

# How to re-open your programme

## Why do I need to prepare?

The government wants to support ECD programmes to re-open in a safe way. This means that before you re-open your programme, you must put in place special measures that will help to reduce the risk of Coronavirus infection. The government has issued a Self-Assessment Form, Standard Operating Procedures and special Directions which sets out what these measures are.

## What are the steps to re-opening?

- 1 Meet all the requirements in the Self-Assessment Form.
- 2 Complete and submit the Self-Assessment Form.
- 3 Complete SmartStart re-opening training.
- 4 Send standard letter to parents and caregivers.
- 5 Sign the Declaration of Compliance.
- 6 Re-open your programme.

## Step 1: Meet the requirements in the Self-Assessment Form

- Read through the checklist in Section 4.2 of the Self-Assessment Form.
- Work out which requirements you can meet, and which you might need additional information or support to meet.
- Implement all of the requirements.
- If you need support, contact your Club Coach.

### SmartStart will provide you with:

- \* A support package with face masks, soap and cleaning materials.
- \* The documents referred to in Section 4.1 of the Self-Assessment Form (available data-free on our website).

## Step 2: Complete and submit the Self-Assessment Form

- If you can answer 'Yes' to ALL the requirements in Section 4.2 of the Self-Assessment Form, complete the form. If your answer is 'No' to any requirement, go back to Step 1, and if necessary ask your Coach for support.
- Decide whether you want to complete the Self-Assessment Form online or on paper.
- Complete Sections 1, 2, 3 and 4 of the form. Section 5 is optional.
- For section 3.3, use SmartStart's Guidance note 'How to work out the maximum number of children'.
- Sign the form, then submit it online or give a copy to your Coach to give to the local DSD office.

### Your SmartStart Coach will provide you with:

- \* A copy of the Self-Assessment Form.
- \* Posters and guidance for standard procedures (e.g. screening, identifying symptoms, physical distancing, and hand-washing).

### Step 3: Complete SmartStart re-opening training

- Read through SmartStart’s Summary and Checklist of the Standard Operating Procedures and Directions.
- Complete SmartStart re-opening training on how to run a safe programme. (The training will be available online or from your Coach.)

#### SmartStart will provide:

- \* Online training (data-free on our website). You will need to have access to a smartphone to do this. If you do not have a smartphone, ask your Coach to take you through the training.

### Step 4: Send standard letter to parents and caregivers

- Write your re-opening date and contact details on the standard letter and give a copy to all parents and caregivers of children at your programme.
- Collect the response slip at the bottom of the letter from all parents.

#### Your SmartStart Coach will give you:

- \* A standard re-opening information letter to send to parents and caregivers.

### Step 5: Sign the Declaration of Compliance

- Sign and date the Declaration of Compliance, then display it at the entrance to your programme.

#### SmartStart will provide:

- \* A copy of the government’s Declaration of Compliance form.

### Step 6: Re-open your ECD programme

- The day before you re-open your ECD programme, do these five things:
  - thoroughly clean the whole facility
  - prepare the hand-washing station (soap and clean running water)
  - display the information posters and the Workplace Plan on the wall
  - prepare the screening station and queuing system, including signage

#### Your SmartStart Coach will provide:

- \* Signage and information posters.
- \* A template for the Workplace Plan.

You are ready to re-open – good luck!

