



CENTRE OPERATING PROCEDURES FOR COVID-19 ALERT LEVEL 2



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 9th May 2020. They are automatically superseded should MoH or MoE advise change to require greater restrictions. Should MoH and MoE advice become less stringent these operating procedures shall be reviewed and amended as appropriate.

Purpose

The purpose of this document is to ensure that Hopscotch operates as safely as possible during Alert Level 2.

Rationale

It is important that children, staff, parents and whānau are both protected from infection and prevented from spreading infection. It is also important for Hopscotch 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

At Alert Level 2 it's now okay to leave home, but we need to do so in a safe and conscientious way. Children and adults at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home. Adults may work, if they agree with their employer that they can do so safely. Distance learning can continue to be available to those who choose to remain at home. The two key public health principles that support our approach at Alert Level 2 are:

- First to minimise the risk that someone gets infected, and
- Second to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a service is infected.

Specific public health measures to be taken at Hopscotch are listed below.

Health Monitoring

See our website www.hopscotch-childcare.co.nz for our up-to-date Child health and Staff Health policies.

- Children who display any symptoms at home **must not** attend Hopscotch.
- Parents, caregivers and staff are responsible for monitoring their own health and must not come to the centre if they feel at all unwell. Parents or caregivers **must not** bring their child to Hopscotch.
- Children will be monitored closely for health concerns whilst at Hopscotch. If they display any symptoms of illness during the day (specifically a sore throat, cough, sneezing, blocked ears, head cold, fever or body aches.), they will be isolated and the parent or caregiver will be contacted immediately and asked to collect their child.
- Symptoms must not be masked by providing children with pamol or other forms of medication.
- If anyone at Hopscotch has symptoms of a respiratory illness, we will call Healthline (0800 358 5453) for advice. Parents and caregivers should seek medical advice (from Healthline or their GP) about whether a child may need to be tested for Covid-19 as part of efforts to quickly detect and eliminate the virus in the community.
- There is no requirement to notify the community that either a child or staff member is unwell or has been tested for Covid-19, as the proportion of those tested returning a positive result is very low. There are also privacy concerns to take into account. If we are notified of a positive test result, Public Health and the Ministry will support us with messaging to our community.

Additional Health Measures

The Ministry of Health advise regular handwashing for at least 20 seconds, and drying hands thoroughly afterwards.

- Parents and caregivers should wash their hands and their children's hands before leaving home to come to Hopscotch.
- We will ensure that all children and staff regularly wash and dry their hands during the day.
- We will ensure hand sanitiser is available - but staff/kaimahi will supervise its location and use.
- Everyone will be encouraged to use the hand sanitiser at the entrance before entering and after leaving the building.
- Opportunities shall be taken to discuss with the children how infections can be spread by coughing, sneezing and touching.
- As with our normal common practice, food and drink must not be shared; hands and faces must be cleaned both before and after eating; staff shall eat separately from the children. Morning and afternoon teas will be supplied as usual in accordance with public health guidance.
- Shared food at birthday parties will not be allowed and candles will not be used.
- In accordance with our existing Cleaning Policy, all surfaces will be disinfected and cleaned daily. In addition, door handles, commonly touched surfaces and in-use resources shall be sanitised regularly.
- PPE is not required or recommended as necessary in any educational facility by the Public Health officials. Therefore, our staff will not be wearing masks nor gloves, except when carrying out tasks that usually require them, such as cleaning up bodily fluids and nappy changing.
- Visitors will be requested to attend when there are the least number of children attending during the day - ie after 3.30pm.

Indoor Temperature

- The indoor temperature will be set at a minimum of 18°C Celsius as required by the Ministry of Health. This is 2°C above the usual recommended minimum.
- The sleep rooms will be ventilated by opening the windows and the temperature will also be set at 18°C using the air conditioning unit.

Toys, Resources & Equipment

- All toys and resources can be used as usual.
- Outdoor play areas and equipment including sandpits can be used but children will be encouraged to wash their hands or use hand sanitiser before going back inside.
- Resources will be wiped down at the end of each day. As is our usual practice, dress ups and other fabric items shall be regularly laundered and any item that has been in children's mouths will be removed from the playspace and thoroughly cleaned.
- Sleep furniture will be wiped down in between each bed change, as is our usual practice.
- High touch surfaces (tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) will be cleaned regularly throughout the day. In our infant room, this will include table legs and items a child uses to pull themselves up to a standing position.

Mass gatherings

Educational facilities are not considered mass gatherings because they operate in a controlled environment. This means there are no restrictions on numbers of people indoors or outside during the operating hours for Hopscotch other than what other public health or health and safety measures require, and usual licensing and building requirements. The exception is where people from outside the early learning service may be attending the gathering then the indoor mass gathering rules will apply.

Physical Distancing

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 Hopscotch. This means good hygiene practices are even more important. There will not be a measurable physical distance between children or children and staff.

- Adults should, where practicable, use one metre as a guide between themselves and other adults.

Contact Tracing

To support contact tracing we must keep records of who was at our service and when. It's important that your child is signed in and out of the centre each day using the tablet with your own individual pin code. Do not share your pin code with anyone else. If you forget your code, we will be able to give this to you again at reception or by text, email or phone. We also keep records of staff attendance. We will ensure that any other adults, such as necessary tradesmen for repairs and the cleaner, will also leave a record of their names and attendance. Please also scan the NZ Tracer QR Code at the entrance.

Managing a confirmed or probable case of Covid-19

If there is a confirmed or probable case linked with Hopscotch, we will be advised by the Medical Officer of Health or our local Public Health Authority. Health authorities will direct us of the next steps. That will happen quickly and support will be provided to assist us to communicate with and support our parent community - and our staff.

If the person or persons who are a confirmed or probable case have worked in or attended Hopscotch when they could have been infectious (which could start up to 2 days prior to having symptoms) Hopscotch 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 Hopscotch 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 (e.g. hospital waiting room) within two metres of a case for 15 minutes or more.

Close contacts will be required to self-isolate and will need to monitor for symptoms. In some situations health authorities could require closure for longer periods of time, up to 14 further days. This is likely to be because health authorities consider there could be risk of community transmission or there could be a large number of cases that mean a high proportion of children and staff could be considered close contacts and therefore need to self-isolate.

3rd September 2020