



# Covid-19 Policy

## POLICY STATEMENT

We will ensure the proper health and safety of all stakeholders of the Centre, and implement the appropriate measures to prevent the risk of spreading Covid-19.

## CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
77, 78, 79, 80, 84, 88, 103, 105	2.1.2	Constitution, Service Philosophy, Quality Improvement Plan	Food Safety Standards, Work Health and Safety Act (2011)

## PROCEDURE

1. Any stakeholders of the Centre (children, parents, caregivers, staff) who display influenza-like symptoms, will be asked not to attend the Centre.
2. If a child or staff member becomes unwell at the Centre, they are to be sent home as soon as possible. Whilst awaiting collection by their carer, ideally, the symptomatic child will be cared for in an area that is separate from other children at the Centre.
3. The centre will require a current COVID-19 negative PCR test result and for the child or educator to be symptom free before returning to the centre
4. We will take all steps to enhance hygiene practices for stakeholders of the Centre. Washing hands frequently is the most effective way to reduce the spread of germs that cause respiratory issues. Alcohol-based hand gel is a suitable alternative if used and stored safely around children (for example: secured to the door out the front so children can access before they enter the Centre, as well as at the sign in desk and the kitchen sink).
5. We will ensure that we will promptly communicate any incident with all stakeholders of the Centre and with Health NSW. If the Centre is notified that a stakeholder of the Centre has been diagnosed with Covid-19, staff will contact Health NSW immediately on **1300 066 055**.
6. All staff will ensure that robust infection control and routine environmental cleaning procedures are in place. In the event of a suspected or confirmed case of Covid-19, the Centre will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness.
7. Wherever possible, staff will limit movement of stakeholders between groups at the Centre.
8. In the event of a pandemic, excursions outside of the Centre will be cancelled, unless the excursion is to a local outside area, such as the netball courts.
9. In the event of a pandemic, the Centre will ask all stakeholders that have recently travelled overseas, interstate or to any other "hotspot" or risk area identified by the relevant government authorities, to stay isolated for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing.
10. A Covid-19 safety poster will be displayed at the entry to the Centre, ensuring staff and family members understand that they may not enter if they are unwell or displaying flu like symptoms (i.e. sore throat, coughing, fever) or if they have travelled overseas, interstate or to any other "hotspot" or risk area



- identified by the relevant government authorities in the past two weeks. All stakeholders must use hand sanitiser provided at the hand sanitising station before entering the Centre.
11. Staff will encourage proper hand washing and hygiene by reminding children to regularly wash their hands in a thorough manner (20 seconds). Children are to wash their hands on arrival, before and after eating, after going to the toilet, after touching their face, after coughing/sneezing or after coming inside. Staff are to ensure hand sanitiser is available at entry points and make sure high traffic areas for children, staff and caregivers are cleaned regularly and thoroughly throughout the sessions of care.
  12. Staff are to ensure that all stakeholders of the Centre adhere to the hygiene rules implemented.
  13. Hygiene posters are to be displayed at all sinks.
  14. Staff will ensure that high level hygiene practices are being used by food handlers. In the event of a pandemic, the Centre will ask that families pack sufficient food for their children during vacation care and during term sessions. This will mean: morning tea, lunch and afternoon tea. The Centre will provide whole washed fruits and packaged food such as popcorn in the event that a child does not have sufficient food packed. This is to limit the amount of times staff need to prepare food and attend the shops.
  15. Children must continue to bring their own drink bottle and it must be kept in their bags when not in use. Only staff may fill drink bottles up in the kitchen sink. Drink bottles must be washed with hot soapy water before being refilled.
  16. Staff will regularly clean all surfaces including door handles, benches, taps, sinks, toilet buttons and handrails.
  17. Children are not to bring toys/games they have brought from home. They may only use their own iPads (not share them). The Centre's iPads are to be wiped down after each use.
  18. All stakeholders are asked to maintain social distancing advice as advised by NSW Health; this entails staying 1.5m away from people they do not share a household with. They will also be asked not to stay for an extended period of time whilst at the Centre.
  19. Staff are to enable separation of children and avoid queuing, as much as possible.
  20. Whenever possible, parents and carers are to wait outside, upon the collection of their children. Staff will assist the child/ren to gather their belongings and sign them out.

## **CENTRE CLOSURE**

In the event that the centre is directed to close due to a positive COVID-19 case, the following procedure will take place:

1. The centre Coordinator will liaise with all centre stakeholders, including the parent committee, staff, Lapstone school principal and all families regarding the closure of the centre
2. The centre Coordinator will notify the Department of Education and NSW Health of the positive COVID-19 case and will complete all relevant documentation that is required and follow all guidelines
3. The centre Coordinator will notify ACECQA via the NQAITS system of the centre closure
4. The centre will be deep cleaned in consultation with Lapstone Public school or a private organisation, with all procedures meeting the requirements as listed by NSW Health
5. Once the centre is deemed safe to open, the coordinator will notify all relevant stakeholders and government bodies



6. Parent fees will be charged as normal in the event of a closure; however, the centre is happy to work with individual families on a case-by-case basis if financial assistance is needed

## REVISIONS

*This policy may be revised earlier than the review date if new guidelines are provided or if the service deems changes are required.*

<b>Date of review</b>	<b>Reviewed by</b>	<b>Endorsed by</b>	<b>Date of next review</b>
September 2021	LOOSH parent committee & loosh staff	LOOSH parent committee	September 2022