

# 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.

## Company details

Business name: Glenfield Community Centre Inc.	Manager approval: 24 <sup>th</sup> April 2020 8 <sup>th</sup> May 2020	Worker representative consultation: 24 <sup>th</sup> April 2020 8 <sup>th</sup> May 2020
Division/group: Glenfield Early Learning Centre	Name of Manager: Nigel Green, Centre Manager	Name of Worker Representative: Paula Tra, GELC Manager
Date completed: 24 <sup>th</sup> April 2020		
Date distributed: 27 <sup>th</sup> April 2020		
Revision date: 8 May 2020		

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

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i></p> <p>Setting up and working on site before children come in:</p> <ul style="list-style-type: none"> <li>• Maximum of 5 staff on site at once (social distancing to be observed)</li> <li>• All surfaces to be sterilized with diluted bleach or disinfectant between staff visits</li> <li>• Hand sanitizer to be used as enter and exit the building</li> <li>• Regular hand washing and personal hygiene (cough and sneeze into elbow and wash hands afterwards) at all times when on site</li> <li>• Anyone with symptoms aligning with Covid-19 to stay away from work</li> <li>• Minimise time on site</li> <li>• Only employees or contractors to come on site (no family members, children etc.)</li> </ul>	<p><i>Engineering supervisor</i></p> <p>All employees and contractors to comply with requirements at all times when on site</p>

## COVID-19 safety plan

**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.

*Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.*

- Risk assessment to be completed at significant intervals e.g. before going in, before children on site, when children on site and to be reviewed daily by GELC Manager as new government guidance becomes available
- Risk assessment to be emailed to all employees and contractors coming on site
- Printed copy of the most up-to-date risk assessment to be displayed on entrance door
- Clear instructions to be passed on to all staff (via email) when new risk assessments are completed so any changes are highlighted
- Hand-washing information to be displayed on site at all hand washing stations
- Cleaning equipment, hand towels and sanitizer to be kept on site and stocks refreshed as needed
- Teacher-only day before children come on site to ensure clear communication and full understanding of requirements

*Administrator*

Centre Manager to regularly review the Covid-19 safety plan and ensure communication to all employees and contractors coming on site

All staff responsible for hygiene and good cleaning practices when on site

New Zealand Government

	<b>DESCRIBE WHAT YOU WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
<p><b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b></p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <p>All staff or contractors working on site are to inform the GELC Manager BEFORE coming on site if they, or any of their "bubble" are high risk: Over 70, immune compromised or history of respiratory conditions, or if they have any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• A new or worsening cough</li> <li>• A high temperature (at least 38 degrees)</li> <li>• Shortness of breath</li> <li>• Sore throat</li> <li>• Sneezing and runny nose</li> <li>• Temporary loss of smell / taste</li> </ul> <p>It will be the responsibility of the employee or contractor to inform the GELC Manager as soon as any of these symptoms are shown by the individual or any member of their "bubble" and to stay at home until the symptoms pass.</p> <p>Should any staff member, contractor or member of a "bubble" of either of these be considered to have been in contact with a probable or confirmed Covid-19 case then they must inform the GELC Manager as soon as practicable from finding out and certainly within 24 hours.</p>	<p><i>Team leaders</i></p> <p>All staff and contractors</p> <p>GELC Manager will monitor compliance</p>

# COVID-19 safety plan

## 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.

*Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.*

### While the ELC remains closed (no childcare required):

Registered teachers and administrative support will work from home.

Staff members coming on site will only do so where it is a requirement to access resources, print resources, compile Learning Packs or carry out Health and Safety duties on site. A H&S "station" will be set up at the entranceway to the Community Centre and GELC, which will include: gloves, disinfectant and paper towels and hand sanitizer. Multiple hand washing stations are also available throughout the building.

Meetings will be conducted through video messaging apps

### Preparation for children returning to the ELC at Level 3:

Administrative staff will work from home.

A deep clean of the ELC will be completed by commercial cleaners prior to children coming on site.

Staff members who are returning to work will meet on site for a Teacher-Only Day on the working day before the children return. This time will be used to meet and discuss cleaning and hygiene protocols and set up the Centre, remove toys and equipment that cannot be cleaned easily and ensure physical distancing is encouraged with the presentation of resources.

### Preparation for children returning to the ELC at Level 2:

#### **Preparing to Open:**

You should provide clear communications to parents/caregivers, particularly so that:

- Parents/caregivers understand that their family must not attend if anyone is unwell.
- Everyone is clear about the new requirements and where responsibilities for new cleaning routines etc. sit.

Arrange to get access to your premises to ensure a thorough cleaning before your first session.

#### **Premises:**

- Ensure you have a minimum temperature of 18 degrees is maintained during the session.
- Ensure you have a contact tracing register that can be placed somewhere easily accessible to record date/time/name/address/phone number of those coming on site.
- Place hand sanitiser at the entrance and ensure it is used by people entering, or that they are directed to wash their hands.
- Consider a designated space for buggies and capsules etc. to ensure children are not able to access another family's items during the session.
- Consider meeting families in the Centre carpark to avoid close gathering of parents/caregivers at entrance ways.

#### **Hand Washing:**

- Adults and children regularly wash hands - on arriving, every bathroom break and before and after eating.
- Parents/caregivers supervise children to regularly wash hands either with soap and water or use of hand sanitiser.

#### **Food Hygiene:**

- Tables are cleaned and disinfected before and after use.
- Children have their own food containers and 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.
- No sharing of crockery/cutlery/utensils between children or adults.

#### **Toys and Resources:**

- Ensure you have a process for regular cleaning of toys, at least at the end of the session.
- Any items that have been in children's mouths should be removed from the play-space and thoroughly disinfected.

#### **Cleaning:**

- High-touch surfaces (e.g. play gyms, tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) are regularly cleaned.
- Appropriate cleaning supplies are maintained and stored safely out of reach of children.
- Disinfect and clean all surfaces at the end of each session.

*Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures*

GELC Manager will monitor the number of visits by staff and limit these to one per person per week

Centre Manager will install H&S "station" all staff to maintain this

Centre Manager will arrange commercial cleaning.

GELC Manager will communicate directly with Parents/ Caregivers.

GELC Manager and Teaching Team will monitor .

Regular Hand-washing

Teaching Team to clean and monitor

Teaching Team to clean and disinfect surfaces, toys and equipment between sessions

## COVID-19 safety plan

### 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.*

#### While the GELC remains closed (no childcare required):

Apart from the essential visits listed above, staff will continue to work from home and stay within their current “bubble”

Time on site will be limited to essential tasks, only ever with a maximum of 2 people on site.

Everyone will be responsible to ensuring they stay home if they feel unwell or someone in their bubble has symptoms. Anyone developing symptoms while on site will go home immediately.

Cleaning and hygiene practices outlined above will be followed by everyone coming on site

All staff and contractors to complete a site log when they come on site with their name, phone number and date of visit.

#### Preparing to open for children (at Level 3):

The conditions above will continue to be met as well as;

Only staff who will be rostered to be on site working when children are coming in will be asked to be on site, all other staff to remain off site.

Daily sign in for staff will commence on the Teacher Only day before children come on site.

#### Managing confirmed or probable cases

If there was a confirmed or probable case linked with the Centre, we will be advised of that by the Medical Officer of Health.

Regional Ministry of Education staff will work with the Centre 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 community and staff.

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

Close contacts at our Centre 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 2 m of a case for 15 minutes or more

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

There is information about self-isolation and Factsheets for contacts on the COVID19.govt.nz and Ministry of Health websites.

#### **Further closure for up to 14 days:**

In addition to closure for 72 hours for contact tracing, 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 within an early learning service that mean a high proportion of children and staff could be considered close contacts and therefore need to self-isolate.

Site manager

All staff and contractors on site or planning on coming to site

# COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>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.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <p>Team meetings will be held weekly through video messaging and H&amp;S will be a standing item to be discussed so staff can raise any questions.</p> <p>Incident reporting will be continued, all staff to record any near misses or incidents while they are on site.</p> <p>Staff will be encouraged to note any concerns and if they cannot remedy them then to share them with the GELC Manager as a matter of urgency.</p> <p>GELC Manager will review the safety plan weekly and whenever new guidance comes from government departments.</p> <p>The Safety plan will be shared with the Board at all meetings (monthly or more frequently as required) and before significant changes in status e.g. before children come on site, moving to Level 2, etc.</p> <p>GELC Manager will continually search out best practice guidelines and alter practices on site where practicable and relevant to the working environment.</p>	<p><i>Team leaders</i></p> <p>All staff</p> <p>GELC Manager</p>
<p><b>How do these changes impact on the risks of the work that you do?</b></p>	<p>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?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Solo working is a risk with only 1 staff member on site and the following practices will be observed:</p> <ul style="list-style-type: none"> <li>all staff will be required to lock entranceways when they are on site to prevent members of the public accessing the building. This will protect the staff member from threats but also ensure that the Centre is only being accessed by known individuals who have a need to be on site.</li> <li>All staff working on site to have a working mobile phone with them which will be carried on their person at all times when they are on site (landlines are also available on site)</li> </ul>	<p><i>Team leaders</i></p> <p>All staff and contractors working on site</p>

Notes: