# **COVID-19 Level 3 Centre Risk Plan**

The purpose of this plan is to outline the hazards and risks for our centre associated with COVID-19. The plan then details how we will manage each of the risks identified. [AMEND THIS PLAN TO SUIT YOUR CENTRE’S SPECIFICS AS NEEDED]

At Level 3 tamariki of essential workers and of parents who need to access early learning can attend our centre.

| **What are the hazards in our centre associated with COVID-19** | **What are the risks associated with these hazards** | **What will the centre do to manage risks at Level 3?** | **Details of Actions to be taken** | **Who is responsible?** |
| --- | --- | --- | --- | --- |
| Planning Ahead | | | | |
| Staff communication and planning | Staff need consistent messages | Meetings, emails, phone calls | Share information and guidance via handouts and notes. Check on level of understanding and acceptance |  |
| Kaiako availability | Insufficient kaiako to cover those tamariki attending and those requiring support when staying at home |  |  |  |
| Kaiako availability | Relievers / temp staff can only work at one centre | Know what regular relievers’ availability is | Contact relievers / agency to confirm availability |  |
| Kaiako capability | Kaiako having access to systems from home to support learning at home | Find out what support kaiako need to communicate with whānau | Provide appropriate support |  |
| Students on practicum / placement | Additional people present at the centre | Student practicums or placements are not to occur during Level 3 |  |  |
| Whānau communication | Not knowing which whānau include essential workers or need to use your centre– this may have changed  NOTE: - early learning services are not restricted to the children of essential workers at alert level 3 – parents who need to use early learning services of any type are able to do so. | Contact all whānau | Reconfirm with all whānau who are essential workers or if they need their tamariki to attend |  |
| Whānau communication | Tamariki can attend only one centre | Knowing if tamariki are attending another centre | Confirm with whānau where tamariki are attending |  |
| Tamariki health | Tamariki at higher risk of severe illness from Covid-19 – those with underlying health issues | Encouraged to stay home wherever possible | Communicate with whānau |  |
| People accessing the premises | | | | |
| Knowing who is or has been onsite | Whānau not “signing in” | Encourage all to complete contact tracing | Display contact tracing QR code and ensure all staff and visitors scan in each time they enter or use manual contact tracing form |  |
| Unwell people infecting people on premises | Unwell adults and tamariki coming to our centre | Consistent messaging to whānau. Isolate immediately from bubble.  Do not permit entry to unwell whānau or the tamariki.  Send unwell tamariki or staff member home ASAP. | Establish isolation area in centre away from bubbles  Ensure whānau receive info sheet, notices up at entry |  |
| Staff arrival / departure | Kaiako coming to and leaving the centre | Recommended to wear face masks when travelling to and from the centre |  |  |
| Infections | People arriving at the centre may spread infections | No visitors permitted.  Establish contact tracing register of all people entering premises | Modify visitor’s book for contact tracing information or use register form. One person / staff member to handle register |  |
| Equipment and Facilities | | | | |
| Temperature | Temperature too low may allow illnesses to develop | Set room temperature to 18 degrees Celsius | Monitor with thermometer |  |
| Sleep furniture | Tamariki and/or adults pick up COVID-19 from contact with hard surfaces contaminated with the virus | Disinfecting surfaces at the end of each operating day | Clean and disinfect daily. Allocate sleeping areas to specific children if possible |  |
| Staff | | | | |
| Vulnerable staff | At risk staff may become infected | Vulnerable/at risk staff are not on premises / work from home | Vulnerable / at risk staff stay home until Alert Level 2 |  |
| Symptomatic staff | Staff may come to work with symptoms that could be related to COVID-19 | Consistent information to staff to self-monitor health | Any unwell staff must not enter the premises |  |
| Staff wellbeing | Staff feeling overwhelmed or stressed about their own or their whānau’s wellbeing | Keep communication lines open.  Provide staff links to wellbeing supports as provided by MOE | Be kind! |  |
| Cleaning and Hygiene | | | | |
| Whole centre cleaning | Surfaces may be infected | Apply rigorous and daily cleaning routine | Each operating day |  |
| Outside playground cleaning | Hard surfaces may become contaminated | Cleaning hard surfaces after each bubble has play time in the playground, in addition to before tamariki arrive for the day  Remove all toys and equipment from the playground that cannot be cleaned. | Clean and disinfect before tamariki arrive  Clean and disinfect after each bubble has finished playtime  Clean and disinfect at the end of each operating day |  |
| Sandpit | Sandpit may not be hygienic | Close the sandpit | Cover sandpit and tell tamariki it is closed. |  |
| Hand sanitiser | Poisonous | Kaiako supervision of its location and use is essential |  |  |
| Infected hard surfaces – inside classrooms | Tamariki and/or adults pick up COVID-19 from contact with a surface contaminated with the virus | Allocate resources per bubble. Toys and books are not shared during one session.  Cleaning all hard surfaces (floors, surfaces, toys, and books) hourly throughout the day | Wipe down frequently, clean and disinfect at the end of each operating day.  Only after disinfecting and leaving overnight can books be passed on to another bubble. |  |
| Spread of COVID-19 through tamariki’s playthings | Virus may be spread by saliva and materials that cannot be disinfected | Remove all toys that cannot be disinfected easily (e.g. soft toys, dress ups) | Art materials and playdough may be used individually, but must be discarded at the end of activity |  |
| Tamariki resources | Tamariki and/or adults pick up COVID-19 from contact with resources contaminated with the virus | Arts and craft material, playdough will only be supplied in individual portions | Arts, crafts material, playdough will be discarded after use |  |
| Spread of COVID-19 through food and drink | Sharing of food and/or drink between children | Close supervision, avoid communal eating | Separate lunch boxes, physical distance whilst eating / drinking  Labelling bottles and allocate personalised crockery and cutlery |  |
| Working with tamariki and other kaiako | | | | |
| Cross-contamination via people entering other people’s spaces | Adults and/or tamariki contact with other ‘bubbles’ | Configuring space for ‘bubbles’, i.e. 10 tamariki per ‘bubble’, no mixing between bubbles | e.g. Which kaiako are with which bubble PLAN (no mixing / alternating). Tamariki do not change bubbles |  |
| Cross-contamination via people entering other people’s spaces | Kaiako mixing at break / lunch times | Staggering break / lunch times | Staff do not share cutlery, crockery and utensils and keep social distance |  |
| Cross-contamination via people entering other people’s spaces | Relievers contact with multiple ‘bubbles’ | Relievers must stay with one specific ‘bubble’ | Relievers are allocated to specific work areas |  |
| Cross-contamination via people entering other people’s spaces | Adults and tamariki crowding in too small spaces may enable the virus to spread | Setting up safe physical environment for tamariki, indoors (3sqm per child) and outdoors (5sqm per child) | Arrange for sufficient space for adults and tamariki to spread out |  |
| Staff illness compromises safety of centre | Unwell staff coming to work | Daily health screening check | Check on staff awareness that unwell people must not enter the premises. Follow-up procedures for ill staff |  |
| COVID-19 infection | Staff and/or tamariki become infected | Isolation procedure | Tamariki / staff member is immediately isolated. Healthline is contacted |  |