



kps^oo^shcare

COVID-19 SAFE PLAN

Continuity management phase of the COVID-19 pandemic

AS COVID-19 RESTRICTIONS ARE GRADUALLY
RELAXED, SERVICES MUST CONTINUE TO
WORK TOGETHER WITH STAFF TO ADAPT AND
PROMOTE SAFE WORK PRACTICES,
CONSISTENT WITH ADVICE FROM HEALTH
AUTHORITIES TO ENSURE THE WORKPLACE
CAN IMPLEMENT PHYSICAL DISTANCING
MEASURES FOR ADULTS AND EXEMPLARY
HYGIENE MEASURES TO ENSURE THE HEALTH
AND SAFETY OF ALL STAFF.

Additionally, the Service must be prepared for
the possibility of cases of COVID-19 in the
workplace and be able to respond immediately,
appropriately and efficiently, and consistently
with advice from health authorities and the
regulatory authority. (*SafeWork Australia*)

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RISK ASSESSMENT



We have undertaken a thorough risk assessment in consultation with staff members and identified possible risks and hazards to our learning environment and practices.

Where possible, we have eliminated or minimised all risks as is reasonably practicable. We will continue to review control measures and address those risks. We have kept all staff and families informed on the changing risk at our workplace and the control measures being implemented to minimise risks.

We have Identified children and adults with compromised immunity or complex health care needs We have Identified and established a suitable area separate from sick bay for children who are displaying symptoms of cold and flu to await pick up by parents/carer.

STAFF PRE-SCREENING

- Staff have completed a health declaration regarding recent overseas and interstate travel and close contact with anyone who has a positive COVID-19 diagnosis
- Staff will have their health monitored through administering temperature checks upon arrival at Service
- If a staff member registers a temperature above 38°C and this is related to an illness they are not able to remain in the workplace
- If a staff member is feeling unwell and has cold or flu symptoms, (persistent cough, difficulty breathing, fever) they are not permitted to attend work

STAFF ARRIVAL AND ON-SHIFT PROTOCOLS

- Staff travelling to work
 - travelling in their own car is preferable
 - requested to avoid stopping at shops/petrol station on way to work
- if using public transport, adhere to social distancing measures at all times
 - car-pooling is not encouraged. If there is no alternative, only have 2 people in a car, passenger should sit in the back, open windows to allow fresh air to circulate or use external airflow rather than recirculation mode on air-conditioning, car should be cleaned more frequently- wipe down seat belts, door handles, steering wheel etc with disinfectant wipes
- requested to wash uniform/clothes each day
- must maintain strict personal hygiene measures- hand washing, showering, physical distancing from others in public
- must wash hands thoroughly upon arrival at Service with soap and water
- rosters are staggered for start, finish and break times to reduce number of adults gathered together
- staff are reminded to avoid touching their mouth, nose and eyes
- staff to bring as little objects as possible into workspace (backpacks, handbags, lunch boxes)
- clean and disinfect objects that are touched often- mobile phones, keys, wallets, work passes
- use alcohol-based hand sanitisers if soap and water are not available
- limit adult groupings/interactions where possible
- as so far as reasonably practicable, ensure staff maintain a physical distance of 1.5 metres between each adult in the service
- times for staff to utilise staff only facilities are staggered - e.g.: lunchroom, kitchen area, office

PARENT PRE-SCREENING

- If any families on arrival which display flu like symptoms, they will be refused entry and their child will be returned to their care
- Families will not be allowed to enter the premises during After School Care between 3pm – 5:30pm unless wet weather procedure. After 5:30 parents will be allowed into the foyer where their child will be collected.
- Families will be allowed to come into KPSOOSH in the morning to drop their child off but must ensure that they are social distancing at all times.

CHILDREN PRE-SCREENING

- staff members use infrared thermometer to test child's temperature if the child is displaying flu like symptoms
- thermometers must be cleaned with disinfectant wipes after each use
 - a child with a temperature higher than 38°C will not be permitted entry to care where this is related to an illness
 - if a child's temperature is over 38°C the nominated supervisor/ responsible person will meet to discuss with the family whether the child has been ill overnight and look for signs and symptoms that indicate they are not well. (A child who has been recently active, teething or unsettled, may have a higher than normal temperature reading but are not in fact unwell.)
- if any child displays flu like symptoms they will be moved into a separate area and monitored by staff until a parent/guardian is present to pick them up

PARENT / CHILDREN ARRIVAL AND SIGN-IN PROTOCOLS

- only 1 parent is allowed into the sign in and sign out area at a time
- markings indicate 1.5m physical distancing requirement between families to avoid clusters of adults together
- staff member allocated to KPSOOSH room will be in charge of communicating with staff members regarding children who are leaving.
- No parents will be allowed to go onto the playground to collect child
- touch screen wiped with disinfectant wipes after each shift
- Families are required to complete additional paperwork- e.g. parent and child health declaration forms, updating medication requirements for children. This can be completed by taking a clip board and the paperwork into the corridor. If the paperwork is not urgent families will receive it via email to complete in their own time.
- if families require additional assistance with multiple children, other staff members may be required to assist
- end of the day communication with families is minimised. Other methods of communication with families should be used- QK Kiosk, phone messages, emails, or apps.
- if families require face to face communication ensure physical distancing measures are implemented and limit the time of the interaction/discussion where possible

VISITOR / TRADESMAN ARRIVAL PROTOCOLS

- visitors to the Service reduced to an absolute minimum
- volunteers and incursions cancelled or postponed
- vulnerable or high-risk people excluded where practical, including the elderly and those with pre-existing medical conditions
- deliveries are regularly reviewed, and drop-off organised at a predetermined point outside the service
- delivery drivers requested to call ahead to notify the delivery time
- only a minimum number of staff members are designated to receive deliveries to reduce risks
- electronic paperwork/ e-invoicing used where possible
- minimise interaction and alternatives to signatures of deliveries received- contactless methods or use own pen
- alcohol-based hand sanitiser used before and after receiving any packages/deliveries
- contractors who require entry to the service adhere to hygiene procedures

- clear guidelines provided to contractors when visiting the service regarding physical distancing, hygiene protocols and child protection
- handwashing facilities are provided to contractors to ensure they wash their hands thoroughly upon arrival, wipe any equipment with disinfectant wipes

EXCLUSION GUIDELINES

Any staff member, child or visitor to the service who presents with any of the following, will be excluded from the service.

Any person who:

- has a temperature over 38° C
- presents as 'unwell' –unexplained or persistent cough, drowsy or unresponsive, shortness of breath, respiratory illness, runny nose, suffering with diarrhea or vomiting, has a persistent headache
- has recently travelled overseas or interstate where self-isolation measures are in place
- has been in close contact with someone with a confirmed case of COVID-19
- has been requested to self-isolate

STAFF MEMBER OR CHILD TESTS POSITIVE TO COVID-19

- the Approved Provider will be contacted by the Public Health Unit (PHU) if a staff member or enrolled child tests positive to COVID-19
- direction to close the service will be made by the Public Health Unit (PHU)
- notify all families and staff immediately via email/ and or phone
- ensure the person who tests positive to COVID-19 self-quarantines at home for a minimum of 14 days
- notify the Regulatory Authority within 24 hours of any closure through the National Quality Agenda IT System (NQA ITS)
- an investigation will be undertaken by the Public Health Unit to identify all potential contact traces including other staff members, children, visitors and families to prevent further transmission of COVID-19.
- all persons who are identified as a close contact will be directed by the Public Health Unit to self-isolate for 14 days and closely monitor their symptoms.
- ensure an industrial environmental clean of the service under the direction of the Public Health Unit
- advice regarding re-opening of the service will be provided by the Public Health Unit to the Approved Provider
- notify the re-opening of the service through the NQA ITS
- notify the Work Health and Safety regulatory authority for your state or territory- e.g.: SafeWork NSW

PROCEDURE FOR A CONFIRMED CASE OF COVID-19 IN YOUR SERVICE

In the event of a confirmed case of COVID-19, the *Public Health Unit (PHU)* will conduct contact tracing to identify other people and places the person may have had contact with. The PHU will consider each unique context and provide specific requirements for the Approved Provider/Director to follow.

If a possible contact is from an Early Childhood Education and Care Service, the PHU will contact the Approved Provider and provide support and guidelines of the required procedures that will need to be explicitly followed. These may include advice and rules for continued operation, deep environmental cleaning and/or potential closure.

No personal information will be shared with the Approved Provider as per Privacy laws.

The service will be provided with information about what day the person would have been in the Service, the time frame and the age of the child if applicable.

Should a parent contact the service directly to report that their child or a parent has a confirmed diagnosis of COVID-19, the Approved Provider must contact the Public Health Unit immediately. In order to comply with privacy laws, health information should only be shared by employers on a 'need-to-know' basis. This may be due to assist in identifying close contacts within the Service. The Public Health Unit will provide advice and action.

THE PUBLIC HEALTH UNIT WILL:

- investigate all persons who receive a confirmed COVID-19 test result
- determine time frames of contamination and identify all possible places and people where cross contamination could have occurred
- conduct detailed contact tracing to identify any people who could have been in contact with the person and determine if this was 'close contact' or 'casual contact'
- provide information on the time period where the person would most likely have been contagious
- adhere to privacy and confidentiality laws and not identify the person who has been diagnosed with the virus
- request information of all persons who would have been in the workplace (service) during this period
- determine the next steps for action which could include:
 - closure of one room/area
 - short term closure of the entire service
 - notification to regulatory authority, SafeWork Australia
 - the requirement of a deep clean of the service (Infection Protection Team will assist)
 - COVID-19 testing of employees, children and parents
 - self-isolation periods of 14 days will be required
 - expected date of return to service

HYGIENE AND PREVENTATIVE PRACTICES

- all staff complete [COVI19 infection control training](#)
- WHS coordinator completed St Johns Ambulance Infection Control Course
- the number of visitors entering the service has been limited (controlled)
- anyone who is sick may not enter the service
- if a child or staff member becomes ill whilst at the service, they will be sent home as soon as possible (As a precaution, they will be separated from other children whilst waiting to be collected to help prevent the spread of a virus)

- we have enhanced hygiene practices for all staff, children and visitors - washing hands with soap and water or using alcohol-based hand sanitiser
- health and hygiene signs and posters are displayed to remind all staff and visitors of the measures necessary to help stop the spread of the virus- hand washing, cough and sneeze etiquette
- tissues are disposed of in closed bins and followed by washing hands
- all staff are reminded to avoid touching their face, eyes, nose and mouth
- promotion of the annual influenza vaccination for staff, children and their families
- facilitation of robust infection control and cleaning
- reminders to refrain from intentional physical contact- shaking hands, kissing on cheeks, hugging
- the service has adequate Personal Protective Equipment (PPE) and additional hygiene supplies including:
 - soap
 - hand sanitiser
 - toilet paper
 - paper hand towel
 - tissues
 - disposable gloves
 - masks (if required)
 - thermometers
 - rubbish bins with lids/bin liners
 - disinfectant wipes
 - cleaning detergent/ disinfectant/ cloths

Handwashing

- we implement strict hand washing procedures for all staff, children and visitors
- hand sanitiser stations are provided at front entry of the service
- bathrooms are well stocked with soap, hand wash and paper towel if hand dryers are out of service
- posters with clear instructions on how to wash hands and/or use hand sanitiser are displayed
- photos of children demonstrating each step of hand washing near the sinks are displayed as visual prompts
- cough/sneeze etiquette
 - posters demonstrating correct techniques for coughing/sneezing into a flexed elbow are displayed
 - staff model correct procedures to children
 - attempts by children are positively reinforced
 - reminders to wash hands after sneeze, blowing/wiping nose is displayed
 - reminders to dispose of used tissues in the bins provided are displayed
 - children have participated in science experiments to display how far germs spread when you do not sneeze properly

Physical distancing

- where possible, we remain conscious of physical distancing requirements in each enclosed space and limit the number of adults in a space at any one time
- staff are reminded to maintain a physical distance of 1.5 metres between other adults
- markers to indicate 1.5 metres for parents to comply to physical distancing requirements upon arrival to service
- where possible, staff are requested to use other methods of communication with colleagues rather than congregate together (emails, Qik kids kiosk)

- workstations, desks and tables are spread out
- markers are used on the floor to indicate pathways for entry and exit to avoid queuing
- signs are displayed to remind staff of how many people can be in an enclosed space at any given time (for example: kitchen, resource room, bathroom)
- staff will comply to physical distancing requirements when
 - eating lunch
 - discussing children's development
 - gathering resources
 - cleaning

Children do not have to be counted in implementing physical distancing measures in an Education and Care service. However, it is best practice to limit the size of groups and interactions to assist staff implement physical distancing measures. (Safe Work Australia May 2020)

Considerations include:

- stagger play times for children
- organise small groups for indoor and outdoor learning program
- utilise the outdoor area as much as possible
- rearrange resources in rooms to provide a larger range of small group activities- books in several locations rather than one bookshelf; several stations for paint, playdough, craft
- limit number of chairs at a table
- set up activities at the end of tables
- limit number of adults sitting at tables with children during mealtimes
- maximise the space between children at mealtimes
- consider offering several mealtimes sittings to avoid all children requiring seating at one time
- clean tables and chairs thoroughly between each sitting

Food handling and preparation

- staff have relevant and appropriate training to support safe hygiene practices
- staff maintain physical distancing requirements in food preparation areas
- the kitchen area is only accessed by specific staff during hours of operation
- signage is used to remind staff members of how many adults can enter kitchen area at one time
- effective hygiene procedures are increased including-
 - regular handwashing when preparing foods, after going to the bathroom and after touching face or hair
 - cleaning and sanitising food preparation areas and equipment
 - sanitising all eating and drinking utensils and food contact surfaces
- current practices are used regarding provision of reusable utensils
- disposable gloves are used when handling food
- Children have been suspended from handling food. Food will be given out by staff only
- Children's cooking classes have been strictly limited to only activities by which children can create their own food item. This means no making food where all children are involved in the steps e.g mixing cake batter. Instead children will make their own pastry on their own plate, with their own cooking utensils. Utensils will be washed after every turn

Cleaning and disinfecting procedures

- a combination of cleaning and disinfection is used on a daily basis
- surfaces are disinfecting
- adherence to National Health and Medical Research Council (HMRC) childcare cleaning guidelines
- high touch surfaces are cleaned and disinfected at least twice daily or more frequently if required (door handles, light switches, tables, chairs, iPads, tablets, keyboards, touch screens, pencils)
- wash and launder toys using the warmest appropriate water setting and dry items completely
- maintain a cleaning register of all surfaces and equipment
- 1 box of sports equipment is handed out for the afternoon, all equipment is sanitized and cleaned prior to returning to sports shed
- staff to use appropriate personal protective equipment (PPE) for cleaning as a precaution
- gloves disposed of in leak-proof bag
- personal belongings stored in lockers to avoid cross contamination

Washroom facilities

- all washrooms for staff and children have adequate supplies of soap, liquid handwash, paper towels if hand dryer are out of service and warm running water
- effective personal hygiene practices are reinforced through posters and fact sheets in prominent positions in the service
- staff model correct handwashing procedures with children
- the number of children and adults using washroom facilities is limited at any one time (staggered times for children to wash their hands after roll call)
- situations where children are required to queue to use bathroom or wash their hands are avoided
- all facilities are cleaned and disinfected effectively

PHYSICAL SPACE REQUIREMENTS

Indoor and outdoor environments

- where possible, children are separated into smaller groups than normal throughout the service to promote physical distancing for adults
- ventilation within the service is increased by opening windows and doors when weather permits
- a reduction in cross over of educators is controlled where possible
- where possible, children are seated at opposite ends of a table when playing and eating
- use small tables spaced apart rather than groups of tables positioned together for activities and eating
- When children sit on the floor during group time they are encouraged to social distance
- the amount of rubbish bins is increased so children don't gather in groups (outdoors during afternoon tea)
- where practical consider moving some table activities outside
- Activity groups will be limited and will run more than once in the afternoon (e.g. Group 1 3:30pm, Group 2 4pm)
- consideration given to limiting numbers of children accessing particular equipment to ensure adequate supervision and adhering to physical distancing for adults as much as possible e.g.: sandpit, sporting games
- all outdoor equipment is regularly cleaned and disinfected

FAMILY ENGAGEMENT AND COMMUNICATION

- positive interactions and relationships with children and their families are maintained
- we provide reliable sources of information to share with families during this pandemic
- we use trusted sources of information only
- we use a range of communication methods to ensure all families receive and understand key messages- emails, phone calls, newsletter, digital platform and QK Kiosk
- signage around the service for parents and families has been increased providing directions, procedures and reassurance (on the door and family notice board)
- Newsletter contains information for them to partake in activities to boost wellbeing (cooking, yoga)
- displays are positioned in the KPSOOSH room to ensure families entering the service can be informed about the fun that has happened in the service that day- include artworks, books that have been read and other information
- families are regularly informed about payment of fees- Early Childhood Education and Care Relief Package
- information is provided to families about their responsibilities for updating information to Centrelink
- support is provided to families to assist in their child's well-being [BeYou Emerging Minds](#)
- remain consciously aware of families and children who may be more vulnerable or at risk due to the COVID-19 environment- see [National Office for Child Safety](#), [eSafety Commissioner](#), [Kids Helpline](#)
- continue connecting with children and families who have not yet returned to OOSH via letters sent to the children.
- information provided to children is age appropriate and sensitive to their emotional wellbeing

CONTINUITY OF EDUCATORS

- we maintain open communication with staff about continuity of employment opportunities at our workplace
- one-on-one meetings with staff to discuss rosters and availabilities is regular and ongoing
- government financial support options of Job Keeper and ECEC relief package are utilised if applicable to support continuity of employment for educators and staff
- where possible, we have returned to similar rosters
- staffing rosters meet or exceed educator to child ratios

COMMUNICATION AND CONSULTATION WITH STAFF

- regularly consult with staff on health and safety matters relating to COVID-19 on a regular basis by revisiting our risk assessment
- routinely discuss the current control measures in place to eliminate or minimise the risk of exposure and review as required
- as enrolment numbers of children increase, control measures are adjusted to manage the change. For instance, how and when families may be permitted to enter the Service in the coming weeks/months, when will our Service be able to begin incursions

- routinely communicate and consult with all staff about any modifications or updates to current policies or procedures that are in place to account for the pandemic conditions – (COVID-19 Safe Management Plan, Arrival and Departure Policy, Health and Safety Policy, Control of Infectious Diseases Policy, Sick Child Policy, Hand Washing Policy)
- assessment of the adequacy of resources/facilities in the workplace for the welfare of all staff is routinely applied
- we maintain regular consultation with staff about current work, health and safety measures implemented and any changes or additions that may need to be made to ensure the safety for all staff
- if and when required we consult with staff about changes to work arrangements, rosters, duties including additional cleaning, meet and greet roles, staff meetings, training, assessment, and rating
- limitations are placed on non-essential meetings, gatherings or training
- non face-to-face methods of communication is used when practical - emails, Zoom, Teams.

STAFF WELLBEING

- staff received a staff wellbeing kit including cosy socks, tea and facemasks to assist with maintaining staff wellbeing during the pandemic
- a conscious effort to maintain strong and supportive relationships with all staff members is made
- up to date information from reliable sources is provided. Includes:
 - COVID-19
 - Safe Work Australia recommendations for Work Health and Safety
 - Department of Health
 - employment support through Department of Education, Skills and Employment (DESE)
 - Support agencies including counselling services (Beyond Blue, Head Space)
- sensitivity and empathy to the feelings of individual staff members is paramount, in particular staff who may be concerned about returning to the workplace
- constant reassurance is provided to staff indicating that we are always working to eliminate or minimise risks to their health and safety in the workplace to help ease their concerns
- immediate response is applied to any workplace bullying by following relevant policies and procedures
- confidentiality and privacy laws are maintained at all times
- we foster wellbeing initiatives as suggested by staff members and professionals within the Education and Care Sector (Mindfulness, Yoga, dance, music)
- all staff take required breaks during the day
- opportunities are provided to staff to engage in online professional development courses and workshops
- time is set aside for programming, mentoring sessions and capacity building

STAFF RETURNING TO WORK

- the Approved Provider will meet with staff members returning to work to cooperatively plan for transition back to work
- discussions may include possible changes that have been implemented to keep the workplace safe, healthy and free of coronavirus
- staff will be required to revise any policies and procedures that have been amended due to COVID-19 such as
 - Health and Safety, Arrival and Departure Policy, Hand Washing Policy, Sick Child Policy

- transition back to work for staff may include
 - staggering start and finish times
 - change in work hours/rosters
 - scheduling of breaks to avoid crowding
 - changes to duties when returning to work
 - Job Keeper subsidy

STAFF TRAINING

- All staff member have completed NETWORK of communities child protection questionnaire and certified supervisor test
- All staff members have completed Australian Government COVID Infection control course
- Staff members are given opportunity to develop their professional learning via free online courses [form Early Childhood Education Australia](#)

VULNERABLE STAFF MEMBERS AND CHILDREN

- children and staff members with compromised immunity or complex health care needs are identified
- we request staff members with underlying health conditions to seek medical advice from their health practitioner regarding additional measures required to protect themselves whilst at work (PPE, additional handwashing, less contact with infants or younger children requiring nappy changing)
- staff who are more vulnerable to COVID-19 may include:
 - Aboriginal and Torres Strait Islander peoples aged 50 years and older with one or more chronic medical condition
 - people aged 65 years and older with chronic medical conditions
 - people with compromised immune systems
- families have been requested to update their child's medical management, risk minimisation and communication plans in consultation with their child's health practitioner- including Asthma Management Plans
- all staff and children are encouraged to have the annual influenza vaccine. (this is not a requirement under a Public Health Order, just a recommendation from the AHPPC)