

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 will continue to implement the following procedures listed below.

- 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.

Mask Wearing

- All educators will be required to wear a mask whilst performing work duties at the centre **if** they have returned from a week's isolation after having COVID.
- Educators may also be required to wear a mask at the centre if a member of their household currently has COVID-19 at home. 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.

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, bench tops 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 outdoor experiences.

Ventilation

- The service is to open doors and windows to encourage air flow as much as possible.
- Activities will be mostly set up in the outdoors area to minimise the risk of infection indoors.
- Educators are to ensure they remain spread out when indoors to minimise time spent in small areas.

Record keeping

- Educators will continue to maintain a record of attendance through their sign in/ out requirements as per DECS regulations.
- Families will sign in and sign out their child/ren in attendance on the OWNA app, 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.

Incursions

A risk assessment will be conducted before any incursion to ensure it is safe for all children and the educators. In the case of an outbreak then incursions will be re-assessed.

Excursions

A risk assessment will be conducted before any excursion to ensure it is safe for all children and the educators. In the case of an outbreak then the excursions will be re-assessed.

Risk Management Planning

- Services will ensure they have an up-to-date emergency contact details in NQA ITS. These details will be used should NSW Health need to contact the service after hours.
- Any children with compromised immunity or complex health care needs will be identified and their risk minimisation plan and communication plan are to be updated.
- Regular hand washing times will be encouraged.
- The centre is to monitor the Department of Health, Department of Education NSW and the Safe work Australia site for updated information.

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 and get tested for COVID-19.
- The illness will be documented in the illness register with a copy of the test result.

IF SOMEONE NOTIFIES THE SERVICE OF A POSITIVE COVID-19 TEST RESULT-

Fun 4 U will implement the following plan of action

Immediately	1. All Educators to be instructed to take a rapid antigen test, if anyone returns a positive test then they will be instructed to leave.
Inform Families	2. The service will determine the staff, children and visitors who were in attendance with the case during their infectious period. The service may inform families via email/facebook and provide the latest fact sheet.

Isolate	3. Any staff or children who test positive are not to be permitted in the centre for a minimum of 2 days and can return to the service after symptoms have ceased.
Cleaning	5.The service will conduct a through clean using their normal methods of cleaning

If a family member is COVID positive in the home.

Due to the changes from the Department of health from Friday 14th October, 2022 the service will no longer require a child to isolate or staff member, if a family member is at home with COVID-19. In the instance of an outbreak at the service or in the community then this may change.

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'.

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 OSHC 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 .

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

Date effective: June 2020

Date reviewed August 2025