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# Company details­

Name of worker representative:

All staff working L3 comms via Centre Manager

Worker representative consultation:

All staff working L3

Name of manager:

All current Managers

Manager approval:

All Centres

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| Business name: Learning Links Childcare/The Farmyard |
| Division/group: All locations except Alexandra St |
| Date completed:30/8/2021 |
| Date distributed: 31/8/2021 |
| Revision date: |

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.

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

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks from restarting business after lock-down?** | Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.   * Workforce approached to determine those willing & able to assist and can do so without causing further risk * Families approached to determine needs. All centres have family needs * All centres with the exception of Alexandra St will be open in L3. Note Alexandra St children to be based at Rewi St during L3. * Review & follow all MOE & MOH guidelines. * Ensure all Group 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 (Learning Links) and Directors (Farmyard) 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?** | Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.   * This document to be reviewed and signed by all Directors, Operations Manager, Administration Manager, Centre Managers and all staff and cleaners operating in Level 3 conditions. Respect Centre Managers to coordinate and action in writing. * ***Zoom Meeting for all Centre Managers (30 August)*** * Centre Managers to brief all working staff before opening Wed 1 Sep * 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. Farmyard to use manual checks inlieu of 1Place * First point of contact for operational issues will be Centre Manager/Senior Member then escalate to Operations Manager for LL (Marie Sutherland 021 361 852). Gavin or Jo for Farmyard | 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?** | Consider: Daily health screening check, discussing options with workers, follow-up  procedures for ill workers, contact tracing information.   * Staff to advise Centre Manager/Senior Member and Operations Manager (LL) in first instance if unwell or have other concerns regarding their Wellbeing. * Staff not to go to centre if unwell. * Daily call or text in first 3 days to Marie Sutherland for LL (Gavin for Farmyard). (To clarify all aspects of operations to be quickly discussed e.g. completion of all checklists, staff wellness and any issues or concerns). | Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager for LL or Gavin for Farmyard. |
| **How will you operate your business in a way that keeps workers and others safe from exposure  to COVID-19?** | 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.   * Review & follow all MOE & MOH guidelines. (A copy of the MOH / MOE guidelines will be supplied to all staff and parents). * Ensure all Group Policies and Procedures continue to be strictly adhered to. * 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 LL or Gavin for Farmyard(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** | 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?** | Consider: Isolation procedures, gathering and using workplace contact tracing information,  clean down procedures, contacting Healthline.  *Example: Arrange safe transport home immediately and provide all workers with advice  on contacting GP and/or Healthline.*   * No visitors allowed inside the building other than family for drop off/ pick up or settling of a new child. * 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. | 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?** | 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.   * Daily feedback at end of each day from staff to Operations Manager for first 3 days then as needed. Farmyard to Gavin * 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. | Directors at end of each day when reviewing feedback.  Individual staff if any immediate concerns. |
| **How do these changes impact  on the risks of the work that you do?** | 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?   * 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** | Senior Staff |

Notes:

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

* Recheck QR code scan is highly visible for all to scan in - **Centre Managers**
* (A copy of the MOH / MOE guidelines will be supplied to all staff and parents). - **Gavin to send to all Centre Managers**
* Centre Managers to email to Gavin that all staff have read and understood docs – **Centre Managers to action.**
* This V2 document to be reviewed and agreed with Centre Managers – **CM’s plus above via Email on Tuesday 31 Aug by 11am following Zoom call 30 Aug to finalise.**
* All staff working onsite during L3 to have also read – MOE Covid 19 guidance, 29 August Early Learning Bulletin, Early Learning Service Checklist for Alert Level 3, letter to staff, letter to families
* Comms to all families of this and other docs – **Gavin to email midday Tue 31 August and update FB and Website**
* Make contact and brief cleaners based on local needs and compliance with this document prior to opening. **– Centre Managers**
* Ensure attending staff have access to the building, wifi operational, printer operational, a list of contact pin numbers for families attending (to be printed for the days), access to Discover, sign in tablets, 1Place, relevant laundry procedures, roster information including recording of their hours and emergency contacts prior to opening – **Centre Managers**
* All WINZ, Parent fees and details to be checked and actioned – **Tania / Lindy (Farmyard)**
* FINAL OPERATIONAL AGREEMENT TO OPEN/NOT OPEN CENTRE – **Based on Centre Manager emails received 11am Tue 31 Aug**
* One person to go onsite prior to Wednesday 1 September l to carry out full walk through and assessment of centre.Identify areas not to be opened, remove unnecessary resources, check lockers, fridges etc print and place signage at reception to advise ‘Please knock on door’. Print signage on door “This centre is open and operating at Level 3 in a bubble. For access or enquiries call xxxxx’ for Couriers please leave packages to the side of this door’ This should be directed to a staff member on site number. – **Tania to complete A4 templates for both and email to Centre Managers who will ensure these are displayed. Person who goes onsite to document areas ‘out of bounds’ and email Centre Manager & Operations Manager. This list to be kept at reception and Centre Manager to advise cleaners and staff working.**
* **Any onsite issues to be escalated to Marie / Gavin prior to opening**
* **Tuesday 31 AUG 3pm. FINAL AGREEMENT AFTER 1PM MOH UPDATE TO RECONFIRM OPEN/NOT OPEN – Directors/Marie**

**Agreed additional Health & Safety Measures in addition to Ministry of Education Regulations and Group Childcare Policies and Procedures.**

* **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 LL (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.

**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 except Taupo which will be 2 bubbles which strictly do not mix/ overlap.
* 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. Note for Taupo bubble 2 will enter via the side door and more detail will be provided directly.
* We highly recommend only 1 family member enter the centre with the child. This family member (adult) **must have a face mask on** when visiting the centre for drop off/pick up. Hand Sanitiser must be used on entering the centre.
* All other visitors / couriers etc may not enter the building.
* 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 is dropping of 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.
* 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 prior to children arriving, after bubble in centre arrives and then toward the end of the day prior to pickup time.
* Our cleaning team will disinfect surfaces and resources each evening including child lockers used.
* 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 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.
* Sandpits will not be able to be open.
* For other restrictions refer the MOE Covid Guiidance for Early Learning Services and Kohanga Reo at Alert Level 3 (August 2021).

**For our teachers on the day**

* 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 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.
* 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. Hands to be washed on reentry to the centre including door handles.
* Any families who would like a tour of the centre should be encouraged to return during Level 2. 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).

**Before attending**

* All staff will review this document and attend an induction Zoom meeting with the Centre Manager/Senior Staff prior to centre opening. They will advise by email that they have read and understood this document.
* 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