

# COVID SAFETY PLAN

## Explanation

Our Service has a range of comprehensive policies in place to guide best practice in relation to health and safety, dealing with infectious diseases and maintaining a child safe environment. Our duty of care and responsibilities to children, parents, families and all staff to provide a safe environment is of utmost importance.

The evolving nature of COVID-19 and the unprecedented steps required to protect our community as recommended by the Australian Government, has resulted in the development of a COVID-19 safety plan to assist our Service manage this pandemic. Fun 4 U before and after school care is an Educational and Care provider guided by legislation under the Education and Care Services National law and the Education and Care National Regulations. Under this legislation Fun 4 U is also instructed to be guided by the Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order (No 2) 2021 under the Public Health Act 2010 and is required to implement the following measures.

## Social distancing

Fun 4 U will follow the guidance of the NSW Department of Health and have implemented the following measures to ensure social distancing is promoted and followed:

- Signs will be posted around the premises to promote Social distances measures of 1.5m.
- A safe drop off zone has been created at the right side of the premises (closest to the existing public school entrance). Families will drop their child at the school gate and a fun 4 U educator will collect the child and sign them in.
- Children will only enter the Fun 4 U building in the afternoon, at the left door and arrows pasted on the floor will indicate the anti-clockwise direction the children are to take around the premises to wash hands and exit the premises on the right side.
- Meals will be served in small groups.
- Educators will be directed to maintain a safe distance from children but also maintaining positive interactions and adequate supervision.
- Educators will only conduct training online via webinar or in an outdoor environment to maintain a safe social distance.
- Deliveries, contractors or visitors are only allowed into the service when no children are present.

## Mask Wearing

- All families will be asked to wear a mask when approaching the centre to ensure safe drop off or pick up of children.
- All educators will be required to wear a mask whilst performing work duties at the centre. Educators are permitted to remove their mask only during eating or drinking or during a specific learning activity that requires children to see their mouth.

## Staff Vaccination

- Staff working in Out of School Hours Care and other settings on school sites are strongly encouraged to be fully vaccinated by 25 October.
- Educators are to provide a copy of their vaccination status for the centre records.

## Hygiene and cleaning

- Sanitiser will be available at the front door for anyone entering the premises.
- Children will be directed to wash their hands with soap when entering the premises, before eating, after wiping their nose and after toileting themselves.
- All furniture including chairs, tables, benchtops are to be wiped down after each morning and afternoon session

- Equipment that can be easily wiped down is permitted.
- Children will be encouraged to participate in outdoors experiences.
- Educators only to sign children in/ out on the ipad to limit cross infection.

### **Record keeping**

- All Educators, families and visitors are required to check in on arrival with the centres QR Code located at the front gate and around the centres entrance area.
- Educators will continue to maintain a record of attendance through their sign in/ out requirements as per DECS regulations.
- If any visitors enter the centre for any reason, they will be required to complete the visitors sign in/ out form to ensure a record of attendance is maintained and complete the COVID-19 health questions.
- Educators will sign in and sign out all children in attendance, for each session to ensure a record of attendance is maintained.

### **Communicating with families**

- Information from the Health department is to be shared with the families and educators as required.
- Educators are to maintain program communication online and greet families at the door to maintain positive relationships.

### **Incursions**

Visitors are to be limited into the service. No Incursions are permitted at this time.

### **Excursions**

Excursions to popular social risks are not permitted unless a risk management is implemented, and it has been ascertained there is limited risk.

AT THIS PRESENT TIME NO CHILDREN WILL BE TAKEN ON ANY EXCURSIONS

### **If someone appears unwell**

Anyone (including a child or staff member) who appears unwell with symptoms including a cough, high temperature, dizziness and headache is to be-

- isolated
- the parent is to be phoned to collect the child.
- The staff member will be sent home
- They will be directed to see a medical practitioner. A medical clearance must be produced before returning to the service.
- The illness will be documented in the illness register with a copy of the test result.

### **If someone has been identified as a close contact**

A close contact is someone who has been close to a person with infectious COVID-19 and might have become infected with the COVID-19 virus.

There are three ways to know if you are a close contact

1. Someone in your home or who you have been near gets COVID-19.
2. You get a text or phone call from NSW Health telling you that you are a close contact
3. You see from the website showing COVID-19 case locations and venues of concern that you have been to a close contact place on the day and time that an infectious person was there.

If a person is a close contact of a person with COVID-19 they must isolate from other people for 14 days since they were exposed. They must get tested for COVID-19 as soon as possible, even if they don't have symptoms. Isolating means staying apart from all other people, including who live in the same place as you do.

If you live with others who you cannot isolate separately from (e.g if they are your child or carer and alternative arrangements cannot be made), they will be required to isolate with you for your whole quarantine period (14 days from your exposure to COVID-19), and complete further testing.

If a parent, staff member or child is living with someone that has come into close contact with a COVID-19 case and that member of the family is living in the same household over the isolation period then they will not be permitted into Fun 4 U until they have received a negative covid-19 result **and** have isolated for 14 days. They must provide a copy of the most recent negative test result.

If a parent/ staff member that is a close contact is isolating on their own away from others in the household and they do normally attend Fun 4 U then the person is to have a COVID-19 test and it must be negative as well as the close contact before they return.

#### **If someone has been identified as a secondary close contact**

You are a secondary close contact if you have been close to someone who has been exposed to COVID-19. You need to get tested and isolate until both you and the close contact test negative to COVID-19 and you are completely isolated from the person who is the close contact.

If you can't completely isolate from that person, you will need to isolate for 14 days.

Fun 4 U requires a secondary close contact to ensure all procedures are followed and to provide a negative test result before they return to the centre.

#### **IF SOMEONE HAS A POSITIVE COVID-19 TEST RESULT-**

##### **Fun 4 U will implement the following plan of action**

##### Action Plan

1. Document the test result in the illness register
2. Call the local public health unit on 1300 066 055 and ask them for advice. The service will follow Department of Health advice.
3. Any staff member or child diagnosed with COVID-19 will be documented and reported to the regulatory authority and a serious notification must be completed in the service's portal on the ACECQA website.
4. The service will also inform the school as the service resides on their premises.

#### **Deep Cleaning**

If there is a confirmed case of COVID-19 the service will need to clean thoroughly and disinfect all areas which may have been contaminated. This is often referred to as a 'deep clean'. NSW Health will advise you on how to do this, as well as any other steps you need to take, and when you can reopen.

##### Please note:

- You can use your usual cleaning staff to do a deep clean.
- NSW Health doesn't require you to use specialised cleaning companies – but you can if you want to.
- NSW Health doesn't endorse or recommend any particular cleaning companies.
- There is no certification process endorsed by the NSW Government for cleaning companies undertaking cleaning and disinfection services after a COVID-19 outbreak.
- You aren't required to provide a certificate of cleaning completion in order to reopen.

**The following resources are available for ECE services to follow:**

- Safe Work Australia website about routine cleaning, and cleaning and disinfection following a case or suspected case of COVID-19 in a non-healthcare workplace.
- The Clinical Excellence Commission (CEC) advice available on its website.
- Staying Healthy - Preventing infectious diseases in early childhood education and care services .

**Reopening your service**

NSW Health will advise when the service is able to be reopen.

Please advise us by:

- logging into [NQA ITS](#) External link and add an additional information to the original notification of closure or
- emailing [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au) to say the service has reopened and when.

Sources: NSW Ministry of Health, August 2021, COVID-19 fact sheet for secondary close contacts, accessed on 1<sup>st</sup> September, 2021, [Health.nsw.gov.au](https://www.health.nsw.gov.au)

NSW Ministry of Health, August 2021, COVID-19 fact sheet for close contacts, accessed on 1<sup>st</sup> September, 2021, [Health.nsw.gov.au](https://www.health.nsw.gov.au)

NSW Department of Education Early Childhood Education and care

NSW legislation, 2021, [Public Health \(COVID-19 Additional Restrictions for Delta Outbreak\) Order \(No 2\) 2021 \(nsw.gov.au\)](#)