



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Pandemic Plan

### Rationale:

Little Feet Childcare Centre aims to ensure that all reasonable procedures and protocols are in place to protect all staff, children, and whanau from any **Pandemic**.

### Stage 1: Prevention, Protection, and Information:

#### Influenza Protection Measures:

Protection Measures	Where Applicable
Hand Hygiene, Cough Etiquette, Ventilation	Everyone all the time.
Health and Safety Policies	All Staff, all the time
Social Distancing	Everyone, whenever practical
Protective Barriers	<ul style="list-style-type: none"><li>• Measures will be put in place where there is no close contact with the public.</li><li>• Public entry will be restricted into the Centre.</li><li>• A drop off and pick up area will be designated outside the Centre Entrance</li></ul>
Disposable Surgical Mask	Staff will be supplied with Disposable surgical masks as per MOH and MOE instructions.

**Personal Hygiene measures will be reinforced to minimise influenza transmission.**

### **Cough Etiquette:**

- Cover nose and mouth when sneezing.
- Cough and sneeze into a single use tissue and dispose it immediately into covered bins.
- Cough into your elbow if no tissue is immediately available
- Wash and Sanitise your hands.

### **Hand Hygiene:**

- All staff and children must adopt good hand washing and drying practices, particularly after coughing, sneezing, or using tissues.
- Keep hands away from the mucous membrane of the eyes, mouth, and nose.
- The Centre Management will ensure that adequate supplies of hand hygiene products (Sanitizers) are available. This is a high planning priority as there may be shortages of soap and paper towels.
- Posters, Newsletter, Facebook page will be used to inform staff and visitors about hand and personal hygiene.
- Hygiene notices will be posted in washrooms and hand washing stations.

### **Good Cleaning Practices will be reinforced:**

- During a Pandemic cleaning will need to be more thorough. Influenza viruses can live up to two days on hard surfaces.
- High touch surfaces will be disinfected and cleaned twice a day (e.g. Play gyms, tables, hard-backed chairs, door knobs, light switches, remotes, handles, desks toilets and sinks). In a space with crawling infants, this will include table legs and items the child uses to pull themselves up to a standing position.
- Appropriate cleaning supplies will be available for cleaning of high touch surfaces. Disposable cleaning cloths will be used.
- Staff and children must not share cups, dishes, cutlery, food and drinks.
- All cups, dishes and cutlery must be thoroughly washed with soap and hot water after use.
- Books will be removed from the bookshelves and staff room to limit the spread of infection.
- Used toys, puzzles, blocks, dress-ups, dramatic play equipment and construction sets should be washed daily. **(All soft toys will be removed from the activity spaces).**
- Play dough, clay, sand, and water play will not be used.
- Communal equipment such as computers, telephones and photocopiers must be wiped down before and after each use.

- When a person with suspected influenza is identified and has left the Centre, their work area/office, along with any other known places they have been, will be thoroughly cleaned and disinfected.
- **USUAL HYGIENE PRACTICES WILL BE ELEVATED IN A PANDEMIC TO A HIGHER LEVEL THAN USUAL!**

### **Adequate Ventilation:**

- All internal spaces will be well ventilated, preferably by fresh air via opening windows or by properly designed and maintained air conditioning systems.

### **Social Distancing as a strategic to protect staff and children:**

- Close contact amongst staff and others in the setting will be minimised.
- There will be no planned events involving large gatherings.
- No excursions outside the Centre will be organised during this time.
- A distance of at least two meters should be maintained between persons wherever practical. Larger distances are more effective.
- Where possible, meeting people face to face will be avoided and phones and emails will be used for all communications.
- Any unnecessary travel will be avoided, and non-essential meetings/gatherings/workshops/training sessions will be cancelled.
- Staff will be encouraged to maintain a safe distance during meal breaks.
- Staff will not be encouraged to congregate in areas where they socialise such as the staff room, but to do what needs to be done and move on.
- If a face to face meeting with people is unavoidable, the meeting time should be minimised, held in a large space or outside and people should sit at least two meters away from each other. **Handshakes or hugging is not permitted!**
- Children who are unwell must be kept at home
- Staff, parents and whanau who are unwell will be advised not to come into the Centre.

### **Emergency Supplies:**

- The emergency supply at the Centre will be checked monthly and stock will be updated as required. Adequate supply of drinking water will be available on site.

## **Information Sharing:**

- This plan will be kept in our policy folder, copies displayed in the staff room and information board.
- Hygienic hand washing information/posters will be placed in all hand washing areas.
- Staff, Parents and Whanau will be informed about the differences between influenza and common cold via newsletter, Facebook page and posters displayed throughout the Centre.
- As per the government announcement and the guidelines from the Ministry of Health (MOH) and Ministry of Education(MOE), notices will be placed at all entry points, advising staff, Whanau and visitors not to enter if they have influenza symptoms.
- Ministry of Health information about how to stay healthy during a Pandemic will be made available.

## **During a Pandemic:**

Protection of staff, children, and visitors:

- Notices will be displayed at all entry points, advising staff, whanau, and visitors not to enter the Centre if they have influenza symptoms.
- Children who are unwell must be kept at home and staff, parents, and whanau will be informed via newsletter and notices of the differences in symptoms between influenza and a common cold. Unwell staff and children will be advised to see a doctor and get a clearance from their doctor upon returning to the Centre.
- Ministry of Health and Ministry of Education information will be provided to inform staff, parents and whanau how to stay well during a pandemic.
- Ill children and staff must have completed any required quarantine period and must be healthy before returning to the Centre. This must be certified by a medical practitioner.

## **Managing staff and children who become ill:**

**If a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza, they are to contact the Centre Manager via phone as soon as possible!**

Using a screen flowchart: **(Appendix 1)**

1. The Centre Manager should avoid visiting the person if possible.
2. The Centre Manager should check if the sick person has any of the symptoms outlined in the first section of the flowchart. (Appendix 1)
3. If the sick person does not have symptoms like those listed in Appendix 1, then it is unlikely that they are having influenza therefore they should be reassured.
4. If the sick person does not have symptoms that match some of those listed, they should be treated as a "suspect case". An influenza notification form should be completed (appendix 2) including details of any staff, children and/or visitors they

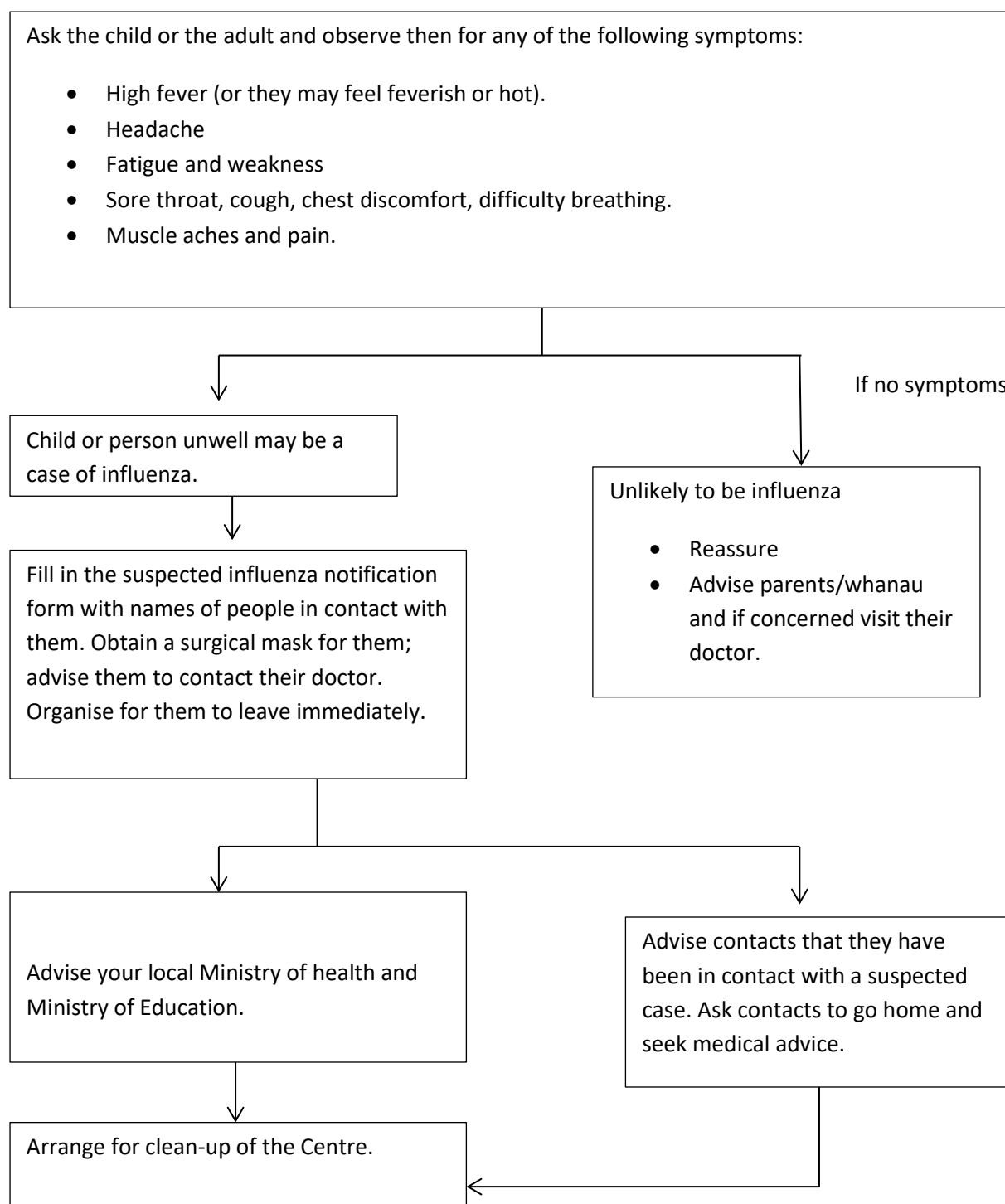
have been in contact with. This information will enable the Centre Manager to identify recent movements and monitor well-being during the pandemic.

5. The sick person should be informed where they can obtain a surgical mask and instructed to wear it immediately. This is to help protect other staff and children.
6. The sick person should be sent home and they or their family should immediately contact a health professional in the manner advised by the Ministry of Health on its website at the time of pandemic.
7. If sending the person home or collection is not possible the sick person be isolated from others in a designated space until suitable arrangements can be made for them to leave the premises.
8. The sick person should, if possible, avoid public transport when going home.
9. Contact management: It is helpful for employers to:
  - Identify contacts (once an employee or child is suspected to be infected)
  - Advise contacts that they have been in contact with a person suspected of having influenza.
  - Ask contacts to go home and stay at home until advised otherwise.
10. The employee's or child's work area should be cleaned and disinfected.
11. Set up a system to manage the absence and return of the staff member or child and their contacts. Some issues to consider include:
  - Advice to the staff member or the child's family/whanau on how long to stay away. (the Ministry of Health website will have advice on this once the characteristics of a pandemic are known)
  - Decisions on the leave and cover arrangements for staff.
  - Checking on the staff member/child during his/her absence. This will facilitate treatment, contact tracing, etc... If they become ill.

## Sreening Flow Chart

For detection and management of suspected pandemic influenza cases

1. Your Centre Manager receives a call from a person suspecting influenza or a staff noticed a child who may be unwell.
2. Avoid contact with the sick person if possible and maange the process over the phone.
3. For someone at the Centre who is ill, follow the flowchart below.



**Suspected Influenza Case Notification Form****Details of Affected Staff/Child**

Name:	Site	Location of Isolation
Job Title	Nationality	Date of birth
Address:		
Telephone		
Mobile: _____ Home: _____ Work: _____		
Symptoms Noticed:		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry Cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details : _____
Cold <input type="checkbox"/>		
Time of Fever onset: _____		
Time of Isolation: _____		
Next of Kin informed: _____		
Time the affected staff /Child Left the Centre: _____		
Travel history over the past eight days:		
Countries Visited: _____		

Flights Taken: \_\_\_\_\_



# INFLUENZA NOTIFICATION

Influenza is a contagious disease:

There is currently an increase in the number of people in New Zealand with Influenza.

To prevent the spread of influenza in this service, you must **inform the staff** if your child or immediate family members have any of the following flu symptoms.

- Chills, shivering and fever
- Onset of muscle aches and pain
- Sore throat
- Dry cough
- Trouble breathing
- Sneezing
- Stuffy or runny nose
- tiredness

**CENTRE IS  
CLOSED**

**Due to influenza Pandemic**

**DO NOT  
ENTER**

**For urgent enquires Please contact**

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## Little Feet Childcare Centre Limited

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### Dear Parents and Caregivers

With the recent announcement by the government, we are implementing with urgency our plan to close all our three Little Feet Child Care Centres, till further notice.

This will be done by \_\_\_\_\_ and the plan will remain the same for the period of \_\_\_\_\_.

As per the Ministry of Education guidelines the centre will only be open for the full-time enrolled children on \_\_\_\_\_ whose parents fall in the essential workers category.

For further updates on Early Childhood Centre Closures, please visit the Ministry of Education site and \_\_\_\_\_ government site.

We will continue to support you and give you as much clarity and guidance we possibly can to help you get through this.

Thanking you all for your support and understanding.

Kia Kaha

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