

Jemmas

Home-based Education and Childcare

This Covid-19 plan is to ensure our ability to operate safely under alert **Level 2**. This plan includes thinking about how Jemmas are going to manage risks to protect staff, children, parents and whānau. This document is an addition to what we have in place under alert Level 3.

Children can return to care as of Thursday 14th May 2020 if health and safety precautions are in place.

Parents, caregivers, and whanau will:

- Please Sanitise your hands at the door of arrival is applicable.
- Parents will be able to return to the two ECE services of their choice where applicable.
- Parents are asked to be vigilant about keeping any sick children at home. If a sick child comes to the service, Eds must send them home. Any child that becomes unwell while at the service must immediately isolate. This includes all sicknesses and illness including runny noses, sinus, coughs, fevers, irritability, teething as many of these symptoms are conflicting with Covid-19. Parents, and whanau maybe asked for a doctor's clearance so please do not be offended as our priority is to keep everybody safe from covid-19.
- As bubble are non-existent in level 2. Childcare inquiries can go ahead if health and safety precautions are followed.

Educators will:

- Support children and their whanau with the transition into level 2.
- Contact tracing registers must be set up to record who is on site in each physical space each day, who visits e.g. parents. This includes after hours, and weekends. This is because your business is in your home.
- Have appropriate cleaning facilities available at the door.
- Signing in and out and sanitising the pen after each use.
- Every Educators home must maintain a minimum temperature of 18 degrees during operating hours at Alert Level 3. This is above the standard licensing requirement of 16 degrees.
- Educators should ensure rooms, particularly those where children are sleeping, are well ventilated to keep the temperature at a comfortable level.
- Ensure everyone in the home washes hands regularly. Particularly after any care time such as nappy changing, or food preparation.
- Hand sanitiser must be available in every home.
- Ensure the safe use of hand sanitiser so that no access is available to children.
- Jemmas recommends Educators to communicate with parents and whanau about attending community social groups such as Playgroups, play dates, and playcentres Jemmas official playgroups and excursions will not be starting up until term three at this stage.
- Eds must ensure there is no sharing of food and drink between children. This includes birthday parties at the service, and candles should not be used. No drink bottles, baby bottles, crockery and cutlery are not shared between children. We should allow greater physical distance when children eat together at the same table.
If continuing to provide food prepared on the premises, food handlers must adhere to standard good hygiene practices.
- Educators must ensure tables, chairs and highchairs are cleaned and disinfected before the next group of children eat at the table.
- Rotating resources are cleaned frequently after use.

- Disinfect and clean all surfaces daily, must ensure thorough cleaning of all surfaces, including sleep furniture takes place at the end of each operating day.
- Educators must notify their coordinator before 9.30am every day of the number of children in care. This will be confirmed by Friday 15th May 2020.
- Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) should be spaced at least 1 metre apart when in use. Different early learning bubbles cannot use the same sleep space at the same time. If it is not possible to provide furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) at a ratio of 1:1, the service must ensure the hard surfaces are wiped down between each use. Each child must have individual linen, and this must be washed daily after use.

Coordinators and visiting teachers:

- Support Educators, children, and their whanau with the transition into level 2.
- As a transitional arrangement, monthly visit requirements for May can continue to be met by using online methods, or by a face-to-face visit. This is because some May visits will have already taken place or be scheduled to take place using video-calling technology. We are also aware that some families will initially require more support to be confident to accept additional people into their home. We expect that people's comfort levels will build as people become more familiar with operating at Alert Level 2. From June, in person visits are required.

All staff of Jemmas, Educators, and Parents will

- For any child, family member, visiting Teacher, and Employee of Jemmas to not come into any premises unwell. Parents are asked to be vigilant about keeping any sick children at home. If a sick child comes to the service, Eds must send them home. Any child that becomes unwell while at the service must be immediately isolated.

Jemmas will ensure the wellbeing of all by:

- To ensure the health and wellbeing of Jemmas homebased communities there will be a series of basic questions asked relating to physical and where applicable mental health i.e., family members, Educators, and staff of Jemmas when communicating with each other at least once weekly.
- Completing the contact tracing record daily.

How will Jemmas manage an exposure or suspected exposure to COVID-19?

- Isolate immediately.
- Call health line and follow instructions.
- Follow guidance for the local DHB and MOE.
- Follow cleaning procedures.
- Ensure we must collect a medical clearance written and signed by a Registered GP.

How will Jemmas evaluate whether your work processes or risk controls are effective?

- Weekly communication with Educators who will feedback to Coordinators on how effective these risk controls are. Coordinators will then record these in a monthly report to then pass on to Management.
- We will evaluate by the general wellbeing of Jemmas Staff,

Educators, parents, and children.
Contact tracing register.

WorkSafe has now provided information for Alert Level 2 and this can be found on the WorkSafe website.

Please contact your coordinator for any further questions.