

BRONTE ACTIVITY CENTRE INC

COVID Safe Plan for Out of School Hours Care

COVID Safe Plan

This plan has been created in response to, and focuses on the threat of COVID-19 as a pandemic.

Requirement to keep this Plan

OOSH Services operating on Department of Education premises are now required to have COVID-19 Safety Plans in place. OOSH Services were not required to have a plan of this kind under the 30 June 2020 Public Health Order.

Services that operate on non-government sites may want to use this plan to document their existing and guide their future COVID-19 Safe practices.

Frequent Review

Services will continue to check with NSW and Federal Government agencies for contemporary advice on COVID-19 and COVIDSafe practices.

Covid-19 Specific Information

NSW Government

<https://www.nsw.gov.au/covid-19>

NSW Department of Health

<https://www.health.nsw.gov.au/Infectious/covid-19/>

NSW Department of Education

<https://education.nsw.gov.au/early-childhood-education/coronavirus>

General Contacts

NSW Health

www.health.nsw.gov.au

National Coronavirus Health Information Line 1800 020 080

Call Service NSW 13 77 88

Department of Education

<https://education.nsw.gov.au/>

1300 679 332

Fair Work

<https://www.fairwork.gov.au/>

Phone 13 13 94

ACECQA
<https://www.acecqa.gov.au/>
Phone 1300 422 327

Background

What is a Pandemic, and what is COVID-19?

According to the World Health Organisation, a pandemic is the “worldwide spread of a new disease”. Coronaviruses are a group of viruses, some of which cause viruses in humans. COVID-19 is a new strain of Coronavirus that was declared a Pandemic by the WHO on 11 March 2020.¹ The outbreak of the new influenza virus COVID-19 has become a global threat, spreading internationally at a fast pace. There is currently no vaccine, and the disease spreads easily from person to person. For these reasons, this Service has chosen to adopt this Pandemic Plan to minimise our risks and document steps to manage COVID-19.

How is COVID-19 Spread?

COVID-19 is spread from someone infected with the virus to another person by close contact. Primarily, the virus is spread by inhalation of airborne droplets released by the coughing and sneezing of an infected person, or by an infected person touching objects or people with unclean hands.

The virus can be spread by an infected person several days before they show symptoms. The time between when a person is exposed to the virus and when symptoms first appear is typically 5 to 6 days, although this can range from 2 to 14 days.²

While a small number of cases of COVID-19 appear to have been contagious before symptoms developed, the virus is generally spread by those showing symptoms.

It may be the case that COVID-19 can be caught from infected surfaces. More information is documented below.

¹World Health Organisation, Director General’s Speech 11/3/2020 [available at] <https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020>

² NSW Department of Health, Coronavirus FAQs [available at] <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx#8-1>

How long does a COVID-19 infection last?

In the same way as other illnesses such as cold or flu can vary from person to person, the period that each person has symptoms of COVID-19 can differ. Symptoms may last anywhere from a few days to weeks depending on the preexisting health of the individual.

OOSH COVID Safe Practices

Diagnosis of COVID-19

COVID-19 infection is diagnosed by testing (generally swab of the throat). If a person attending the childcare service is diagnosed with COVID-19, they need to self isolate until cleared to return to the service by a medical practitioner.

Please refer to the 'Sick in care' and 'Sick at Work' sections below for more detail.

If any person who has attended the Service notifies a staff member that they have had a positive diagnosis of COVID-19, an appropriate person in Management or Control of the Service will contact:

- NSW Department of Education Early Childhood Education Directorate:
1800 619 113
- ACECQA
1800 619 113
Or
Via the National Quality Agenda IT System
- CCS Helpdesk (for Service Closures)
1300 667 276
- National Coronavirus Helpline
1800 020 080
- School Principal
- SafeWork NSW

Note: Our Service is are required to notify ACECQA within 24 hours of becoming aware of a serious incident.

AND

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.

Health and Hygiene Practices

This Plan recognises our service's existing Health and Hygiene policies and procedures.

In addition to existing practices, this service will follow the current advice from NSW Health as at 26/8/2020. This is included below, with OOSH Specific notes as dot points.

"1. Wash your hands

Clean your hands for at least 20 seconds with soap and water, or use an alcohol-based sanitiser with at least 60% alcohol."

- Hand Sanitiser will be kept in a place that is not accessible to children, and dispensed by Educators;
- Hand-Washing will be increased, with Educators reminding children to wash their hands regularly throughout each session;
- Adults and children entering the service will be asked to sanitise their hands upon entry.
- Encouraging hand washing for children at regular intervals throughout the session of care.

"2. Cough etiquette

Cover your sneeze or cough with your elbow or with a tissue (and dispose of it immediately). Avoid close contact with people who are ill. Avoid touching your eyes, nose and mouth."

- Children will be reminded of cough etiquette practices by Educators at the beginning of each session or when appropriate;
- Resources such as posters will be used within the service to promote cough etiquette
- Children will also be reminded about using tissues, and disposing of them promptly and properly.

"3. Stay home if you are sick

If your child is unwell with a respiratory illness they should remain at home until symptoms clear up."

- Educators will reflect on the Sick at Care or Work guidelines below when considering the appropriate response to illness (either of children or adults) in the childcare setting.

Programming and Learning

Our Service will consider the COVIDSafe practices outlined in this plan and other contemporary COVID-19 safety advice from NSW and Federal Government agencies when programming and facilitating activities.

Staff will:

- Model good hygiene practices and discuss these regularly with children,
- Plan activities that can accommodate physical distancing or minimal touching of resources wherever possible,
- Stagger activities to prevent clustering of children wherever practicable,
- Promote outdoor play as a means of increasing physical distance between children.

Physical Distancing

Our service recognises the Australian Federal Government's recommendations on physical distancing.³

While OOSH Services are exempt from mandatory physical distancing restrictions, wherever possible, our Service will practice social distancing.

This Service recognises that OOSH Services are not required to enforce physical distancing restrictions. However, we will do our best to support and facilitate physical distancing in our Service. We will:

- Encouraging children to spread within the Service, using all indoor/outdoor space for the whole session (within ratio requirements),
- Prioritise opportunities for physical distancing during activities where practicable,
- Engage children in discussions regarding activities that facilitate physical distancing,
- Ask staff to practice and model physical distancing both with adults and with children wherever practicable.

Disinfecting Objects and Surfaces

According to the World Health Organization, it is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).⁴

This pandemic plan follows the directions of the WHO regarding the disinfection of surfaces to minimise risk of COVID-19.

This Service will regularly wipe objects and surfaces with a child-safe disinfectant as per our existing hygiene and cleanliness policies and procedures.

Surfaces will be cleaned:

- During set-up, before children enter the Service
- After each activity
- After a child has coughed or sneezed on a surface or object
- At any other interval staff feel is appropriate

Where an object cannot be wiped with a disinfecting agent (for example, cushions) the Service will determine an appropriate alternative cleaning method, or remove the object from the care environment if it poses significant risk (for example, a child with a temperature sneezes on the object).

Sick at Work or in Care Policy

The following table covers specific scenarios regarding children and families in care at our service.

Scenario	Snapshot	Course of Action	Leave (Permanent Staff Only)
Employee is presenting symptoms of COVID-19	Employee should seek medical advice.	<ul style="list-style-type: none"> - Employee must contact the appropriate person in management - Employee should be directed to speak to a 	<ul style="list-style-type: none"> - If a person is a permanent staff member,

⁴ *ibid.*

		<p>Healthcare Professional</p> <ul style="list-style-type: none"> - If an employee is required to be tested for COVID-19, they must receive clearance prior to attending work. Evidence must be provided. - If an employee is advised by a medical practitioner that they do not require testing for COVID-19, normal workplace illness practices should be followed. 	<p>personal/carer's leave may be taken</p>
<p>Employee has a confirmed case of COVID-19</p>	<p>Employee cannot come to work.</p>	<ul style="list-style-type: none"> - If an employee is confirmed to have COVID-19 they must self-isolate. - An employee must notify the appropriate person in management that they are ill - A person in management must report the case of COVID-19 	<ul style="list-style-type: none"> - If a person is a permanent staff member, personal/carer's leave may be taken
<p>Employee has come into close contact with a person with confirmed COVID-19</p>	<p>Employee should not come to work.</p>	<ul style="list-style-type: none"> - Even if the employee is showing no symptoms they must self isolate for 14 days from the time of last close contact - The staff member should consult a medical professional to see if a COVID19 test is recommended. - Can return to work after the 14 day period provided that they have no symptoms - A Staff member can return to work sooner provided they have clearance from a medical professional. 	<ul style="list-style-type: none"> - Sick leave may not be taken unless an employee is ill. An employee may be entitled to take annual leave, or will otherwise need to take leave without pay. In some circumstances an employer may wish to allocate tasks to be

			completed 'from home'.
Employee has come into contact second-hand with a person who is not infected, but has come into direct contact with a confirmed case of COVID-19	Employee can continue working	<ul style="list-style-type: none"> - Employee must monitor their symptoms for 14 days, and notify the appropriate person in management if there is a change to their health - If an employee begins showing symptoms of COVID-19 they should immediately self-isolate and seek medical advice 	<ul style="list-style-type: none"> - If an employee becomes sick, they are entitled to take sick leave
International travel from a member of staff	Employee should not return to work for 14 days	<ul style="list-style-type: none"> - Employees who have returned from international travel should self isolate for 14 days. - Once 14 days have passed, they are able to return to work if they do not have any symptoms 	Sick leave may not be taken unless an employee is ill. An employee may be entitled to take annual leave, or will otherwise need to take leave without pay. In some circumstances an employer may wish to allocate tasks to be completed 'from home'.
An employee who is concerned about the risk of COVID-19	An Employee may ask for flexible work arrangements (e.g. work from home) or to stay home	<ul style="list-style-type: none"> - The employer should consider the risk associated with work, and whether there is a reasonable argument for granting flexible work or leave 	<ul style="list-style-type: none"> - A permanent employee may be entitled to take annual leave if available, or leave without pay

<p>Child is presenting symptoms of COVID-19</p>		<p>-If a child or staff member becomes ill while they are at the service, they should be sent home as soon as possible. -While awaiting collection by their carer, ideally, the symptomatic child should be cared for in an area that is separate from other children.</p>
<p>Child has had contact with someone with a confirmed case of COVID-19</p>	<p>Family should seek medical advice. Family is excluded from the</p>	<ul style="list-style-type: none"> - Family must contact the appropriate person in management - Family should be directed to speak to a Healthcare Professional - If the child is required to be tested for COVID-19, they must receive clearance prior to attending the Service. Evidence must be provided. - If the child does not have a COVID-19 test they may
<p>Child has come into contact second-hand with a person who is not infected, but has come into direct contact with a confirmed case of COVID-19</p>	<p>Family should monitor symptoms</p>	<ul style="list-style-type: none"> - Family must monitor the child's symptoms for 14 days, and notify the appropriate person in management if there is a change to their health - If the child begins showing symptoms of COVID-19 the family should immediately self-isolate and seek medical advice
<p>International travel from a child or a family member in their household</p>	<p>Family should self-isolate for 14 days</p>	<ul style="list-style-type: none"> - Children who have returned from international travel should be isolated for 14 days. - Once 14 days have passed, they are able to return to work if they do not have any symptoms

Taking temperatures

The current advice from the NSW Department of Health recommends that Services do not take the temperature of each child upon entry. However, if any symptoms of COVID19 (listed above) are displayed by a child or staff member, the Service will take and record temperatures. If it is determined that the temperature is elevated (above 37.5 degrees) then the family will be notified that the child is to be collected immediately.

Wearing Masks

The Service will not enforce mask wearing for staff or children. Staff who wish to wear an appropriate mask at work for the purpose of protecting themselves or others from COVID-19 transmission are entitled to do so.

Limits on Entry into the Service

During periods of COVID-19 community transmission the Service at any time reserves the right to:

- Limit entry of parents into the Service for the purpose of sign-in or sign-out;
- Ask Educators to sign children in or out of the Service when a child is collected, to prevent shared use of tablets, computers or pens.

The Service will take steps to:

- Limit entry into the Service for any person that is not essential for the operation of the Service or for the health and safety of children.
- Ensure any adult attending the School Site for the purpose of attending the OOSH has registered with the School if required by the School.
- Where practical, remind parents to socially distance while dropping off or picking up children. This may be done:
 - verbally,
 - via email, or

- if practical and permitted by the School Principal, through use of signage at the entrance to the school premises.

Where the Service chooses to or cannot enforce limited entry practices, the Service will communicate with families regarding conditions of entry to the Service. Conditions will include:

- That families self-declare that they are not exhibiting any symptoms of COVID-19;
- That families will sanitise their hands before entry.

Record Keeping

The Service will continue to follow all record taking and storage requirements as per the National Quality Framework or other relevant legislation. The Service will maintain and store a copy of staff rosters, and sign in/out times for staff members.

Any visitors who are allowed (see Limits on Entry) to enter the site will be required to sign in and out with the OOSH Service. A record of each visitor's name, phone number or email address will be kept in accordance with existing Record Keeping policies at the Service.

Records of each individual will be kept confidential unless requested for contract tracing purposes by a relevant government authority. More information is available at:
<https://www.oaic.gov.au/privacy/privacy-for-organisations/small-business/>

We note that for the purposes of COVID Safe procedures that records are required to be kept for a minimum of 28 days.

Emergency Evacuation and Lockdown Procedures

The Service will ensure steps are in place to adjust existing emergency procedures to:

- a) Promote physical distancing if possible and
- b) Ensure meeting points are still appropriate (note, some schools are increasing 'lock up' procedures to limit entry onto the school grounds. Please ensure your Emergency Evacuation Meeting points are still easily accessible, and allow for speedy exit from the school grounds if necessary).

Administrative Practices

The Service will:

- Take steps to wipe any shared electronic devices are with an appropriate disinfectant after use;
- Wherever possible, request that any deliveries be contactless, and occur at the boundary of the school (school gate);
- Communicate regularly at staff meetings or via other staff communication methods regarding Covid Safe guidelines;
- Display appropriate signage regarding COVID Safe practices.