

13 May 2020

## TRCP OPERATING PROCEDURES FOR COVID-19 ALERT LEVEL 2 HS7 APPENDIX 9

These operating procedures apply during COVID-19 Alert **Level 2**. They are based on Ministry of Health (MoH) and Ministry of Education (MoE) advice as at **7 May 2020**. They are automatically superseded should MoH or MoE advice change to require greater restrictions. Should MoH and MoE advice become less stringent these operating procedures shall be reviewed and amended as appropriate.

These procedures was discussed and validated during a teacher-only day on 14 May 2020

- [Ministry of Education special edition 7 May 2020](#)
- [Early Learning Services Level 2 guidelines](#)

### PURPOSE

The purpose of this document is to ensure that the centre operates as safely as possible during level 2.

### RATIONALE

It is important that children, staff, parent/caregivers and whānau are both protected from infection and prevented from spreading infection. It is also important for Tower Road Christian Preschool to support our local community. The teaching profession's Code of Professional Responsibility, and the values that underpin the code, include commitments to learners, families and whānau, and to society. These are continuing commitments, ones that we must fulfil in the safest possible way.

These operating procedures are intended both to ensure that our centre is safe and to give everyone in our community confidence that we are as safe as we can be.

### KEY PUBLIC HEALTH PRINCIPLES

The two key public health principles that support Alert Level 2 are:

Alert Level 2 focus on safe and sensible practice. Because young children require a lot of physical support, good hygiene practices remain central to this. **There does not need to be a measurable physical distance between children or between children and staff.**

### MoE AND MoH GUIDANCE

During Alert Level 2 Tower Road Christian Preschool will be open, with special measures in place to meet public health measures.

## Key Ministry of Education updates

### Opening in Level 2

Firstly, early learning services are able to operate to their full license numbers. Key requirements include:

- Regular washing and drying of hands continues
- Disinfect and clean all surfaces daily
- Indoor temperature must be set at a minimum of 18 degrees Celsius
- Indoor and outdoor space requirements return to standard license requirements, i.e 2.5m indoors and 5m outdoors
- Outdoor play areas can be used, including sandpits
- Children will continue to have their own food (clearly marked) containers and need to be watched closely so they do not give and take food to and from each other
- Ensure effective contact tracing processes for everyone who visits the service, every day.
- Staff and children to stay home if sick, and staff to report flu-like symptoms.
- School-aged children of staff should not be present at an early learning centre.

## HOW WILL WE KEEP YOU AND YOUR CHILDREN SAFE?

### Social Distancing of 1 metre between adults where possible

Staff shall model social distancing to keep each other safe. Opportunities shall be taken to discuss with the children how infections can be spread by coughing, sneezing and touching. We will continue as we did before the Lock Down, to focus on good hand washing hygiene.

### Drop Off and Pick Up

**Please disinfect your hands before entering the gate. Hand sanitizer will be available at the gate.**

Children must be dropped off and collected by either their parent/caregivers or a person indicated on the child's emergency contact list. A register will be kept of the person who drops off and collects the children as per the required contact tracing list. A full name and surname are required as well as the name of the child and a contact number for the person doing the drop off or collection.

We please ask parents/caregivers be considered of social distancing during drop off and pickup times. We will operate with a clearly marked ENTRANCE and EXIT gate system, please follow the signs. **The ENTRANCE gate will be the gate facing the Church car park.** At peak arrival times a teacher will be on duty in the car park area to guide and discuss any concerns with you.

**The sign in desk with a contact tracing form will be in the area to the right of the entrance ramp and we ask that one parent/caregiver at a time be in that area. When another parent/caregiver is present in the sign in area, please wait in the designated waiting area under the roof inside the entrance gate, this will be clearly marked. No more than two families in the waiting area. Adults to keep 1 metre social distance. As soon as the ramp is clear and the sign in area is clear, the next family can move in and sign in. Only one family may be on the ramp and at the door at any one time.**

**Please bring your own pen for completing the form.** If you forget a pen, we will have a stock of sanitised ones available. For contact tracing it is essential that we keep a record of the individual who dropped off or picked up each child. **Please print your name on the form rather than using just a signature.**

Please allow for extra time for this process, although we know that not all parent/caregivers arrive at the same time and sign in does not take up a lot of time, these measures to keep our community safe can slow down drop off and pick up process. We will review this process in a few weeks' time or in accordance with MoH guidelines.

Please be mindful of 1 metre social distance when leaving this area to allow the next person to sign their child in. **Leave via the EXIT corridor toward the EXIT gate on Rawhiti Street side.**

### **Health Monitoring**

As per our normal procedure we intend to monitor children's temperature if a fever is suspected, we sourced a new contactless thermometer and as per our normal procedure will be contacting parents if their child shows any symptoms of illness or develops a fever.

**Parent/caregivers and staff are responsible for monitoring their own health and not coming to the centre if they feel at all unwell. Children who display any symptoms must be kept at home, as per normal procedure.**

### **Isolating Sick Children and Adults**

If an adult or child becomes sick at the centre they shall be isolated and appropriate people contacted. This is our normal procedure for any sickness. The isolation area is the Centre Manager's office or sleep room, if no other children requires the sleep room. A mattress from the sleep room, with a cotton sheet, shall be placed in the isolation area if the Office is used for this purpose.

### **Personal Protective Equipment (PPE)**

**MoH and MoE advice is that gloves and face masks are not required for normal activities.**

Should staff feel safer wearing gloves during the day they may do so and TRCP gloves may be used for this. Anyone wearing gloves for their own protection must remember that the outside of the gloves may become contaminated, so gloves being worn must be sanitised in the same way as bare hands. Gloves must be worn when required by our normal procedures.

### **Hand Sanitiser**

**Hand sanitiser is provided at the front entrance and around the centre** – every adult entering the premises will be required to sanitize their hands before entering. Hand sanitiser shall be kept out of children's reach so they do not drink it. Properly washing hands with soap and water is recommended, but when this is not possible hand sanitiser shall be used:

- before touching the gate and front door,
- before eating,
- after touching any potentially contaminated surface,
- if contamination is suspected.

## Other Hygiene Practices

As an extra precaution the following will be removed during **Level 2** – (this will be re visited in a few week's time).

- toys and equipment that cannot be easily sanitized,
- food role play items,
- any masks or dress up items that goes over the nose of mouth

The centre shall be cleaned daily at the end of each day. During the day door handles, commonly touched surfaces and in-use resources shall be sanitized regularly with a 1:10 bleach solution spray which is complying with MoE disinfected standards.

No food or drink may be shared. Children's hands and faces must be cleaned both before and after eating. Disposable damp paper towels will replace our normal washable facecloths. All normal hygiene practices shall be followed.

## WHAT IF THE CENTRE IS EXPOSED TO COVID-19?

If we believe that someone at the centre has COVID-19 we follow our normal processes. These are detailed in document HS27 Injury and Illness, in Appendix 2 to the Licensing Criteria for ECE and in document HS34 Notification.

If there is a confirmed or probable case linked with Tower Road Christian Preschool, we will be advised of that by the Medical Officer of Health.

Our regional Ministry of Education staff will work with us and local health authorities to agree a plan. That will happen quickly and **support will be provided to assist us to communicate with and support our parent/caregiver community and staff.**

If the person or persons who are a confirmed or probable case have worked in or attended our centre when they could have been infectious (which could start 2 – 3 days prior to having symptoms) we will be closed for at least 72 hours to allow time for contact tracing and a clean of the service to align with Ministry of Health guidelines.

Close contacts at TRCP would be anyone who had:

- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (Eg., hospital waiting room) within 2 metres of a case for 15 minutes or more

Close contacts will be required to self-isolate and will need to monitor for symptoms.

### Supporting Contact Tracing

To support contact tracing we must keep records of who was at our service and when. We have talked about the pickup and drop off process earlier. Remember that it is important that people record their names and don't just use a signature. We already keep records of staff attendance. We will ensure that any other adults, such as necessary tradesmen for repairs, also print their names when they book in and out.

## WILL THE CENTRE BE FULLY STAFFED?

We must maintain normal adult/child ratios as required by the Regulations. We are likely to have more staff than the minimum required because of the additional cleaning and sanitization needed during the day.

Some of our staff might be working from home. They will be providing on-line resources and activities for children at home, doing professional development and undertaking a range of other activities to support the centre and improve their professional skills. They will be busy. We are delighted that we are able to keep all staff on full pay.

Some of our staff must or should stay at home, for reasons that include:

- They must stay at home if they are sick with COVID-19, or unwell generally.
- They must stay at home if they need to self-isolate, as per Ministry of Health guidelines, due to recent travel or close contact with someone confirmed to have COVID-19.
- They must stay at home if they are caring for dependents who need to self-isolate, as per Ministry of Health guidelines.
- They may choose to stay at home if they, or someone they live with, meets the definition of a vulnerable person, including those with underlying medical conditions, especially if not well-controlled, and the elderly, as described on the COVID-19.govt.nz website.

## FEES AND SUBSIDIES

During **Level 2** your child's place at our centre will be protected even if they do not attend.

Normal fees will be charged for attendance. No fees will be charged if your child does not attend. **For children attending, normal notice of any non-attendance will be required.** If you replied NO to our survey, we will record their absence as NOTIFIED ABSENCE. They will not lose their booked sessions slots and when you feel ready for them to attend you can let us know at any time. Please give us notification in advance when your child will start to attend, this will give us time to add your child to the daily attendance list as well as our meal and other monitoring lists. Please be in contact with Louise at the Office or Karlien the Centre Manager if you have any questions regarding the above.

## HOW CAN I SUPPORT MY CHILD'S LEARNING AT HOME?

Our staff will continue to provide on-line activities and resources on our Facebook page and Website (News & Events page), as well as e-mail support, for those children who will not be able to attend at Level 2.

Please do not hesitate to be in contact with us if you have any questions or concerns.

Nga mihi,

Kind regards,

Karlien

**Centre Manager Tower Road Christen Preschool**