

Procedure for welcoming visitors to Playcentre

(when Government vaccination mandate in effect)

Walk in visitors:

- Welcome visitors as they enter your Playcentre.
- **Visitors are not required to present their vaccine passport.**
- You may request to see their vaccine passport (see scenarios below).
The visitor may choose to decline to show you this, this is their right and we still need to provide access to education.

Scenario 1: Vaccine pass shown

- Request a mask be worn.
- Ensure they sign in using the NZ COVID Tracer App.
- Ensure the visitor signs both themselves and their child in and out of the session using centre tablet.

Note: Complete visitor enrolment on the tablet if funding can be claimed and sign in parent and child using the PIN allocated. If the Centre cannot claim funding as the child maybe enrolled elsewhere, then sign in using the visitor sign-in function.

- The visitor can stay for as long as the centre has decided.

Scenario 2: No vaccine pass shown or the visitor chooses not to disclose their vaccination status.

- Welcome visitors as they enter your Playcentre.
- Request a mask be worn.
- Explain to them that to become a member and attend Playcentre sessions with their child they will be required to be vaccinated, as per the Government vaccine mandate.
- Refer them to this document: [COVID-19 Required Vaccination Order for Early Learning Services](#) if they would like more information about this.
- Ask if they are intending to participate with their child or if another carer would be attending with the child. If another carer is going to be attending with the child invite them to come back at another time with this carer (set a time that is suitable for the centre, consider a time that would limit contact with others where possible).
- If they would like to look around then follow the guidelines below:
 - o Sign in using the NZ COVID Tracer App.
 - o Sign in as visitor on the centre tablet and include the child's full name in the 'Purpose for visit' tab.
 - o Limit the visit to 15 minutes maximum or less if the centre has decided.
 - o Try to complete the visit outside with minimal time spent inside near other children, whānau and staff.

Visitors who phone/email to arrange a visit:

- Hold a discussion with them about the vaccine mandate for members.
- If they choose to visit Playcentre, follow scenarios 1 or 2 (as above).