measures implemented per notes section of this Safety Plan. 	All Directors, then Operations Manager to review, Admin Manager, Centre Managers to review. Staff working to review and agree
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <ul style="list-style-type: none"> - This document to be reviewed and signed by all Directors, Operations Manager, Administration Manager, Centre Manager Taupo, Hector Drive, Montessori Dunedin and all staff and cleaners operating in Level 3 conditions. - Zoom Meeting for all of above prior to opening Wednesday 29 April - Ensure staff report to Senior Staff at end of each day, escalate direct to Operations Manager and Directors as needed. - All staff to raise concerns as they come up straight away with Centre Manager/Senior Staff in the team. Senior Staff/Centre Manager to escalate to leadership team. - Ensure 1Place and Discover utilized for daily reporting, this includes completion of daily operational, daily and weekly safety checking and daily self-wellness checks. - First point of contact for operational issues will be Centre Manager/Senior Member then escalate to Operations Manager (Marie Sutherland 021 361 852). 	Operations Manager

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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>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <ul style="list-style-type: none"> - Staff to advise Centre Manager/Senior Member and Operations Manager in first instance if unwell or have other concerns regarding their Wellbeing. - Staff not to go to centre if unwell. - Staff will complete a daily 'Wellness' checklist on 1Place at reception prior to entering the classroom. - Daily call or text to Marie Sutherland. (To clarify all aspects of operations to be quickly discussed e.g. completion of all checklists, staff wellness and any issues or concerns). 	<p>Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager.</p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <ul style="list-style-type: none"> - Review & follow all MOE & MOH guidelines. (A copy of the MOH / MOE guidelines will be supplied to all staff and parents). - Ensure all LL Policies and Procedures continue to be strictly adhered to. - Ensure staff report to Marie Sutherland at end of each day, escalate direct to Directors as needed. - Ensure all staff & contract cleaners have reviewed, agreed and understood additional safety measures implemented per notes section of this Safety Plan. - Strictly no other visitors onsite outside of the agreed measures per notes section. - Strictly no variation to agreed safety measures unless following these measures puts people in immediate harm and this needs to be changed to mitigate that new risk. This variation change requires staff working at the centre to call Operations Manager (for example bubble is broken or exposed, fire alarm or any other danger.) - Any risk of life or harm, first priority is to make people safe and call 111 	<p>Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager.</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <ul style="list-style-type: none"> - Strict contact tracing reporting has been implemented via discover visitor check in for all visitors and suppliers - All staff to take care of their own health and safety, ensuring at all times their actions do not cause harm to themselves or others. - Staff to comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way. - Staff who are unwell to immediately go home (nil tolerance to illness until diagnosed). - Staff to call Healthline or GP, advise Operations Manager. - Staff with respiratory symptoms who have tested negative to Covid19 must stay home for at least 48 hours and remain symptom free. 	<p>Staff operating at centre to be self-responsible with oversight from Centre Manager. Immediately Escalate to Operations Manager. Operations Manager to immediately escalate to Directors.</p>

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How will you evaluate whether your work processes or risk controls are effective?	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <ul style="list-style-type: none"> - Daily feedback at end of each day from staff to Operations Manager. - Operations Manager & Directors review of 1Place & Discover records daily. - Individual staff at the centre to immediately escalate any concerns by calling Operations Manager or directors. - Documented Spot checks during L3 by Operations Manager (via video call) 	<p>Directors at end of each day when reviewing feedback.</p> <p>Individual staff if any immediate concerns.</p>
How do these changes impact on the risks of the work that you do?	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <ul style="list-style-type: none"> - Senior Staff to ensure wellbeing of staff working on a daily basis. - Operating at Level 3 with a maximum of 10 children in the Bubble should mitigate other common Health & Safety risks in the workplace. - Any risk of life or harm, first priority is to make people safe and call 111 	<p>Senior Staff</p>

Notes:

Checklist Action items to be completed prior Centre Opening:

- All 16 Action items reviewed and completed prior to opening – Directors Signed off

Agreed additional Health & Safety Measures

- To be read in conjunction with Learning Links standard Policies and procedure,
 - o Covid19 1Place morning wellness check
 - o 23 April MOE COVID19
 - o 24 April MOE COVID19
 - o Property Checklist FinalPre Opening
 - o MOE L3 Covid Checklist
 - o Letter to attending families 28 April
 - o Letter to staff attending 28 April
- **Strictly no variation to agreed safety measures unless following these measures puts people in immediate harm and this needs to be changed to mitigate that new risk. This variation change requires staff working at the centre to call Centre Manager and Operations Manager (for example bubble is broken or exposed, fire alarm or other danger.)**
- **Any risk of life or harm, first priority is to make people safe and call 111**

Introduction

Children thrive when they have a regular routine, especially at times of uncertainty. We are all working hard to keep all of our children and our team members safe in an inspiring and enriching learning environment.

We have well practiced and high standards of hygiene and infection control already in place with daily cleaning of centres using hospital grade cleaning products. During Level 3 operation we have taken significant additional steps to mitigate risk.

We also continue to emphasize the importance of continuing to implement practices that support the highest stand of hygiene care. The health and safety of staff, children and families attending our centres is our main priority. This includes germ minimization.

Fundamentally, the most important processes throughout all of this are:

- o Keeping sick people away, minimizing contact with others outside your bubble, cleaning all surfaces regularly, maintaining excellent self-hygiene and helping your children to do the same, keeping records of everything that you are doing.

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On the day for all families and staff attending

What will be different for families, children, staff and visitors.

- Our bubble is limited to 10 children. These children will be the same 10 during the week. Only one bubble will operate in the centre.
- All families and children to remain outside until invited in by the teacher to the reception area (One family at a time). If it is raining or weather poor, families can come inside as long as social distancing is maintained.
- All families and children to remain at reception until invited in by the teacher to the room.
- We highly recommend only 1 family member enter the centre with the child.
- Couriers etc may not enter the building. All other visitors by arrangement.
- In the first instance Hand sanitizer to be used at reception by all people entering the centre.
- One teacher will be assigned the duty of signing in/out the child on the tablet. The parent will need to advise their Pin number to ensure we can trace this person if required (Please note the person who are dropping off the child need to use their own individual pin number. Our teams will have a print out of the families pin number as required). The teacher will wipe the tablet at all times. All parents will need to complete morning wellness check and supply their contact details if not already held.
- The temperature of all teachers and children will be taken each morning at reception. Where a person presents with a temperature over 38.2c and/or display signs of unwellness; they will be excluded from attendance until they are well and free of symptom. It is critical that medication is not taken at home that could inadvertently mask the symptoms. If in doubt please do not attend and consult Healthline or your GP. Temperature checks will be taken with a new ear piece and gloves for each person and disposed off.
- We have asked all teachers and parents to each morning complete a 1Place checklist confirming their own wellbeing every day.
- All shoes (teachers and children) to remain at reception, no shoes in the classroom / socks can remain.
- Families to provide lunchboxes for all meals. We will provide water and if it is usual to provide your child's water bottle then that can continue.
- Children's bags can continue to be placed in lockers and teachers can assist.
- For shared services such as toilets, handbasins, nappy change and door handles we will stagger the use of these and clean between use.
- Teachers will carry out touch point sanitization at least every 2 hours. Sanitizer to be used as expected i.e. left for 30 seconds (no use) or as the label suggests.
- Our cleaning team will disinfect surfaces and resources each evening including child lockers used.
- The sandpit area will not be available for use during Level 3. There will be reduced access to the outdoor environment.
- We will adopt a zero tolerance for all unwell people. The most important aspect is regular communication between all of us.
- We will encourage social distancing and our team will balance this and the practicalities of providing the love and care your child needs. Again please keep communicating with us as these are all new times.
- All people attending will regularly wash and dry their hands, we will discourage touching faces and encourage children not to do as well. We will remind everyone about coughing in their elbows or into a tissue to be disposed of. Social distancing to be maintained where appropriate recognizing this is not always practical in an ECE setting as care needs to be provided to children as required.
- All excursions have ceased until further notice. All staff and children will remain onsite for the duration of the day (lunch break to be held inside the premises).

For our teachers on the day

- Pre-opening property checklist will be completed by senior teacher or nominated person prior to opening center. This is to be checked once only prior to opening center.
- Identify areas out of bound and put away surplus resources. Ensure this is communicated to cleaners. Senior Staff will ensure the cleaners are advised. If the out of bounds area is broken please advise your Senior Staff/Operations Manager.
- During the pre-opening check using 1Place please ensure the minimum temperature at all times remains at 18c or above.
- Minimum child spaces for indoors has been extended from 2.5m² to 3m². All of our centres meet this requirement.
- All equipment used outside will need to be cleaned so this should be taken into consideration at the start of each day.
- Please remain onsite for the duration of the day including breaks and lunch.
- For any courier / supply deliveries these are to remain outside the centre. A designated person can on wearing gloves go outside and open the package, disposing of the box/bag directly into the rubbish bin. The items received should then be placed into storage (disinfected outdoors as appropriate) noting the date and time on the item. These should not be used for a period of 72 hours from receipt. Hands to be washed on reentry to the centre including door handles. All courier items received should be recorded into the Discover table as a 'visitor' using courier details from the consignment note.
- Any families who would like a tour of the centre should be encouraged to return during Level 2 or a virtual tour via video call to be provided during Level 3. A record of their information should be provided and forwarded to the centre manager/supervisor who will make contact with them. (For any urgent care requests please refer to Operations Manager/Directors). Visits can be arranged by appointment and the Wellness checklist must be completed before a tour can begin. If children are on premises then the visitor cannot enter the room the children are in.
- Daily check in with Senior Teacher and operations manager/directors. Any issues to be raised immediately.

Before attending

- All staff will review this document with Centre Manager/Senior Staff on Tuesday 28th April at 9 AM or later by agreement but prior to centre opening. They will advise by email that they have read and understood this document **Completed**

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- The centre manager/senior staff will make contact with all families and this information will be shared. They will also advise families of names of teachers attending.
- If you have any questions or concerns, please talk to us.

If there is anything else you need please contact Marie Sutherland Operations Manager on 021 361 852 or Gavin Hazelden Director on 021 799644.

Gavin Hazelden Joanna Purdie