

## PANDEMIC POLICY

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### **Purpose:**

Treetops ELC aims to provide a safe environment for tamariki and kaiako. We have a pandemic plan in place to ensure that tamariki and kaiako affected by a pandemic event are managed effectively throughout its duration. Alongside our own action plan we will follow all requests by the Ministry of Health and/or the Ministry of Education.

In the event of a pandemic outbreak we will be able to effectively manage and implement our planned health and safety responses. By being prepared we will be able to better manage tamariki and kaiako affected by the pandemic, reducing the risk of further spread of infection.

- All Treetops Centres will remain open for as long as safely practicable
- We will open/close only after receiving instructions from the Ministry of Health, local health authorities or the Ministry of Education
- In the case of a Centre being closed down under the request of the Ministry of Health we will follow our individualised response plan (Eg. Refer COVID policy)
- Management will work closely with the Ministry of Health and other relevant authorities, following their advice
- We will maintain communication with other schools and Early Childhood centres in the area
- Our emergency contact details will be regularly updated and a process in place for contacting families
- We will ensure the centre has adequate emergency supplies of tissues, medical and hand hygiene products, cleaning supplies and masks. These may be difficult to purchase once a pandemic begins.
- A process is in place for recording details of staff or child illness, contact tracing.
- Management will coordinate communication to tamariki, whanau and kaiako at different phases of a pandemic.
- Our centres will ensure that all cases and status reports are notified to health authorities and assist health authorities to track 'contacts' of people showing symptoms.
- We have a recovery plan in place.

### **Procedures:**

In the case of an outbreak of a pandemic or the Centre being closed down under the request of the Ministry of Health we will follow this procedure;

1. We will communicate with whanau immediately, following the guidelines from the Ministry of Health
2. We will put up notices at all entry points advising people not to enter if they have pandemic symptoms
3. We will display Information from the Ministry of Health on pandemic outbreaks for whanau and kaiako
4. We will record details of all kaiako or tamariki illnesses (we do this irrespective of a pandemic)
5. A system will be implemented to manage children and staff who become ill, involving immediate isolation and sending home immediately
6. We will continue to ensure regular hygienic cleaning and sanitation of the centre, toys and equipment
7. All internal spaces will be well-ventilated

8. Kaiako will emphasise hand-washing and cough/sneeze etiquette with tamariki and display visuals to support this.
9. During the pandemic period, we will not use playdough or shared food.
10. We will hot-wash dress-ups, puppets, etc and dry in a dryer where possible or hang in the sun to dry
11. If our Centre closes, whanau will be notified, notices will be posted on doors and relevant groups updated through text alert, e-mails, Facebook and website
12. We will follow the guidelines from the Ministry of Health on when tamariki and kaiako can return to the Centre.

**Recovery plan:**

- There will be a debrief of the pandemic event for kaiako and whanau when appropriate.
- We will ensure the Centre has been cleaned and disinfected
- We will only re-open when we have the capacity of kaiako to resume normal Centre operations
- We will continue to support and monitor the wellbeing of kaiako, tamariki and whanau.
- We will re-stock our emergency supplies kit.
- We will review our pandemic plan and procedures.

<b>Document ID</b>	<b>Pandemic Policy</b>
<b>Business area</b>	<b>Licensing Criteria for ECE and child services 2008</b>
<b>Last updated</b>	June 2023
<b>Date first issued</b>	March 2020
<b>Next review</b>	June 2025