SCHOOL’S OUT PANDEMIC POLICY FOR OSCAR SERVICES

Interim Policy
COVID-19 Alert Level 2

Immediate Response

All staff at a School’s Out OSCAR centre will respond to any medical emergency involving an individual child/staff/visitor, by following the D.R.S.A.B.C first aid protocols:

**Dangers** - Ensure safety of the patient, other children, staff, visitors and members of the public, move if possible away from any further risk or hazard.

**Response** - Check for a response from the patient.

**Send Help** - Contact 111 and ask for an Ambulance

**First Aid** – Airways, Breathing, Circulation. Then conduct necessary primary and secondary checks of the patient.

If patient is conscious, talk calmly to them, stay with them, ensuring their privacy and dignity are protected.

Notify parent/caregiver/referral agency/GP that an Ambulance has been called.

Complete appropriate reporting documentation, Accident/Incident/Injury form, immediately following the event – forward to School’s Out National Office.

Follow-up phone call to family/caregiver to enquire how client is when possible.
1. General Requirements

School’s Out has a responsibility to create an environment where the values of health and safety are always present and at the forefront of our minds and actions. To minimise the risk of the spread of infection these additional procedures will be in place to ensure everyone’s safety until such time as it is deemed appropriate to resume usual centre procedures. The Government and has issued guidelines that will allow our centres to open safely and we are also following the protocols as stipulated by the Ministry of Health and Ministry of Education. The key message is for everyone to “Play It Safe” during COVID-19 Alert Level 2.

Key Guidelines:

- Cough or sneeze into your elbow (or by covering your mouth and nose with tissues).
- Wash your hands with soap and water often and well throughout the programme – 20-second recommendation. Sanitise hands as required.
- If no water is available, sanitise hands every 2 hrs minimum.
- Don’t touch your eyes, nose or mouth.
- Stay at home from the centre if you feel unwell or if you have any of the virus symptoms below.
- Everyone must complete the Daily Health Check and Contact Register on entry to the centre. This is a requirement for all staff on the premises (including contractors, visitors, and cleaners).
- NO ENTRY IF SYMPTOMATIC: If any staff member, parent or child experiences any of the COVID-19 symptoms as stated on the Ministry of Health website:
  - a cough
  - a high temperature (38°C or above)
  - shortness of breath.
  - sore throat
  - sneezing and runny nose
  - temporary loss of smell

If any parent starts to experience any of the COVID-19 symptoms while at work during the day, and if there is no other pickup option for the child, then before entering the centre to pick up their child, they must call the centre and wait outside the front entrance. A staff member will sign out their child/ren and bring their child/ren to them, maintaining physical distance. The parent should then contact Healthline on 0800 358 5453 or their GP, for their next steps. The centre must be advised of the outcome in the event they are required to take any further action and before the child and family are able to return to the centre.
2. Personal Health & Safety

Every staff member and any other persons entering a School’s Out centre, is responsible for their own Health & Safety while on-site and any entry requires that they strictly adhere to the guidelines as set out in this policy.

Staff Health & Safety

• Staff will ensure there is a 1m spacing between each other in all spaces contained within the premises (offices, staff rooms, bathroom spaces, kitchens, play and activity areas). If there are no spaces available, staff are encouraged to spend their break times outside the perimeter of centre and/or in their car. Staggered break times may support physical distancing at these times.

• All staff will be required to complete the Daily Health Check and Daily Contact Register before they begin their duties. This will include a temperature check using the centre thermometer.

• **Staff will not be able to work if they have a temperature of 38 degrees or above or are feeling unwell.**

• All staff are aware of the plan for responding to visitors who may arrive, ensuring there is a health and safety induction (including health check and requirements for physical distancing and hygiene).

Visitors / Contractors / Support Staff / Management

• Prospective parents/visitors contractors are able to visit the centre; however, we ask they phone prior to visiting to ensure staff are able to manage the physical environment factors for health and safety at the time they wish to visit.

• On arrival they must complete the Visitor’s Book and complete the Daily Health Check providing details, in the event the contact tracing is required.

• Visitors must receive an induction of the Interim Policy and Procedure COVID – Level 2 requirements of hygiene and safe physical distancing practices.

• It is recommended that volunteers are not utilised during Level 2 restrictions.
3. Operations

**Drop off / Pick up Collections Points**

To minimise any risk of infection we will ask all staff and parents/caregivers to refrain from congregating in the car park, or near centre entrances and exits. It is important to maintain physical distancing during this time. Physical signs at the centre entrance will support this communication.

- All staff upon entering the centre are required to use the hand sanitiser / handwashing facilities and again on exit. Parents will be required also to do this at entry and exit points when signing their child into and out of the centre.

- **Where possible**, it is recommended that parents/caregivers are kept entirely out of the programme premises. To satisfy this, place a staff member outside the premises during drop-off and pick-up times, this staff member will phone or message into the centre for the respective child/ren to come out. Sanitise child’s hands as they enter / leave and complete the relevant sign-in / sign-out forms and the Contact Register.

- For everyone’s safety it is preferred that only one parent/caregiver comes to the centre to drop off / pick up their child at a time. We want to reduce the number of people entering the centre at one time.

- Entry and exit points are to be separated where possible to reduce congestion at these areas, it is recommended that these points are ‘blocked-off’ during drop-off and pick-up times to avoid unnecessary entrance into the centre by parents/caregivers.

- For Before School, entry is to be staggered to leave a 2-metre space between families who are bringing their child/ren to the centre. This also needs to be consistently maintained during After School pick-up times also.

- A staff member will be stationed at the entry point to receive children from parents/caregivers.

- All parent/caregivers must sanitise their hands before completing the sign-in / sign-out register / tablet (Enrolmy) and it is recommended that they bring and use their own pen.

- In addition to parent/caregiver sign-in, staff must ensure that the Daily Contact Register is also completed, in the event that contact tracing is required.

- Updated enrolment information on emergency contacts for children must be checked for every child returning or new to the centre. This must be authorised by the child’s parent/caregiver.
Supervision Procedures
School’s Out centres will ensure that active supervision ratios support COVID-19 Alert Level 2 requirements - cleaning, children’s hygiene, and physical distancing for staff.

Key Requirements:

- Try to encourage the children to keep their distance from one another and to not breathe on each other.

- Activities and games that use little or no equipment and utilise space, are encouraged.

- Avoid activities that require staff members to have very close contact with children. Consider whether art and crafts activities and/or homework can be completed safely as this may require staff to be in close contact.

- Do not set out all available equipment and resources within the centre. This is to maximise space within the programme and minimise cleaning times, it is recommended that equipment and resources be rotated on a regular basis.

- The use of non-plastic or equipment/resources that cannot be easily cleaned is discouraged.

- Children are to handwash before and after meals, after using the toilet or blowing their nose, and before and after using any outside playgrounds / equipment. Staff need to actively supervise and support children to wash and dry their hands thoroughly. **Handwashing for a minimum of 20-seconds is the rule.**

- Ensure hand sanitiser is available for use but is out of reach of children.

- Avoid breathing on a child when administering First Aid. Face masks will be available if a staff member feels they will require them during times of unavoidable close contact.

- Room heating must be at a minimum of 18 degrees during all hours of centre operation.

Breakfast / Afternoon Tea Mealtimes
Mealtimes are regarded as high-risk, therefore extra vigilance is required during the supervision of all meals within the programme.

- Children are to handwash before and after any meals within the programme.

- Mealtimes will occur either with rolling food or sittings that support physical distancing. Staff are to discuss how the food delivery will support adequate space between children during mealtimes and will actively supervise.
• **All food** is to be plated up by staff prior to being provided to the children. Children will not be able to self-serve during Level 2. Only washable cups will be used for drink distribution aside from drink bottles that have been brought into the centre by the children themselves.

• **All mealtimes need to be actively supervised to ensure children do not share or touch each other’s food or drink.**

• No baking or food-related activities that require child assistance/involvement in the preparation, is to occur during Level 2.

**Vehicle Drop-offs & Pick-ups**

• Face masks will be available for van drivers to wear if so desired, due to the close confines of the vehicle.

• If your vehicle is fitted with a ‘dickey-seat’, the small seat between the front passenger seat and driver seat, **this is not to be used whatsoever during Level 2.**

• **Only van drivers** are to assist with the restraining and checking of children within the vehicle when performing drop-offs and pick-ups – no other persons will be allowed to enter the vehicle to complete this function.

• **Only van drivers** are to open and close all vehicle doors upon dropping-off and picking-up children, in the effort to minimise contact on high touch points such as door handles. Do not allow the children to open and close vehicle doors.

• Van drivers are encouraged to regularly sanitise their hands throughout their drop-off and pick-up schedule.

• Children are to be supported to sanitise their hands upon entering the vehicle.

• All van drivers and children will need to sanitise or wash their hands upon immediate arrival at the centre.

• High touch areas in vans are to be sanitised upon returning to the centre after each group travel.
Cleaning Schedules

- High touch points (handles, taps, railings, sinks, hard surfaces, or other high touch points) will be sanitised regularly throughout the session.

- Outdoor playgrounds / equipment - staff are to clean high touch points on equipment / toys daily, e.g. swings, ezy-rolllers, bike handles, climbing equipment, trampolines etc.

- The centre entrance and exit high touch points will be sanitised throughout the session especially during high volume drop-off and pick-up times.

- All surfaces being cleaned must use disinfectant (“Oust” disinfectant spray is available from most supermarkets). Surfaces must be sprayed and left for 30 seconds before being wiped clean. Staff must use gloves when cleaning any inside surfaces, cleaning outdoor equipment and during food preparation, this is in conjunction with thorough handwashing protocols. The use of paper towels is recommended when cleaning surfaces.

- Cleaning solutions recommended to be used are 0.1% sodium hypochlorite (bleach) or Germex, on inside play spaces, entrance ways and outside playgrounds/equipment.

- PPE equipment is not required or recommended as necessary in any OSCAR centre or as advised by the public health service. However, gloves are recommended when using cleaning solutions.

- All cleaning times are to be documented.