

Pandemic Plan

This update: February 2020

Background

New Zealand's Pandemic Action Plan

The Ministry of Health has developed the New Zealand Influenza Pandemic Action Plan. It can be adapted and applied to any pandemic (global event) or epidemic (local event).

New Zealand's pandemic planning is based around a six-phase strategy:

1. Plan For It (planning and preparedness)
2. Keep It Out (border management)
3. Stamp It Out (cluster control)
4. Manage It (pandemic management)
5. Manage It (Post-Peak)
6. Recover From It (recovery).

The Ministry of Health advises the potential effects of a pandemic in New Zealand might be that:

- morbidity and mortality are unknown but may be very high
- full community mobilisation will be needed – all government and many community agencies are likely to be involved in the response
- health services may be unable to provide direct care (and the role of health care services may be to co-ordinate and support community mobilisation)
- periods of very high staff and student absence rates may be likely
- expect the education sector to be closed early to students and closures sustained for weeks or months, impacting on the workforce and economy.

Hutt City Kindergartens' Pandemic Plan

Our Pandemic Plan is based around a simplified four-stage strategy:

1. Plan For It (planning and promotion of the Plan)
2. Prepare For It (prepare for a potential Ministry of Health announcement of a pandemic in NZ)
3. Manage It (respond to a Ministry of Health announcement and follow their directives)
4. Recover From It (staff, children and families are supported and services fully restored)

Each stage is outlined in the following pages. There is a description of the trigger and goals for each stage, as well as a list of tasks to be done. The lists are unlikely to be complete, and there is likely to be some cross-over of tasks between stages.

Sources of information

When considering what action to take, and when to trigger each stage in the Plan, information will be taken from these sources:

- Ministry of Health website or officials – health.govt.nz
- Ministry of Education website or officials – education.govt.nz
- Regional Public Health website or officials – rph.org.nz

Pandemic Plan Key Roles

Pandemic Manager (for all staff and Association office)

Position held by: GM – Operations

Supported by: HR Manager, Association office team

- Maintenance of Association business functions
- Liaison with Board
- List of supplier contacts
- Current contact details for all staff

Pandemic Manager (for all children and Kindergartens)

Position held by: GM – Professional Services

Supported by: Senior Teachers, Head Teachers

- Liaison with Ministry of Education, Ministry of Health and Regional Public Health
- Closure and reopen of kindergartens
- Register of infection notifications of children and staff
- Security in Kindergartens

Kindergarten Pandemic Managers (for individual Kindergartens)

Position held by: Head Teachers

Supported by: Senior Teaching Team, Teachers, Administrators

- Ensure contact details of families are current
- Contact with families of children who are absent due to illness
- Hygiene and infection management at the Kindergarten
- Ensure communication updates are passed on to families

Pandemic Plan Coordinator

Position held by: H&S Coordinator

Supported by: Executive Management Team

- Coordination and communication of the Plan
- Liaison with relevant outside agencies
- Communication updates to Kindergartens
- Provision of information for Kindergartens to distribute to families

Communication

- There is likely to be increased anxiety and stress during all stages of a pandemic. Our Plan includes regular written communication updates to all staff and families.
- Communications will be sent via email to Head Teachers and Administrators, who are responsible for distributing the information to families and staff.
- Facebook, Storypark and the HCK website may also be used to give communication updates.
- Text messages and phone calls will only be used to communicate information in the event of a kindergarten closure.

Pandemic Plan by stages

Stage 1 – Plan for It

Trigger: Ministry of Health advise that a pandemic virus could pose a substantial risk in NZ.

Goals: Kindergartens and Association office are as prepared as possible.
Staff and families are well informed and understand their roles and responsibilities in a pandemic.

Association task	Responsible	Kindergarten task	Responsible
Ensure Pandemic Plan is up-to-date. Email updated version to all kindergartens	Kristine	HTs to ensure all staff are familiar with updated Pandemic Plan	HTs
Check contact details for office and van staff – phone and email. Make details available to office staff.	Lynette	HTs must know how to access kindergarten email and phone messages from home	HTs
Check contact details for all teachers, teacher support and relievers – phone and email	Lynette	Make sure contact details for families are up to date – obtaining home email addresses if possible	HTs
Set up personal email address list for all staff – Association and Kindergartens	Lynette	HTs must know how to set up email distribution list to all families where possible	HTs
Check all Association staff can work from home and can access voicemail	Charmaine	Step up focus on hygiene practices at Kindergarten	HTs
Provide information for Kindergartens and families – based on advice from MoH and MoE	Kristine	Pass on information supplied by Association to families	Admins
Update templates for notifications to families in event of a Kindergarten closure – phone message, letter, social media	Kristine	Ensure updated templates for notifications to families in event of Kindergarten closure is saved	Admins
Update Pandemic Notification Register and Contacts List templates (to send to MoH)	Kristine	Ensure Pandemic Notification Register and Contacts List templates (to send to MoH) are saved	Admins
Establish up-to-date contact details for MoH, Regional Public Health and MoE	Norma		
Investigate and take advice from MoH about offering vaccinations to staff	Kristine		
Inform Board that we have activated Stage 1 of our Pandemic Plan	Charmaine		

Stage 2 – Prepare For It

Trigger: Ministry of Health announces that the likelihood of the pandemic virus reaching NZ is high. Borders may be closed.

Goals: Kindergartens and Association office are prepared and ready to activate next stage. The Board, Staff and families are well informed and understand their roles and responsibilities. Staff and families have confidence in Hutt City Kindergartens' ability to respond.

Association task	Responsible	Kindergarten task	Responsible
Provide updated hygiene advice to all staff	Kristine	Provide updated hygiene advice to families via noticeboard, newsletters	HTs
Association office staff to hold meeting to establish roles at next stage	Charmaine	Teams to hold meeting to establish roles at next stage, and identify areas needing clarification	HTs
Contact Kindergarten Cleaners and plan to adopt practises suitable for pandemic	Kristine	Head Teacher to gain clarification on any areas	HTs
Office to double supplies of tissues, hand hygiene products and cleaning supplies	Kristine	Kindergartens to double supplies of tissues, hand hygiene products and cleaning supplies	Admins
Review immunisation status of Association staff	Lynette	Review immunisation status of children and staff	Admins
Continue to provide information for Kindergartens and families – based on advice from MoH and MoE	Kristine	Continue to pass on information supplied by Association to families	Admins
Communicate the leave/pay arrangements for all staff, should Stage 3 need to be triggered	Lynette	Consider what play equipment should be removed at this stage or Stage 3	HTs
Inform Board that we have activated Stage 2 of our Pandemic Plan	Charmaine		

Stage 3 – Manage It

Trigger: Ministry of Health announces that cases of the pandemic have been confirmed in NZ.

Goals: Kindergartens and Association office are on high alert and respond appropriately and immediately. Staff and families are well informed and understand their roles and responsibilities in a pandemic.

Stage 3 scenarios are:

- a. Kindergartens are on alert for staff and children showing symptoms and remain open
- b. Kindergarten/s must prepare to close.

Scenario a – kindergartens are on alert and remain open

Association task	Responsible	Kindergarten task	Responsible
Continue to provide information for Kindergartens and families – based on advice from MoH and MoE	Kristine	Continue to pass on information supplied by Association to families	Admins
Maintain contact with MoE, MoH and Regional Public Health. <i>NOTE: Kindergartens will not close without advice from these organisations</i>	Norma	Set up an isolation area in kindergarten and monitor staff and children for symptoms	HTs
Liaise with insurance brokers regarding use of Business Interruption Insurance if necessary	Charmaine	Ensure heightened level of hygiene facilities and practises are maintained	HTs
Prepare to cancel van services – advise van staff and families. Decision based on current information	Charmaine	Make phone contact with anyone who is unexpectedly absent from kindergarten – children and staff	HTs
Notify RPH representative of additions to the Notifications Register (on daily basis)	Kristine	Notification Register set up. All absences due to illness reported to Association on daily basis	HTs
Prepare for possible kindergarten closures	Norma	Prepare for possible kindergarten closure	HTs
Prepare to cancel all work-related travel plans and non-essential meetings. Decision based on current information	Norma	Prepare to cancel all excursions	HTs
Kindergarten Cleaners to adopt practises suitable for pandemic	Charmaine	Any tea towel service to be cancelled. Disposable cloths to be used	HTs
Inform Board that we have activated Stage 3 of our Pandemic Plan	Charmaine		

Scenario b – kindergarten/s must prepare to close

Association task	Responsible	Kindergarten task	Responsible
Notice of closure template updated and sent to Kindergarten and families	Kristine	Notice of closure is distributed to all families and followed up with email/phone call	Admins
Website and Facebook notices written	Kristine Melissa	Notice of closure attached to all doors/gates	Admins
Advise cleaners of closure and arrange a disinfection of whole building	Charmaine	Set up mail redirection	Admins
Advise Recon of closure	Charmaine	Check kindergarten voice mail daily and return calls if necessary	HT
Decide if staff are required to work, and if so, where. If not required to work, determine status of leave/pay. Communicate with staff	Norma Lynette	Staff to disinfect laptops, keyboards, mouse and phone before taking home	All staff
Inform Board that we are closing a Kindergarten	Charmaine		

Stage 4 – Recover From It

Trigger: Ministry of Health announces that the pandemic has abated and ECE services can resume.

Goals: Kindergarten services are fully restored.
Staff and families are supported to return to kindergarten and feel safe to do so.

Association task	Responsible	Kindergarten task	Responsible
Liaise with MoE for advice and support	Norma	Ensure cleaning and disinfecting of whole Kindergarten has been done	HTs
Communicate with Head Teachers about restoring service (if closed)	Norma	HTs to hold debrief session with staff	HTs
Provide communication to families about current status	Kristine	Distribute communication to families about current status	Admins
Hold debrief events for staff and families, as appropriate	Norma Charmaine	Restore all services to kindergarten, including cleaning, post etc	Admins
Offer counselling as necessary to all staff	Lynette	Support and monitor children	HTs
Ensure cleaning and disinfecting of Association office has been done	Charmaine	Monitor own wellbeing and seek help if not coping	All staff
Advice cleaners that kindergarten has reopened	Charmaine		

Contacts and Resources

Healthline	(t) 0800 611 116
Ministry of Health	(t) 0800 855 066 info@health.govt.nz www.health.govt.nz
Ministry of Education	(t) 463 8699 enquiries.wellington@minedu.govt.nz www.education.govt.nz Angela Coutts – MoE Angela.Coutts@education.govt.nz
Regional Public Health	(t) 570 9002 rph@huttvalleydhb.org.nz www.rph.org.nz Janine Nash – HVDHB Janine.Nash@huttvalleydhb.org.nz

Supporting Documentation

- Pandemic Notification Register (for MoH)
- Pandemic Contacts List (for MoH)
- Kindergarten cleaning during a pandemic
- Stage 2 Letter to Cleaners
- Infection Control Procedures
- Phone message examples