



CENTRE OPERATING PROCEDURE - OPENING DURING LEVEL 2

PURPOSE

The purpose of this document is to ensure that the centre 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 Dorie Community 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.

MOE AND MOH GUIDANCE

We are following the guidance rules of the Government who has advised that all preschool's can open freely on the 18th May 2020.

- Indoor temperature which is currently a minimum of 16 degrees Celsius needs to be increased to 18 degrees Celsius. This heat will be adjusted as the day's become cooler.
- Ensure that children have their own food containers & drink bottles that are labelled, staff to monitor that they do not give and take food from each other.
- A need to regularly disinfect surfaces.
- Wash and dry hands, cough into elbow, don't touch your face.
- Stay home if you are sick, report flu-like symptoms. Children, who display signs of not being well will be required to go home.

- Children shall sleep at least one metre apart.

Drop Off and Pick Up

Children must be dropped off and collected by one person only where able.

We ask that no siblings are present during drop off/pick up where able, however if necessary please ensure your child is with you at all times, they are not permitted to 'play' with equipment inside or on the play ground outside.

Parents are **not permitted** to move between the two classrooms unless they have children in both areas.

Parents will be asked to not congregate within the preschool during drop off and pick up.

Some children will require longer settling periods of time upon returning and we ask that parent/caregiver remain with their child at this time.

Children will have the same locker for the foreseeable future. It will be labelled for easy identification.

We are required to continue contact tracing, if you or your partner have changed contact details please advise. If someone other than 'usual' caregiver drops off child, they will be required to leave their full name, phone number and address.

Other Hygiene Practices

Please wash your hands and your child's hands before you leave home for the centre.

Staff shall ensure that children wash their hands when they arrive and just before they leave.

All normal hygiene practices shall be followed.

Health Monitoring

Parents 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. Temperatures will be taken by an infra-red thermometer as directed by MOH.

Personal Protective Equipment (PPE)

MoH and MoE advice is that gloves and face masks are not required for normal activities. They will continue to be worn for toileting or cleaning duties.

Hand Sanitiser

Hand sanitiser is provided at the front entrance and around the centre. 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.

OFFICE AREA

Admission to this area will be restricted in level 2. Please contact Dee by phone or email. Advise teachers if you would like a meeting with the manager.

Implemented: May 2020

