

COVID-19 Safety Plan

Early Childhood Education

We have developed this COVID-19 Safety Plan to help education and care services create maintain a safe environment for staff, children, families and visitors.

Complete this plan in consultation with your educators, staff and families, and communicate the availability and use of it. The actions you take to help slow the spread of COVID-19 will reassure staff, families and children your service remains a safe environment.

The COVID-19 situation continues to evolve, ensure you remain up to date with guidance and advice and update this plan accordingly. Services must adhere to the current COVID-19 Public Health Orders, and also manage risks to staff and community in accordance with Work Health and Safety laws. For more information and specific advice please visit nsw.gov.au/covid-19

NOTE: This COVID-19 Safety Plan does not replace the requirement to develop COVID-19 policies and procedures. Under the National Law and Regulations, services are required to develop policies and procedures to combat the spread of infectious diseases, and these policies should be regularly updated in line with current health advice.

| SERVICE DETAILS | |
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| Service name: | GyMEA Bay Care & Leisure Centre Inc |
| Plan completed by: | Corinne Bochkareff (Director) |
| Approved by: | Mark Badovinac (GBOOSH Parent Committee President) |
| Date: | 03/09/2020 |

GUIDANCE FOR SERVICES

Guidance for your service and the actions you will put in place to keep your staff and community safe

| GUIDANCE | ACTIONS |
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| Wellbeing of staff, children, families and visitors | |
| Exclude staff, visitors and children who are unwell. Services should strongly encourage staff members and families to get tested for COVID-19 while away from the service. | Centre Policies also include information about staff & children staying at home if unwell with relevant exclusion periods, this has been reinforced via email. Staff/children returning to centre after having cold/flu like symptoms are asked to provide COVID test results prior to return. |
| Provide staff with information and training on COVID-19, including when to get tested, effective hand hygiene, physical distancing and cleaning | Staff have been advised via email of changes to advice or recommendations around COVID 19. These emails have also included links or brochures from NSW Health & Department of Education. Webinars and posters have also been used to educate & train staff. |

| GUIDANCE | ACTIONS |
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| Wellbeing of staff, children, families and visitors | |
| Ensure that adequate policies and procedures are developed to reduce the spread of COVID-19, including communicating the relevant policy with staff, families and children in the service | The Centre has updated policies to include information about pandemic/epidemics. A risk assessment has been completed for COVID-19 and ongoing updates to procedures have been implemented to incorporate Gov/ Dept recommendations around COVID. These are shared via email or in person with all parties. |
| Ensure staff are aware of their leave entitlements if they are sick or required to self-isolate | Leave entitlements appear on fortnightly payslips. Staff have been advised in person & via email of procedures for self-isolating. Where needed staff have been able to access COVID leave while awaiting test results. |
| Display conditions of entry for families and visitors (website, social media, entry points) | Conditions of Entry displayed on website, at gate entry to school grounds & at front door to centre. We have also included advice on the number of customers allowed in the foyer area at any one time. |
| Ensure that sharing of food and drink by children is restricted, including during mealtimes. If possible, consider spacing children to reduce the risk of infection | Meals are served with a staggered approach so numbers can be limited & managed by the supervising educators. Assigned Educators supervise meal times and encouraging children to spread out when eating. Afternoon tea is served in 2 locations to separate age groups. |
| Ensure unwell staff members and children can be isolated while preparing to leave the service | Staff members are able to leave the premises to go home if unwell or wait in staff room for short periods if needed. As the centre has multiple adjoining rooms, children can be isolated in smaller areas while still being actively supervised from a distance while awaiting collection. |

| REQUIREMENTS | ACTIONS |
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| Physical distancing | |
| Put measures in place to avoid crowding and close proximity of staff, families and visitors where practicable | Signage at entrance to centre advising no more than 3 customers to be in the hallway at one time. Parents are encouraged to wait outside if waiting for children to collect belongings/say goodbye. Staff are encouraged to practice physical distancing where possible. Assigning staff to particular supervision points allows for distancing without compromising supervision. |
| Put plans and systems in place to monitor and control the numbers of staff in an area at any given time to allow for physical distancing | Rostering system provides staff with specifically assigned roles, this allows staff to spread across the 2 sites for supervision purposes & physical distancing. Children are encouraged to spread between indoor & outdoor play experiences, weather permitting, which allows staff to spread out. |
| Consider controls to ensure staff and visitors or families at interaction points stay at a safe distance. If not practical, clean regularly with detergent/disinfectant | Hallway area is marked with spots 1.5m apart to separate waiting parents, this can also be used by staff as a guide when talking to parents. Staff working from office are separated by desk/window & sign in bench when communicating with parents/visitors. Cleaning wipes are available at sign in desk so area can be disinfected as required. |
| Ensure staff members maintain 1.5 metres of physical distancing at all times (including at meal breaks) | Where possible shifts are staggered, when attendance numbers have dropped staff are released so only minimal numbers of adults are inside once all children have moved indoors. Split shift means that majority of staff have their break off-site. During Vacation Care breaks are staggered so only one staff member goes at a time. |
| Physical distancing should be maintained for staff meetings. Use telephone or video for meetings with families, where practical. | Microsoft Teams, Zoom or telephone is used to conduct majority of meetings, including Parent Committee Meetings. Daily briefings are conducted in largest room available allowing staff to spread apart. Many training opportunities for staff have now moved to online delivery methods. |

| REQUIREMENTS | ACTIONS |
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| Physical distancing | |
| Review regular deliveries and request contactless delivery and invoicing where practical | Regular groceries are ordered online or via email. Deliveries do not require contact with employees as goods are already paid for or invoice is emailed from supplier. |
| Consider signage near high traffic areas directing staff and families to maintain physical distancing wherever practical | Hallway area is marked with spots 1.5m apart to separate waiting parents, this can also be used by staff as a guide to distance from other staff & parents. Conditions of Entry recommends physical distancing and maximum number of customers in hallway. It is also recommends that parents wait outside if necessary. |
| Have strategies in place to manage gatherings that may occur immediately outside the premises | Parents are reminded to move off-site quickly via emails from the both the centre & school. Each staff member has a walkie talkie so can communicate with Responsible Person on Duty to alert them if there is a need to address any adhoc gatherings which may occur & ask people to move on. |
| Modify drop-off and pick-up arrangements to reduce congestion in service foyers and entryways | Centre can be contacted by phone to assist with pick up/drop off if parent unwell. Additional signage distinguishes areas where parents/visitors may not access to limit parents moving around the school grounds. Staff assist with pick up processes by locating and moving children to assigned meeting point to reduce time parents spend on site. |
| Reduce mixing of staff and children between rooms. If not practical, consider programming to break children up into smaller groups to reduce close contact, utilise outdoor space and encourage outdoor play. | Centre already operates in 2 sites within school grounds, third space is utilised in inclement weather to allow groups to break up. Children are encouraged to spread between indoor & outdoor play experiences, weather permitting, which allows staff to spread out. |
| Arrangements in any staff rooms or administrative areas should allow physical distancing of staff members. If not practical, reduce sharing of any resources and practice good hand hygiene. | Office staff encouraged to spread across 2 office areas when possible and some admin is completed from home. Hand sanitiser & anti-bacterial wipes are provided in various locations to clean hands & wipe down shared equipment such as keyboards & walkie talkies. |

| REQUIREMENTS | ACTIONS |
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| Hygiene and cleaning | |
| Provide hand sanitiser at multiple locations throughout the workplace | Hand sanitiser is available for staff, parents & visitors at the sign in desk. Hand santiser is available for staff in the office area, at staff sign in desk, in kitchen & staff room areas. |
| Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitors, phones, keyboards and computer mice | Disinfectant wipes are provided in the office area, staff room & kitchen for cleaning shared/frequently touched items. Professional cleaner engaged to clean centre each evening. |
| Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands. Children should be taught and encouraged to practice good hand hygiene at all times. Liaise with your co-located school for supplies. | Centre bathrooms are replenished daily with soap & paper towels. Additional hand washing facilities are available in main room, kitchen & laundry areas with soap & paper towels. Soap & paper towels are taken to second site in case school bathroom supplies are low. Hand washing posters are displayed at all hand wash basins. |
| Clean frequently used areas at least daily with detergent or disinfectant. Clean all high contact areas and surfaces | Daily cleaning duties & checklists are completed by assigned staff between sessions. Kitchen benches, tables, chairs & frequently touched areas such as handles are wiped daily as part of cleaning procedures. Professional cleaner engaged to clean the centre each evening. |

| REQUIREMENTS | ACTIONS |
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| Hygiene and cleaning | |
| Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions | All major cleaning products are sourced from one local supplier and include labels on large bottles about dilution ratios for staff & cleaner to refer to. Decanted solutions are measured in bottles supplied by the product manufacturer. MSDS sheets also outline some of this detail which are located in the cleaning product storage area. |
| Clean equipment, toys, resources and furniture with detergent/disinfectant regularly, and if a child sneezes or coughs on an object. If an item cannot be cleaned, it should be removed. Consider using a circulation system for resources. | Disinfectant wipes are available in various locations for cleaning shared/frequently touched items quickly. Furniture such as tables & chairs are sanitised after each session/ meal time. Staff clean frequently touched areas such as door handles, chairs and ipads between sessions or more frequently if required. Laundry & dishwasher available on site means most items can be easily cleaned. Sporting equipment also sprayed with disinfectant. |
| Staff are to wear disposable gloves when cleaning and dispose of in rubbish after use. Staff are to wash hands thoroughly before and after with soap and water | Gloves are available for use in kitchen, activity areas, first aid area/ bags, laundry & with nappy changing equipment. Bins are also located in each of these areas for quick disposal. Hand washing facilities are available to staff in the bathroom, laundry & a separate hand washing basin in the kitchen. |
| Ensure staff wash hands with soap and water for 20 second before and after performing routine care (i.e. nappy changing, first aid) | Signage is also provided in these areas outlining appropriate washing practices. Staff are constantly reminded of hand washing procedures at daily briefing sessions. |

| REQUIREMENTS | ACTIONS |
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| Record keeping | |
| Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records should also include the date and time of arrival. Records must only be used for tracing COVID-19 infections and must be stored confidentially and securely. For further information on privacy requirements, check the Office of the Information Commissioner website: https://www.oaic.gov.au/privacy/privacy-for-organisations/small-business/ | Visitors register in kept securely in drawer at sign in desk, to record contact details, date & time of visit. Staff sign in/out electronically so date & time is collected on arrival & departure, this links with the role & location in which they worked for each shift. Parents/authorised contacts sign in/out electronically, date/time and their contact details are recorded in centre data base. Individual pin numbers distinguish the actual parent who attended the service each session. By reviewing the www.nsw.gov.au/covid-19/latest-news-and-updates staff can also identify any local case locations we need to be aware of. |
| COVIDSafe app to support contact tracing if required. | COVID recommendations & links to useful websites have been emailed to staff on a regular basis where they can access various recommendations & information including on the COVIDSafe app should they wish to use it. |
| In the event of a positive case of COVID-19 at your service, ensure: <ul style="list-style-type: none"> - Cooperation with NSW Health - Notification to the School Principal immediately - Notification to the Regulatory Authority through the National Quality Agenda IT System portal or on 1800 619 113 <ul style="list-style-type: none"> o Within 24 hours of becoming aware of a serious incident o Within 7 days of becoming aware of a circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child - Notification to SafeWork NSW on 13 10 50. | Nominated Supervisors are responsible for contacting relevant authorities should there be an outbreak of any infectious illness or a reportable incident. This information is also relayed and where necessary acted upon by the Approved Provider. Our centre's policies outline reporting responsibilities and action required by all persons. COVID Who to Contact Poster is displayed in office and staff room. |