

Pandemic Policy

Goal:

To minimise the exposure to any contagious illness of pandemic proportions whilst maintaining a manageable level of operation for all children, parents, whānau and teachers.

Statement:

The Ministry of Education, 'Pandemic Action Plan and Planning Guide' will support this policy.

Procedure:

1. The 'Person Responsible' and 'Assistant Person Responsible' will be the pandemic managers and will ensure the Pandemic Policy is carried out.
2. This will include communication with the Trust, teachers, parents and whānau:
 - Sample communication with parents and whānau(Appendix A);
 - Sample Trust and teacher notification of pandemic preparations (Appendix B);
 - Sample Influenza Notification (Appendix C).
3. The centre will store one week's supply of consumables required for regular operation of the centre.
 - Essential consumables (Appendix D).
4. The 'Person Responsible' will retain the right to restrict entry to the Centre of any person with identified symptoms pertaining to the current Pandemic outbreak.
 - Criteria for entry restriction (Appendix E).
5. Hygiene and cleaning routines will continue to meet the Hygiene Policy and Cleaning Schedule. Additional hygiene practices may be put into place for further protection, and notification of these practices will be distributed.
 - Protecting yourself and others against respiratory illness. (Appendix F);
 - High Five for Clean Hands (Appendix G);
 - WHO Instructions on How to Handwash (Appendix H)
 - WHO Instructions on How to Handrub (Alcohol-based Sanitizers) (Appendix I)
6. The management of teachers and children who become ill, will follow:

- The management procedure (see Appendix J);
 - Contact List (see Appendix K).
- 7. Any decision to close the centre will be made in conjunction with the Trust, Ministry of Health and Ministry of Education.
 - Sample Notice of Closure (see Appendix L).
- 8. Parents and whānau will be kept informed of any pandemic developments as they occur.
- 9. Home phone numbers and contact details for the Pandemic Managers will be made available to parents and whānau as required.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020.

Appendix A: Sample Communication with Parents and Whānau

Note: This communication is a sample, to be adjusted as necessary according to circumstance.

Dear Parents and Whānau,

The government has announced that New Zealand is stepping up its pandemic response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

We are talking with health and Civil Defence officials and we have been advised that there is no reason for alarm. Our centre will remain open until further notice. Our own pandemic policy means that we have systems in place to help us cope if anything changes.

The most important thing that Parents and Whānau can do is to help reinforce healthy messages:

- Teach the children the importance of hand washing and drying – especially before meals, after toileting, when coming in from outside and after handling animals;
- Teach the children to use a disposable tissue when coughing or sneezing and encourage children to cough/sneeze into their elbow.

We ask that all children and parents showing flu like symptoms stay at home until checked and cleared by a doctor or nurse before returning to childcare. The symptoms of influenza and how they differ from the common cold symptoms are outlined on the next page of this letter.

If you have any questions or concerns please contact the Supervisor or Assistant Supervisor.

Yours sincerely

Supervisor/Trust Committee

Appendix B: Sample Trust and teacher notification of pandemic preparations

Note: This notification is a sample, to be adjusted as necessary according to circumstance.

Dear Trust and Teachers,

The government has announced that New Zealand is stepping up its pandemic influenza response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

We are talking with health and Civil Defence officials and we have been advised that there is no reason for alarm. Our centre will remain open until further notice. Our own pandemic policy means that we have systems in place to help us cope if anything changes.

The most important thing that Trust and teachers can do is to help reinforce healthy messages:

- Teach the children the importance of hand washing and drying – especially before meals and after toileting;
■
- Teach the children to use a disposable tissue when coughing or sneezing.

We ask that all teachers showing flu like symptoms stay at home until checked and cleared by a doctor or nurse before returning to childcare. The symptoms of influenza and how they differ from the common cold symptoms are outlined on the next page of this letter.

If you have any questions or concerns, please contact the Supervisor or Assistant Supervisor.

Yours sincerely

Supervisor/Trust Committee

Appendix C: Sample Influenza Notification

Note: This notification is a sample, to be adjusted as necessary according to circumstance.

Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza. To prevent the spread of influenza in this service you must **tell the teachers** if your child or immediate family have any of the symptoms of influenza listed in the table below:

Difference between Influenza and Common Cold		
SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset 38°–40° and lasts 3–4 days	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2–3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children over 5 years	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or earache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine; frequent handwashing; cover your cough	Frequent handwashing, cover your cough

Appendix D: Essential Consumables

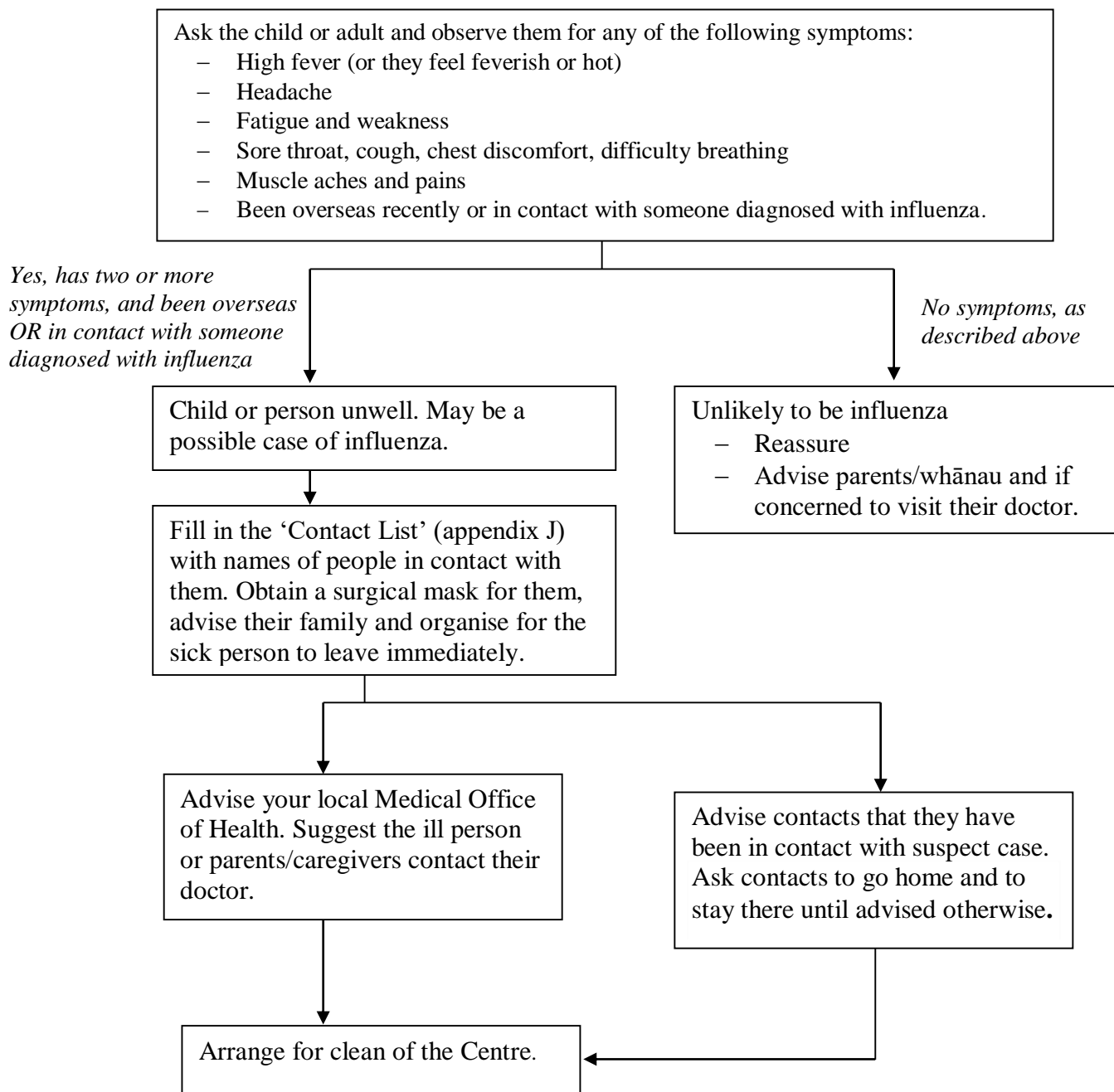
<i>Quantity</i>	<i>Item</i>
12	Breathing masks
6	Eye goggles (as necessary)
1 box	Disposable gloves
8	Disposable apron/overalls for teachers
½ carton	Tissues
1 litre	Bleach
½ carton	Toilet paper
½ carton	Paper hand towels
3 bottles	Liquid soap
2 bottles and 3 refills	Alcohol hand sanitiser

Appendix E: Restricting entry screening flowchart

For detection and management of suspected pandemic influenza cases

Process

1. Your centre's pandemic manager receives communication from a person suspecting they may have influenza, or from a teacher who has noticed a child who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at the centre who is ill, follow the flowchart below:



Appendix F: Protecting Yourself and Others against Respiratory Illness

- HAND WASHING IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF.
- Cover your nose and mouth when coughing or sneezing:
 - Use a tissue and dispose of this once used in the waste;
 - Always wash hands after coughing and sneezing or disposing of tissues.
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (e.g. those with underlying or chronic illnesses such as immune suppression or lung disease) until influenza-like symptoms have resolved.
- Avoid contact with people who have influenza-like symptoms.
- Ask children to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.

Appendix G: Hand Hygiene with Soap and Water

High Five for Clean Hands poster (A2 version):

- English: <https://www.ttophs.govt.nz/vdb/document/1518>
- Te Reo: https://www.healthed.govt.nz/system/files/resource-files/HE2251-High%20Five%20A2%20Poster_0.pdf



Homai kia rima

Mō ngā ringa mā!

Horōia ō
ringa mō te
20 hēkona

Whakamaroketia
ō ringa mō te
20 hēkona



1 Whakamākungia ō ringa
ki te wai rere. Whakamahia
he wai mahana mēnā ka taea.



2 Meatia he hopi ki ō
ringa. Horōia mō te 20 hēkona.
Whakamahia he hopi waiwai
— ko te panga atu tērā.



3 Mimiriria ō
ringa kia mōrururu
ai te hopi.



4 Mimiriria ngā
taha e rua o ō ringa...



5 Kō waenganui hoki
i ō matimati me ō kōnui...



6 Huri rauna i ō
ringa e rua.



7 Ringiria te hopi ki te
wai mā e roro ana.
Whakamahia he wai
mahana mēnā ka taea.



8 Whakamaroketia katoa
ō ringa mō te 20 hēkona.
He pai ake he rauangiangi
(me tauera mā, maroke hoki
mēnā kei te kānga koe).

Horōia, whakamaroketia ō ringa i ngā wā katoa...

i mua i

te kai, te taka
kai rānei

i muri i

te whakapā atu
ki te kararehe

te tihe, te mare,
te whengū ihu rānei

te tākaro i waho

te haere ki
te wharepaku



Kia māhi atu te Māori Whare o te Pūwhiri Hauora o te Tū Taketake me te whānanga i ngā rākau kai.

Whakamāramatanga

Whakamāramatanga

Whakamāramatanga


Appendix H: WHO Instructions on How to Handwash (Soap and Water)

Available online (A2 Version):

https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



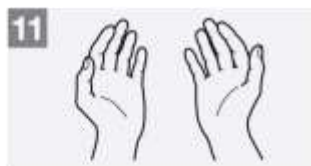
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009


Appendix I: WHO Instructions on How to Handrub (Alcohol-based Sanitizer)

Available Online (A2 Version):

https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

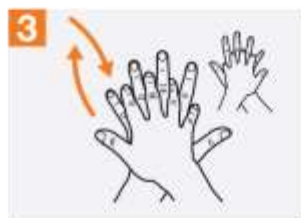
 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Better Health Care

SAVE LIVES

Clean Your Hands

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Appendix J: Managing teachers and children who become ill

This advice applies to services in the “stamp it out” phase when services are expected to remain open because they are in an unaffected area.

If a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza, they are to contact the “pandemic manager” by telephone if possible.

Using a screening flowchart:

1. The pandemic manager should avoid visiting the person if possible.
2. The pandemic manager should check if the sick person has any of the symptoms outlined in the first section of the flowchart, (Appendix E).
3. If the sick person does not have symptoms like those listed in appendix C they are very unlikely to have influenza and should be reassured. An adult should be advised to call the pandemic manager again later or to see their GP if they are still concerned. For children, parents/whānau should be advised to take these actions.
4. If the sick person does have symptoms that match some of those listed, they should be treated as a “suspect case.” It may be helpful to complete the ‘Contact List’ (Appendix J); including details of any teachers, children and/or visitors they have been in contact with. This information will enable the pandemic 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 others.
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 that time. This may involve phoning the person’s normal doctor or nurse, parent/s, or a specially designated Community Based Assessment Centre (CBAC) to seek further advice. The licensee and teachers should be informed of the situation.
7. If sending the person home or collection is not possible the sick person should 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 all highly populated areas when going home.
9. Contact management. It is helpful for teachers 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. Whenever practicable the teacher's or child's work area should be cleaned and disinfected (see Hygiene Policy).
11. Set up a system to manage the absence and return of the teacher or children and their contacts. Some issues to consider include:
 - Advice to the teacher or the child's family/whānau 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 teachers.
 - Checking on the teacher / child during his/her absence. This will facilitate treatment, contact tracing, etc., if they become ill.
 - Establishing a process in your plan for ensuring that:
 - the teacher or child is healthy before allowing them to return
 - they are encouraged to return once they are well.

Appendix K: Contact list

The Ministry of Health currently defines pandemic influenza contacts as people who have had close physical (less than one metre) or confined airspace contact with an infected person, within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates, other children in an ECE centre (if in close contact situations or confined airspace environments), and some recreational companions.

Note that the definition of a contact is likely to change once the nature of the pandemic strain is known. Employers should refer to [Ministry of Health](#) website during a pandemic for up-to-date guidance.

Retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

People the affected person has interacted with since displaying symptoms			
Name	Email	Telephone no.	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Appendix L: Sample notice of closure

Note: This closure notice is a sample, to be adjusted as necessary according to circumstance.

SERVICE CLOSED

**DUE TO THE INFLUENZA PANDEMIC, THIS
SERVICE IS CLOSED UNTIL FURTHER
NOTICE**

DO NOT ENTER

For urgent enquiries contact
