Checklist for licensed early learning services and kōhanga reo that operate in Alert Level 2

Detailed below is a summary of key requirements for opening and operating under Alert Level 2.

Please contact your local Ministry of Education office with any questions or requests for support.

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| General preparation | ü | X | Actions | Date |
| You must follow public health requirements for Alert Level 2. Everyone should be familiar with these.  |  |  |  |  |
| If your early learning service or kōhanga reo did not open in Alert Level 3, ensure you have complied with property requirements before re-opening in Alert Level 2. [property checklist](https://assets.education.govt.nz/public/Documents/Early-Childhood/Covid-19/August-2021/Property-checklist-Centre-based.docx). |  |  |  |  |
| You must display QR posters for the NZ COVID Tracer App in a prominent place at or near the entrance. |  |  |  |  |
| You must maintain a minimum temperature of 18 degrees Celsius during operating hours at Alert Level 2 as per the licensing criteria.  |  |  |  |  |
| You must use a contact tracing register (e.g. your visitor book) when parents and visitors don’t sign in with the app. Have a plan for ensuring all visitors complete the register. Your attendance records and staff roster provide the information needed for who was on site and when. |  |  |  |  |
| While hand sanitiser is not required, consider whether you have a sufficient supply for your needs, Ensure you have sufficient and appropriate cleaning products. |  |  |  |  |
| Update risk register to capture any revised procedures. |  |  |  |  |
| Communication with parents, caregivers and whānau | **ü** | **X** | **Actions** | **Date** |
| Children must not attend if they are unwell |  |  |  |  |
| If connected to a confirmed or probable case of COVID-19 you will be advised by public health authorities about how to communicate with parents, caregivers and whānau. |  |  |  |  |
| Reminders about maintaining physical distance with other adults while dropping off and picking up children, and signing visitor’s book if children need settling.  |  |  |  |  |
| Distance learning support if children are not able to attend (for example if they have to self-isolate) |  |  |  |  |
| Provide, agree to, and sign any updated enrolment information including emergency contact details. |  |  |  |  |
| Preparing your staff | **ü** | **X** | **Actions** | **Date** |
| Staff must stay at home if they are sick or unwell generally, need to self-isolate or are caring for dependents who need to self-isolate. |  |  |  |  |
| Staff have contributed to reviewing and updating your health and safety plan to reflect public health requirements: [COVID-19 safety plan page](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/your-covid-19-safety-plan/). |  |  |  |  |
| Staff planning has been completed:* to meet required adult:child ratios, Person Responsible requirements, first aid requirements[[1]](#footnote-2), non-contact and break times
* for replacement of staff who become unavailable (for example if they have to self-isolate)
* for additional precautions for those who are at higher risk of severe illness from COVID-19 including those who are pregnant
* (for home-based services only) for Visiting Teachers to resume visiting educators and the children receiving education and care in person.
 |  |  |  |  |
| Brief your staff on managing:* public health requirements (regular hand washing etc.)
* physical distancing of 1m between adults where practicable, including if you provide transport
* the location, supervision, and use of hand sanitiser if applicable
* unwell children and staff during the day
* what to do if someone becomes unwell
* what to do in an emergency
* support of children settling back in
* additional precautions for children who are at higher risk of severe illness from COVID-19 (if they attend)
* support for any children that are unable to attend in person.
 |  |  |  |  |
| Review any up-coming gatherings. If the public health measures cannot be met the gathering must not proceed. |  |  |  |  |
| Review your up-coming excursions and associated documentation to ensure physical distancing requirements will be met.  |  |  |  |  |
| Entry to the site | ü | X | Actions | Date |
| Ensure persons who are unwell do not enter premises. |  |  |  |  |
| QR code posters are displayed and contact tracing registers are easily accessible for those who cannot use the QR code poster. You should record date/time/name/address/ phone number of those coming on site. Parents/caregivers do not have to provide contact details as you have up to date details.  |  |  |  |  |
| Hand washing | **ü** | **X** | **Actions** | **Date** |
| Adults and children regularly wash hands – on arriving, every bathroom break, after playing outside and before and after meals. |  |  |  |  |
| Staff supervise children to regularly wash hands either with soap and water or use of hand sanitiser. |  |  |  |  |
| Food hygiene | **ü** | **X** | **Actions** | **Date** |
| Food containers and cutlery are not shared, cleaned between use by different children/adults and children 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. |  |  |  |  |
| Cleaning | **ü** | **X** | **Actions** | **Date** |
| Disinfect and clean all surfaces daily including sleep furniture and vehicles used to transport children. |  |  |  |  |
| Appropriate cleaning supplies are maintained and stored safely out of reach of children. |  |  |  |  |
| Develop a routine to disinfect and clean high touch surfaces regularly throughout the day. |  |  |  |  |
| Toys and resources should be wiped down at the end of each day.  |  |  |  |  |

1. There is currently an exemption for expired first-aid certificates. These will count as current for licensing purposes. [↑](#footnote-ref-2)