****

# Company details­

Name of worker representative:

All attending staff signed off

Worker representative consultation:

All attending staff signed off Prior to start: **Refer Action Items**

|  |
| --- |
| Business name: Learning Links / The Farmyard |
| Division/group: All Centres |
| Date completed: 8/9/2021 |
| Date distributed: 8/9/2021 |
| Revision date: TBA |

LEVEL 2 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.

Ops Manager 8/9/21

All centres 8/9/21

Manager approval:

All Directors 7/9/21

Workplace Risk Manager Crombie Lockwood 7/9/21

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

|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks from restarting business after lock-down?** | Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.   * Workforce advised of L2 intentions to open with all staff at 100%. * Families approached to determine needs. All centres to be opened L2 * Review & follow all MOE & MOH guidelines. * Ensure all Group Policies and Procedures continue to be strictly adhered to. * Ensure all staff have reviewed, agreed and understand additional safety measures implemented **per notes section** of this Safety Plan. | All Directors, then Operations Manager to review, Admin Manager, Centre Managers to review. Staff working to review and agree |
| **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.   * This document to be reviewed and signed by all Directors, Operations Manager, Administration Manager, Centre Managers/ Supervisors. * Centre Managers/ Supervisors will verify all staff have reviewed and understand. * All staff to raise concerns as they come up straight away with Centre Manager/Senior Staff in the team. Senior Staff/Centre Manager to escalate to leadership team. * Ensure current Group Policies and Procedures adhered to. * First point of contact for operational issues same as L1 | Operations Manager |



|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you gather information on the wellness of your staff to ensure  that they are  safe to work?** | Consider: Daily health screening check, discussing options with workers, follow-up  procedures for ill workers, contact tracing information.   * Staff to advise Centre Manager/Senior Member and Operations Manager in first instance if unwell or have other concerns regarding their Wellbeing. * Staff not to go to centre if unwell. * Expectation is that Agency relievers will wherever possible NOT be utilised unless referred to Ops Manager to assess risk if they are working in other centres. We note that this is a permitted activity in MOE documentation for L2 | Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate as needed. |
| **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.   * Review & follow all L2 MOE & MOH guidelines. (A copy of the MOH / MOE guidelines will be supplied to all staff and available on the website). * Ensure all Group Policies and Procedures continue to be strictly adhered to. * Ensure all staff & contract cleaners have reviewed, agreed and understood additional safety measures implemented **per notes section** of this Safety Plan. * All visitors (trades etc) must use QR code as well as visitor using tablet * Note masks are not required however this is an individual choice. * **Strictly no variation to agreed safety measures unless following these measures puts people in immediate harm and this needs to be changed to mitigate that new risk.** * **Any risk of life or harm, first priority is to make people safe and call 111** | Staff operating at centre to be self-responsible with oversight from Centre Manager. Escalate to Operations Manager. |
| **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.*   * Strict contact tracing reporting has been implemented via discover visitor check in for all visitors and suppliers * All staff to take care of their own health and safety, ensuring at all times their actions do not cause harm to themselves or others. * Staff to comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way. * Staff who are unwell to immediately go home (nil tolerance to illness until diagnosed). | Staff operating at centre to be self-responsible with oversight from Centre Manager. Immediately Escalate to Operations Manager. Operations Manager to immediately escalate to Directors. |

|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you evaluate whether your work processes or risk controls are effective?** | 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.   * Individual staff at the centre to immediately escalate any concerns to their Centre Manager / Supervisor. * Centre Managers/ Supervisors to escalate any gaps/ issues identified. | Directors at end of each day when reviewing feedback.  Individual staff if any immediate concerns. |
| **How do these changes impact  on the risks of the work that you do?** | 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?   * Centre Manager/Supervisor to ensure wellbeing of staff working on a daily basis. * **Any risk of life or harm, first priority is to make people safe and call 111** | Centre Manager/Supervisor |

**Checklist Action items to be completed prior Centre Opening:**

* Zoom meeting 9am 8Sep all Centre Managers to review and then communicate with staff– **Gavin to action**
* Following to be distributed and discussed with all staff to ensure they fully understand: This Safety Plan, Alert L2 table, Early Learning Service Checklist for L2, L2 Licensed services checklist, 7 Sep MOE Bulletin, Letter to all families and staff – **Centre Managers/Supervisors** to action and advise Gavin when agreed by all staff. Record to be kept in centre
* Ensure all cleaning staff are aware of: This Safety Plan, Alert L2 table, Early Learning Service Checklist for L2, L2 Licensed services checklist, 7 Sep MOE Bulletin - **Centre Managers/Supervisors**
* Recheck signage at Hand sanitizer, signage on Centre Doors, floor stickers on entrance to centre – **Centre Managers/Supervisors**
* Ensure all staff are aware of Roster - **Centre Managers/Supervisors**
* Letter to all families and team members to be circulated 8 Sep – **Gavin to action with Tania/Az** sending out via Discover, update website/FB
* All Discover systems, processes and billings to be actioned and operational – **Tania to action with Lindy Farmyard**
* All WINZ, Parent fees and details to be checked and actioned – **Tania to action with Lindy Farmyard**
* **Any onsite issues to be escalated to Marie / Gavin prior to opening L2**

**Agreed additional Health & Safety Measures**

* **Strictly no variation to agreed safety measures unless following these measures puts people in immediate harm and this needs to be changed to mitigate that new risk. This variation change requires staff working at the centre to advise Centre Manager/Supervisor.**
* **Any risk of life or harm, first priority is to make people safe and call 111**

**Summary**

* Parents are asked to keep any sick children at home. If a sick child comes to the service, or shows symptoms, send them home.
* Young children require a lot of physical support and it is not possible to explain or maintain a physical distance between young children given the age of the children and set up of centres. This means good hygiene practices are even more important. There does not need to be a measurable physical distance between children or children and staff.
* Ensure all children and adults regularly wash and dry their hands.
* Ensure hand sanitiser is available and staff supervise its location and use.
* All Outdoor play areas can be used, including sandpits.
* Excursions can resume.
* Disinfect and clean all surfaces daily.
* Facemasks are not required and are an individual choice.
* Indoor temperatures to be no less than 18c.
* No sharing of food/drinks/utensils.

**Parents**

When you come to the centre you will see signage encouraging social distancing and requiring the use of hand sanitisers on entry to the centre. We will maintain contact tracing through the use of the sign in / out tablets as usual.

A copy of all relevant documents are available on our website.

**Before attending**

* All staff will review this document with Centre Manager/Senior Staff prior to opening.
* If you have any questions or concerns, please talk to us.

If there is anything else you need please contact Marie Sutherland Operations Manager on 021 361 852 or Gavin Hazelden Director on 021 799644.