Early learning services checklist for Alert Level 3

Detailed below is a summary of key requirements for opening and operating under Alert Level 3.

Please contact your local Ministry of Education office with any questions or requests for support.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Preparing to open | ü | X | Actions | Date |
| A minimum temperature of 18 degrees is maintained during operating hours. |  |  |  |  |
| Clear communications with parents/caregivers* Parents/caregivers understand that children must not attend the service if they are unwell
* Parents understand that unwell parents/caregivers must not enter the premises
* Updated information including emergency contact details has been included in a new enrolment form that parents/caregivers agree to and sign.
 |  |  |  |  |
| Ensure you have checked your property. See [property checklist](https://assets.education.govt.nz/public/Documents/Early-Childhood/Covid-19/August-2021/Property-checklist-Centre-based.docx).  |  |  |  |  |
| Ensure rooms have been laid out to support the principles of physical distancing and public health measures. |  |  |  |  |
| Risk register updated to capture any risks associated with revised procedures. |  |  |  |  |
| You must display QR posters for the NZ COVID Tracer App in a prominent place at or near the entrance and have a means for those who cannot use the app to record their visit eg, your visitors book. |  |  |  |  |
| Preparing your staff | **ü** | **X** | **Actions** | **Date** |
| Staff have contributed to reviewing and updating your health and safety plan to reflect public health requirements: [Your COVID-19 safety plan – what you need to think about | WorkSafe](https://www.worksafe.govt.nz/about-us/news-and-media/your-covid-19-safety-plan-what-you-need-to-think-about) |  |  |  |  |
| Planning has been completed to support the forming of bubbles of up to 10 children in individual physical spaces. Designated staff are assigned to each bubble and meet required adult:child ratios.  |  |  |  |  |
| Have a plan for what you will do if children or any other visitors arrive unexpectedly. |  |  |  |  |
| Ensure your planning has considered replacement of staff who become unavailable. |  |  |  |  |
| Ensure you plan for non-contact and break times. |  |  |  |  |
| Brief your staff on managing:* Public health requirements (regular hand washing etc.)
* Hygiene and regular cleaning of surfaces
* Unwell children and staff during the day
* What to do in an emergency
* Supervision of arrivals and departures, breaks etc
 |  |  |  |  |
| Entry to the site | **ü** | **X** | **Actions** | **Date** |
| Ensure persons who are unwell do not enter premises. |  |  |  |  |
| Adults maintain 2m physical distance during pick up/drop off. |  |  |  |  |
| Pick-up and drop-off points allocated, with the attendance register located to limit exposure. |  |  |  |  |
| Contact tracing registers are easily accessible and record date/time/name of those coming on site in each physical space.  |  |  |  |  |
| Hand washing | **ü** | **X** | **Actions** | **Date** |
| Adults and children regularly wash hands – on arriving, every bathroom break and before and after meals. |  |  |  |  |
| Staff supervise children to regularly wash hands either with soap and water or use of hand sanitiser. |  |  |  |  |
| Food hygiene | **ü** | **X** | **Actions** | **Date** |
| Planning ensures that each bubble can accommodate the staggering of meals and breaks. |  |  |  |  |
| Tables are cleaned and disinfected after use before the next group of children eat at the table. |  |  |  |  |
| Food containers and cutlery are not shared, cleaned between use by different children/adults and children do not share food or drink (including drink bottles). |  |  |  |  |
| Food is supplied according to public health guidance, and food handlers adhere to standard hygiene practices. |  |  |  |  |
| Toys and resources | **ü** | **X** | **Actions** | **Date** |
| Remove toys that can’t be easily wiped cleaned frequently. |  |  |  |  |
| Avoid toys with porous/absorbent surfaces (e.g. soft toys). |  |  |  |  |
| If rotating toys between children in different bubbles, ensure the toys are cleaned frequently and after use by each bubble. |  |  |  |  |
| Discard art and craft materials e.g. playdough after use.  |  |  |  |  |
| Cleaning | **ü** | **X** | **Actions** | **Date** |
| High-touch surfaces (e.g. play gyms, tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) are regularly cleaned at least twice per day. |  |  |  |  |
| Appropriate cleaning supplies are maintained and stored safely out of reach of children. |  |  |  |  |
| Disinfect and clean all surfaces daily, including sleep furniture. |  |  |  |  |
| Teaching and learning | **ü** | **X** | **Actions** | **Date** |
| All staff continue to develop tailored learning programmes based on the existing goals in each child’s individual education plan. |  |  |  |  |
| Management provides guidance and support to staff and whānau, enabling safe and appropriate learning opportunities. |  |  |  |  |
| Additional public health measures for centre based services | **ü** | **X** | **Actions** | **Date** |
| Management ensures the sufficient supply of hand sanitiser and appropriate cleaning products. |  |  |  |  |
| The minimum indoor space is 3m2 per child |  |  |  |  |
| Limit the number of children to 10 per bubble. |  |  |  |  |
| Only 1 bubble can be in a room or physical space. |  |  |  |  |
| Children and staff are in the same bubble every day (i.e. no mixing between bubbles). |  |  |  |  |
| All adult:child ratios continue to be met. |  |  |  |  |
| There is a Person Responsible for every 50 children at all times. |  |  |  |  |
| Staffing ensures appropriate cover for break/non-contact times across the service. |  |  |  |  |