



## **Pandemic Policy**

### **Goal:**

To minimize 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 Committee, teachers, parents and whānau
  - Parent and Whanau communication Appendix A
  - Trust Committee and teacher communication Appendix B
  - 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' (or acting 'Person Responsible') will retain the right to restrict entry 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 current policy. 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
  - Hand Hygiene with soap and water Appendix G
  - Hand Hygiene with Alcohol-based hand sanitizer Appendix H



6. The management of teachers and children who become ill, will follow:
  - The management procedure Appendix I
  - Contact List Appendix J
7. Any decision to close the centre will be made in conjunction with the Trust Committee, Ministry of Health and Ministry of Education
  - Notice of Closure Appendix K
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 whanau as required.

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

Policy date: 23 October 2013



## Appendix A

### Communication with Parents and Whānau

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 okayed 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

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Supervisor/Trust Committee



## Appendix B

### **Trust Committee and Teacher notification of Pandemic preparations**

Dear Trust Committee 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 Committee 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.

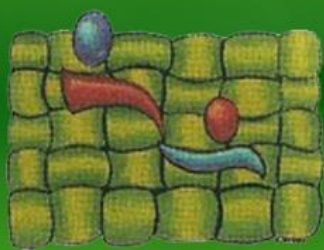
We ask that all teachers showing flu like symptoms stay at home until checked and cleared by a doctor or nurse before returning to childcare. The symptoms of influenza and how they differ from the common cold symptoms are outlined on the next page of this letter.

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

Yours sincerely

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Supervisor/Trust Committee



## Influenza Notification

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 following flu symptoms:

The difference between influenza and a 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

12	Breathing masks
6	Eye goggles (as necessary)
1 box	Disposable gloves
8	Disposable apron/overalls for teachers
½ carton	Tissues
1 litre	Bleach
1/2 carton	Toilet paper
½ carton	Paper hand towels
3 bottles	Liquid soap
3 refills & 2 bottles	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 **Restricting Entry Flowchart**.

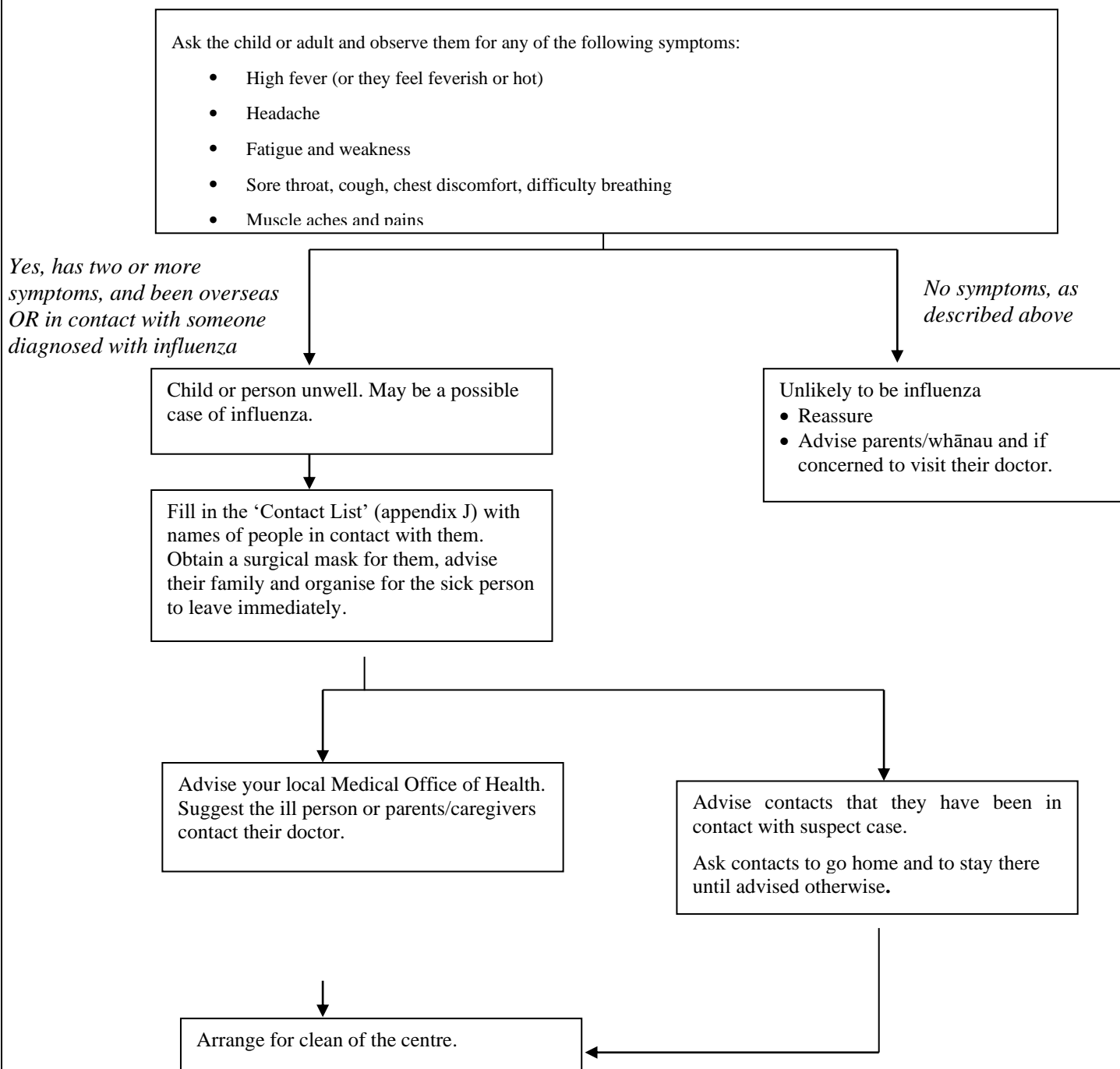




# Rotorua Girls' High School Childcare Trust

## Appendix E

### Restricting entry screening flowchart



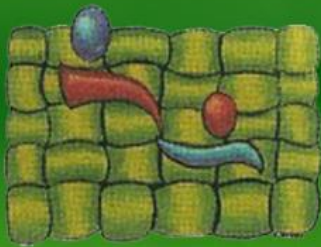




#### Appendix F

### 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.

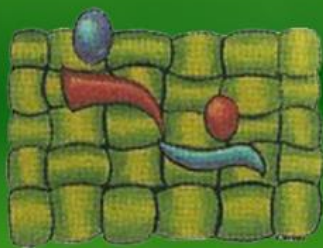




# Rotorua Girls' High School Childcare Trust

Appendix G







Hand Hygiene with Alcohol-based Hand Sanitizer		
<b>1. Apply enough product to open palms.**</b> 	<b>2. Rub hands together palms to palms</b> 	<b>3. Rub in between and around fingers</b> 
<b>4. Cover all surfaces of the hands and fingers</b> 	<b>5. Rub backs of hands and fingers. Rub each thumb.</b> 	<b>6. Rub fingertips of each hand in opposite palm</b> 
<b>7. Keep rubbing until hands are dry.</b> <b>**The volume required to be effective varies from product to product. Enough product to keep hands moist for <u>15 seconds</u> should be applied.</b> Do not use these products with water. Do not use paper towels to dry hands.		
<b>Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.</b>		



## Appendix I

### 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
  - 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 J

### 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.			



Appendix K

**Closure notice**

# **SERVICE CLOSED**

**DUE TO THE INFLUENZA PANDEMIC,**

**THIS SERVICE IS CLOSED UNTIL  
FURTHER NOTICE**

## **DO NOT ENTER**

For urgent enquiries contact

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