



COVID -19 Policy

Quality Area: 2 Children's Health & Safety

Date: May 2020

Rationale:

COVID-19 is a new strain of coronavirus that was originally identified in December 2019. The World Health Organization has declared the COVID-19 outbreak as a 'pandemic'. COVID-19 is transmitted from someone who is infected with the virus to others in close contact through contaminated droplets spread by coughing or sneezing or by contact with contaminated hands or surfaces. According to Department of Health, the time of exposure to the virus and when symptoms first occur is anywhere from 2-14 days.

Symptoms can range from a mild illness, similar to a cold or flu, to pneumonia. People with COVID-19 may experience: fever, flu-like symptoms such as coughing, sore throat and fatigue, and a shortness of breath.

Procedure:

Service Delivery

- Our Service will minimise our staff and children's exposure to COVID-19 by adhering to all recommended guidelines from the Australian Governments Department of Health, to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive to having COVID-19.
- In the interest of social distancing, staff will continue to work from home on their usual work days that they are not providing face to face delivery.
- Staff will adhere to the practices outlined in the services Cross Infection Policy, these include and are not restricted to:
 - Frequent handwashing
 - Covering your cough or sneeze with elbow or tissue
 - Everybody to wash/sanitise hands on arrival, depending on availability of services at the venues.
 - Limit close-contact activities.
 - Children are closely supervised when washing and drying hands
 - Practical measures are implemented to encourage physical distancing. These will differ depending on the requirements at each venue. Staff will endeavour to make this clear to all attending.

- Educators and staff must adhere to effective food preparation and food handling procedures
- Educators will wash their hands or use alcohol-based sanitiser, before wearing gloves and wash their hands after wearing gloves
- Staff will maintain a cleaning register for equipment.
- Frequently touched surfaces and objects such as taps, door handles, light switches, toys, equipment, and vans will be cleaned more frequently as required using detergent and water.
- A record of the cleaning of the above mentioned will be recorded on the back of the daily sign in sheets.
- Items such as phones, glasses and workstation equipment such as keyboards, iPads, are cleaned and disinfected frequently.
- Each sign in table will have a container of unused pens, and a container of used pens. If families would prefer, they can bring their own pen to use.
- The frequently touched surfaces in the vans will be wiped down with neutral detergent and paper towel at beginning and end of the day.
- Our Service will use signs and posters to remind staff, children and others of the risks of COVID-19, and the measures that are necessary to stop its spread. These will also be communicated to families through email, newsletters and social media.

Families/ Staff/ Children

- Any person (employee, enrolled child, parent, caregiver, visitor or contractor) who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath, must seek urgent medical attention to determine if they need to be tested for COVID-19 and not attend our Service under any circumstance
- Management reserves the right to request employees to self-isolate if they suspect they have come into contact with someone who has a confirmed COVID-19 infection.
- If an educator or staff member is confirmed to have COVID-19, they are unable to attend the workplace and cannot return to work until they have completed a period of self-isolation of at least 14 days. Employees must provide documentation declaring that they are fit for work and have no symptoms of COVID-19 and have been advised they no longer need to be in isolation from their doctor or public health unit.
- If a child is confirmed to have COVID-19, they are unable to attend the service and cannot return to preschool until they have completed a period of self-isolation of at least 14 days. Parents/Carers must provide documentation declaring that they are fit for return to preschool, and have no symptoms of COVID-19 and have been advised they no longer need to be in isolation from their doctor or public health unit.
- Families must immediately advise the Service if they, or anyone in their family, develops any symptoms of the virus or receives a positive result of the virus whilst in isolation

- As per our *Sick Child Policy* we reserve the right to refuse a child into care if they:
 - are unwell and unable to participate in normal activities or require additional attention
 - have had a temperature/fever, or vomiting in the last 24 hours
 - have had diarrhoea in the last 48 hours
 - have been given medication for a temperature prior to arriving at the Service
 - have started a course of anti-biotics in the last 24 hours or
- If we have reasonable grounds to believe that a child has a contagious or infectious disease (this includes COVID-19)
- If your child becomes ill whilst at the Service, educators/staff will respond to their individual symptoms of illness and provide comfort and care while making contact with family to collect their child..
- Educators will take your child's temperature. If the temperature is 38°C or above you will be contacted immediately and required to collect your child within 30 minutes. If you are unable to collect your child, an emergency contact person will be contacted, and they must collect your child within 30 minutes.
- Children's drink bottles and hats will need to stay in their bags/lockers instead of the esky. Water bottle with lids covering the mouth piece are recommended.
- We ask that no toys / items be brought from home (other than what is necessary)
- Please use a new set of clothes everyday your child attends preschool. It is a good practice to change your child's clothes as soon as you get home to limit the transmission of germs into your home.

Notifications

- The Approved Provider or Nominated Supervisor is mandated by law to notify the Public Health Unit or Health Information hotline on 1800 020 080 of any confirmed or suspected cases of COVID-19. In addition, the Approved Provider must also notify the Regulatory Authority in their state or territory within 24 hours.
- In the event of the Service being closed as a precaution to limit the spread of the virus, information will be provided to parents/families to help explain the situation to young children. No fees will be charged to families during this time
- Our Service will continue regular communication channels with families and share information about COVID-19 as required.

Reference:

- Education and Care Services National Regulations 77- 85 -86 -87- 88 -90 -93 -162 - 168
- National Quality Standards 2.1.1 – 2.1.2 – 2.2
- Childcare Centre Desktop



Approved by Committee