

## Introduction

The COVID-19 Response Plan details the policies and practices necessary for the employer to meet the Ministry of Health and Wellness (MOHW) and the Early Childhood Commission (ECC) **Safe Return to Work** Protocol and to prevent the spread of COVID-19 in KinderAcademy.

The plan will give an overview of key areas that Kinder Academy must assess to ensure compliance with the protocol and to minimize the risk to staff and others.

This plan needs strong commitment from Administrators and employees and will be developed and put in place in consultation with employees. Consultation with employees, clear direction and information for parents is key in ensuring the success of our COVID-19 Response Plan.

**Note: The plan is a live working document and it should be reviewed on an ongoing basis and amended to take into account new guidance from MOHW [www.moh.gov.jm](http://www.moh.gov.jm)**

## How to use this plan

This COVID-19 Response Plan will detail how Kinder Academy will put in place control measures to reduce the risk of spread of COVID-19. The following sections will cover key information and guidance, which will be backed up by the checklists below.

They are as follows:

- A COVID-19 Policy, which will outline Administration commitment to implementing the plan and checklists.
- The policy must be signed and dated by the director / principal.
- Checklist No. 1 - Planning and Preparing
- Checklist No. 2 - Control Measures
- Checklist No. 3 - COVID-19 Orientation
- Checklist No. 4 - Dealing with a Suspected Case of COVID-19
- Checklist No. 5 - Cleaning and Disinfection
- Checklist No. 6 - Employees
- Checklist No. 7 - Employee Representative(s)

The response plan is set out as a 4 step process (Fig.1) below.

N.B. It is important to keep the plan under review to ensure it is kept up to date with public advice and to follow up on all actions identified on each checklist to make sure that they are completed as soon as possible.



Figure 1 – COVID-19 Response Plan 4 Step Process

# COVID-19 Response Plan



## Step 1 - Employer COVID-19 Policy

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the director / principal and brought to the attention of our employees and parents.

### COVID 19 Policy Statement

KinderAcademy for Young Scholars is committed to providing a safe and healthy workplace for all our employees, children and parents. To ensure that, we have developed the following COVID-19 Response Plan and new policies, the Director/Principal and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our employees
- provide up to date information to our workers on the MOHW advice issued by the ministry
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Employee Representative(s) who are easily identifiable and put in place a reporting system
- inform all employees of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt Kinder Academy as viable to facilitate physical distancing
- keep a contact log to help with contact tracing
- have all employees undergo an orientation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work.
- provide instructions for employees to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with MOHW advice

The director/principal and employees will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Employee Representative(s)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Step 2 - Responsible Persons for Performing Tasks

We have identified 1 suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of employee representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

### Responsible Persons Task Register (Non-Exhaustive)

No.	Tasks (non-exhaustive list)	Responsible Person(s)	Signature
1	Person responsible for overall implementation of the plan	Mrs. Charmaine Barnett	
2	Identification and training of employee representative	Mrs. Charmaine Barnett	
3	Planning and Preparing to Return to Work (Checklist No.1)	Mrs. Charmaine Barnett	
4	Control Measures (Checklist No.2)	Mrs. Charmaine Barnett	
5	COVID-19 Orientation(Checklist No.3)	Mrs. Charmaine Barnett	
6	Dealing with a Suspected Case of COVID-19 (Checklist No.4)	Ms. Desrine Thomas	
7	Cleaning and Disinfection (Checklist No.5)	Ms. Moya Lee Tracey	
8	Employee Information (Checklist No.6)		
9	Employee Representative(s) (Checklist No.7)	Ms. Desrine Thomas	
10	Return-to-work forms	Mrs. Charmaine Barnett	
11	Other:		

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## Step 3 - Employer Information

Employer Name:	Kinder Academy For Young Scholars
Workplace Address:	St. Christopher's Crescent, Brown's Town P.O Box 374, St. Ann
Director / Principal:	Mrs. Charmaine Barnett/Mrs. Laseshia Ingram
Employee Representative:	Ms. Desrine Thomas
Type of Business:	Day Care and Preschool
Number of Employees:	12
Number of Employees who deal directly with the public:	12
Phone:	876-917-6293/876-474-7284
Email/ Website:	<a href="mailto:kinderscholaredu@gmail.com">kinderscholaredu@gmail.com</a> / <a href="http://www.mykinderscholar.com">www.mykinderscholar.com</a>



## Step 4 - Checklists

### a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying employee representatives, revising our orientation briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Employees have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess employees' health before they enter Kinder Academy.

### Further Information

- Checklist No. 1 - Planning and Preparing
- Return to Work Form

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## b) Control Measures

This section deals with the measures we are implementing to prevent or minimize the spread of COVID-19 in Kinder Academy and in our communities.

Measures which must be complied with include:

- Hand hygiene / Hand sanitizing
- Respiratory hygiene
- Physical distancing
- Minimizing contact
- Considering at-risk employees
- Parents and Visitors / Others

### Further Information

- Checklist No.2 - Control Measures



## c) COVID-19 Orientation

Employers will be told about changes in Kinder Academy and updated on new ways of working. Our usual orientation, for new employees has been revised to include measures to help prevent the spread of the virus. All workers will be brought through this orientation before starting back to work. The orientation will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of employees:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in Kinder Academy)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Employee Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimizing contact
- Reporting procedures

Attendance at a COVID-19 orientation will be recorded and records kept.

### Further Information

- Checklist No.3 – COVID-19 Orientation

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## d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at Kinder Academy.

We have assigned a representative and put in place an isolation team to manage this situation, and provided them with information on how to do this safely. We have also identified and marked isolation room(s) to be used to isolate the affected person from the rest of the staff and children, procedures to be followed to enable them to safely leave the premises.

### Further Information

- Checklist No.4 - Dealing with a Suspected Case of COVID-19



## e) Cleaning and Disinfection in the Workplace

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned twice daily.

Toilets will be cleaned hourly and classrooms and other areas will be cleaned at least twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Employees will be provided with cleaning materials to keep their own classrooms hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.

### Further Information

- Checklist No.5 – Cleaning and Disinfecting

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## f) Employees Responsibilities Kinder Academy

Aside from the usual day to day responsibilities that employees must comply with, the introduction of COVID-19 into society brings new challenges that employees need to be aware of so that the Safe Return to Work Protocol can be implemented effectively.

Employees must keep themselves updated on the latest advice from the MOHW and ECC. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

### Further Information

- Checklist No.6 – Employees



## g) Employees Representatives

We will appoint an employee representative(s) for Nursery/Daycare and preschool to ensure that COVID-19 measures are followed. Employee representative(s) will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. We will tell employees who their representative is.

Good communications channels in Kinder Academy are essential for all stakeholders. Director/Principal and employees should engage with the employee representative(s), to highlight concerns, report defects, submit ideas and identify improvements in Kinder Academy.

### Further Information

- Checklist No.7 – Employee Representatives

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