

## FINAL LEVEL 2 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 safe 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 11/5/20 Workplace Risk Manager Crombie Lockwood 11/5/20	Worker representative consultation: All attending staff signed off Prior to start: <b>Refer Action Items</b>
Division/group: All 9 Centres		
Date completed: 11/5/2020	Ops Manager – 11/5/20	Name of worker representative: All attending staff signed off
Date distributed: 11/5/2020	Managers – Pmr, Mont, Hor, Tau, Ta, Rewi, Bor, HD, NL – 11/5/20	
Revision date: 2/6/20		

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"> <li>- Workforce advised of L2 intentions to open with staff at 80% hours except Taupo qualified teachers at 100% hours.</li> <li>- Families approached to determine needs. All centres to be opened L2</li> <li>- Review &amp; follow all MOE &amp; MOH guidelines.</li> <li>- Ensure all LL Policies and Procedures continue to be strictly adhered to.</li> <li>- Ensure all staff have reviewed, agreed and understand additional safety measures implemented <b>per notes section</b> of this Safety Plan.</li> </ul>	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"> <li>- This document to be reviewed and signed by all Directors, Operations Manager, Administration Manager, Centre Managers/ Supervisors.</li> <li>- Centre Managers/ Supervisors will verify all staff have reviewed and understand.</li> <li>- 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.</li> <li>- Ensure 1Place and Discover utilized for daily reporting, this includes completion of daily operational, daily and weekly safety checking and staff complete and record temperatures of all staff and children each morning</li> <li>- First point of contact for operational issues will be Centre Manager/Senior Member then escalate to Operations Manager (Marie Sutherland 021 361 852).</li> </ul>	Operations Manager

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	<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"> <li>- Staff to advise Centre Manager/Senior Member and Operations Manager in first instance if unwell or have other concerns regarding their Wellbeing.</li> <li>- Staff not to go to centre if unwell.</li> <li>- Staff will complete a daily 'Wellness' checklist on 1Place at reception prior to entering the classroom.</li> <li>- Staff will then check and record temperatures of all children in the morning.</li> </ul>	Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager.
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<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"> <li>- Review &amp; follow all L2 MOE &amp; MOH guidelines. (A copy of the MOH / MOE guidelines will be supplied to all staff and parents).</li> <li>- Ensure all LL Policies and Procedures continue to be strictly adhered to.</li> <li>- Ensure all staff &amp; contract cleaners have reviewed, agreed and understood additional safety measures implemented <b>per notes section</b> of this Safety Plan.</li> <li>- Strictly no other visitors onsite outside of the agreed measures per notes section.</li> <li>- <b>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.)</b></li> <li>- <b>Any risk of life or harm, first priority is to make people safe and call 111</b></li> </ul>	Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager.
How will you manage an exposure or suspected exposure to COVID-19?	<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"> <li>- Strict contact tracing reporting has been implemented via discover visitor check in for all visitors and suppliers</li> <li>- 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.</li> <li>- Staff to comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.</li> <li>- Staff who are unwell to immediately go home (nil tolerance to illness until diagnosed).</li> <li>- Staff to call Healthline or GP, advise Operations Manager.</li> <li>- Staff with respiratory symptoms who have tested negative to Covid19 must stay home for at least 48 hours and remain symptom free.</li> </ul>	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.

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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"> <li>- Operations Manager &amp; Directors review of 1Place &amp; Discover records daily.</li> <li>- Individual staff at the centre to immediately escalate any concerns to their Centre Manager / Supervisor.</li> <li>- Documented Spot checks during L2 by Operations Manager (via video call)</li> </ul>	<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"> <li>- Senior Staff to ensure wellbeing of staff working on a daily basis.</li> <li>- <b>Any risk of life or harm, first priority is to make people safe and call 111</b></li> </ul>	Senior Staff

## Checklist Action items to be completed prior Centre Opening:

- This document to be reviewed and signed off (via email) by – Debbie, Janina, Maria, Hannah, Laura, Sam, Rebekah, Gina, Hiks, Tania, Rachel, Marie, Tania, Jo, Anirudh, Gavin – **Gavin to action COMPLETED**
- All centres completed Pre opening checklist, provisions purchased – **Gavin to action**
- MOE Alert Level 2 guidelines and this Safety Plan circulated to all Managers – **Gavin to action**
- Ensure MOE Alert Level 2 guidelines and final Safety Plan signed & agreed by all staff. Copies on file – **Marie to action**
- Ensure 1Place morning wellness checklist to be completed by all staff on arrival – **Marie to action**
- Modify 1Place Wellness checklist to give option for teacher/visitor/child – **Gavin to action**
- Sort floor sticker signage and progress with Printing.com – **Gavin to action COMPLETED**
- Agree and sort reporting and recording methodology for child temperatures (1Place or Discover) – **Gavin & Marie to action**
- Check signage at Hand sanitizer, signage on Centre Doors, floor stickers on entrance to centre – **Tania to action**
- Ensure all staff are aware of Roster from 18 May – **Marie to action**
- Letter to all families and team members to be circulated post announcement – Monday 11 May – **Gavin to action COMPLETED**
- All Discover systems, processes and billings to be actioned and operational – **Tania to action**
- All WINZ, Parent fees and details to be checked and actioned – **Tania to action**
- Develop amendment to enrolment form to capture MOE recommendation re sickness – **Jo to develop and progress with Marie. Tania to sort Discover change**
- All phones voicemail forwarding switched off – **Tania to action**
- **Any onsite issues to be escalated to Marie prior to opening**

# COVID-19 safety plan

## Agreed additional Health & Safety Measures

- To be read in conjunction with Learning Links standard Policies and procedure,
  - o Covid19 1Place morning wellness check for staff
  - o 8 May MOE Alert Level 2 guidelines
  - o Property Checklist Final Pre Opening
  - o Letter to all families and team 11 May
  - o This Level 2 Safety Plan
- **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 advise Centre Manager/Supervisor and for them to advise Operations Manager**
- **Any risk of life or harm, first priority is to make people safe and call 111**

## Summary

- Parents are asked to keep any sick children at home. If a sick child comes to the service, or shows symptoms, send them home.
- Young children require a lot of physical support and it is not possible to explain or maintain a physical distance between young children given the age of the children and set up of centres. This means good hygiene practices are even more important. There does not need to be a measurable physical distance between children or children and staff.
- Ensure all children and adults regularly wash and dry their hands.
- Ensure hand sanitiser is available but staff/kaimahi supervise its location and use.
- Outdoor play areas can be used, including sandpits.
- Disinfect and clean all surfaces daily.
- Teachers (or in house cleaners where applicable) will carry out touch point sanitization at least every 2 hours. Sanitizer to be used as expected ( ie left for 30 seconds) or as the label suggests.
- Our cleaning team will disinfect surfaces each evening.
- Contact tracing must be in place to record who is on site every day.
- Indoor temperatures to be no less than 18c.
- Teachers to complete their 1Place Wellness checklist and temperature check on arrival each morning.
- All visitors such as those touring the centre are required to complete a 1Place Wellness Checklist (in addition to the usual Discover tablet visitor checkin)
- Temperatures of all children will be taken and recorded prior to midday at each centre. Where a person presents with a temperature over 38.2c and /or displays signs of unwellness; they will be isolated and parents contacted per usual sickness policy. They will be excluded from attendance until they are well and free of symptoms. Temperature checks will be taken with a new ear piece for each child and disposed of.

## Parents

When you come to the centre you will see signage encouraging social distancing and requiring the use of hand sanitisers on entry to the centre. We will maintain contact tracing through the use of the sign in / out tablets as usual.

As an additional safety measure, we will be taking and recording temperatures of all children and staff in the morning.

In addition, on the advice of Ministry of Education; on your first day back we will require you to sign a form to advise your acceptance of the condition '*Children **must not attend the service if they are sick. If parents or caregivers are sick, they must not bring their child to the service.***'

Lastly please note if you think or know that within Level 2 you would require to self-isolate on public health advice, or are considered vulnerable, please let us know; as we want to make sure that we work with yourself closely to ensure all precautions and safety measures are met. Again, the safety for our teams, families and children are of utmost importance.

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## Before attending

- All staff will review this document with Centre Manager/Senior Staff prior to opening.
- 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.

## Review 2 June 2020.

- Morning Wellness checklist on 1Place and temperature checks for staff.
- Morning temperature checking of all children.
- 2 hourly touchpoint sanitization.

## Draft review response

**From:** Craig Bleakley <craig.bleakley@workplacrisk.co.nz>

**Date:** Monday, 11 May 2020 at 2:41 PM

**To:** "gavin@astuteeducation.com" <gavin@astuteeducation.com>, "admin@learninglinkschildcare.co.nz" <admin@learninglinkschildcare.co.nz>

**Subject:** RE: Draft documents for Learning Links under Level 2

Good afternoon Gavin

As requested I have reviewed the documentation that you passed on, paying close attention to the requirements from the MoE and the plan that you have created for your move to Level 2 for your Learning Links centres.

Again, I am confident that you have identified all reasonable risks that will exist on your sites and have in place appropriate risk mitigation controls that will provide the highest level of protection for your workers and tamariki as so far as is reasonably practicable.

I wish you all the best for a succession transition into Level 2.

Kind regards

Craig

**CRAIG BLEAKLEY** B.COM TechNZISM

**WORKPLACE RISK MANAGER**

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