



Unite  
against  
COVID-19

## CENTRE OPERATING PROCEDURE - OPENING DURING LEVEL 3

### PURPOSE

The purpose of this document is to ensure that the centre operates as safely as possible during Alert Level 3.

### 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.

### KEY PUBLIC HEALTH PRINCIPLES

The two key public health principles that support Alert Level 3 are:

- first to minimise the risk that someone gets infected in the first place, and second to limit the number of possible contacts people have if they do get infected, to make it easier to rapidly stop further spread.

### MOE AND MOH GUIDANCE

The overriding principle for Alert Level 3 is **stay at home**, other than for essential personal movement and going to work and early learning or school. Parents and whānau should keep their children at home and maintain distance learning where that is possible. Parents and whānau can send children to early learning if they **need** to.

The Board of Trustees in conjunction with the centre manager will make an informed decision as to whether the centre will open during level 3.

MoE has announced the following changes to normal ECE practice:

- The minimum licensed indoor space for children is increased from 2.5m<sup>2</sup> per child to at least 3m<sup>2</sup> per child. The outdoor requirement of 5m<sup>2</sup> remains.
- Initially the number of children must be limited to 10 in an early learning bubble, but this can be increased to 20 once all processes are running smoothly. There can be multiple early learning bubbles on a site but there must be no mixing between early learning bubbles.
- The maximum number of children that can be in a room (or physical space) is 10, and children should be in the same room with the same children everyday (i.e. no mixing between rooms).
- Indoor temperature which is currently a minimum of 16 degrees Celsius needs to be increased to 18

People at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled, and the elderly) are encouraged to stay at home due to lack of ability to physically distance from young children.

- Indoor temperature which is currently a minimum of 16 degrees Celsius needs to be increased to 18 degrees Celsius.
- Ensure that children have their own food containers and do not give and take food to and 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're sick, report flu-like symptoms.
- Travel restricted to essential, including going to work and to early learning/school.

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

#### **Social Distancing and Bubbles**

The Kiwi & Kea room will have their own 'bubbles' during the day.

Within each room staff shall model social distancing. Mat times and other group sessions shall be run with children as dispersed as practicable. Opportunities shall be taken to discuss with the children how infections can be spread by coughing, sneezing and touching.

Children shall sleep at least one metre apart.

#### **Drop Off and Pick Up**

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

We ask that parents respectfully wait at the drop off gate, until a staff member greet's them and indicates drop off can happen.

We ask that no siblings are present during drop off and there is no admittance to the play area during level 3.

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.

#### **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.

#### **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. 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. 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**

Please wash your hands and your children'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.

The following will be removed during Level 3:

- toys and equipment that cannot be easily sanitized,
- food role play items,
- play dough,
- finger paints,
- blankets,
- dress-ups.
- There will be no baking/cooking of items during this time (this will be re visited when level 2 is implemented)

- 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.

Children shall be well spread out at meal times. No food or drink may be shared.

All normal hygiene practices shall be followed.

### **FEES**

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. During Level 3 your child's place at the centre will be protected even if they do not attend.

Implemented: April 2020

Information sourced from MoE, MoH and Child Forum official sites.