

Our COVID Safe Plan

Business name: Winston Hills Preschool
 Site location: 24 Rohan Street, Viewbank, 3084
 Contact person: Karen Lee
 Contact person phone: 0468 550 494
 Date prepared: 17/5/22

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Stay home when unwell	<ul style="list-style-type: none"> • <i>The most important action ECEC communities can take to reduce the risk of transmission of COVID-19, is to ensure that any unwell staff and children remain at home and get tested, even with the mildest of symptoms.</i> • <i>Children and staff with underlying conditions (such as hay fever or asthma) should still be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms. Parents/carers and staff are also recommended to get a medical certificate from their treating general practitioner to confirm that it is safe for them to attend the service with persistent symptoms that may overlap with some of the symptoms of COVID-19 such as cough or runny nose.</i> • <i>If children get a negative result on a rapid antigen test they can return to kinder if they have NO covid-19 symptoms.</i>
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> • <i>Location of hand sanitiser available at entry/exit doors and in each room</i> • <i>Ensuring bins are available to dispose of paper towels</i> • <i>Ensuring adequate supplies of soap and sanitiser</i> • <i>Ensuring staff have information on how to wash and sanitise their hands correctly</i> • <i>Ensuring that children are taught and encourage to regularly wash hands using songs and instruction</i> • <i>Posters displayed near taps</i> • <i>Ensuring that staff are signing in families and trades people when entering kinder property, minimising hand touching of pens</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • <i>Have outside doors and windows open throughout the session the majority of the time.</i> • <i>Have fans operating and use aircon only when needed.</i> • <i>Encourage children outside as much as possible.</i> • <i>Follow recommendations of ventilation guide in link: https://www.education.vic.gov.au/Documents/about/department/covid-19/ecec/ventilation-advice.pdf</i> • <i>Installation of 2 x ventilators once we have received funding</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> • Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly • Reinforcing the importance of not attending work if unwell • Ensuring appropriate information on the use of face coverings and PPE • For communication purposes, teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. • Follow guidelines set by DET DET Covid-safe Procedures for ECEC

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly.	<ul style="list-style-type: none"> • Identify high touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared work equipment, kids toys) • Follow cleaning protocol as set out in risk assessment after each session (including kids toys) • Cleaner to do deep clean of rooms each night they are used including wet wiping with Eucalyptus oil, and all touch points being cleaned with Viraclean hospital grade disinfectant and floors with Chlor Clean.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • Monitor supplies of cleaning products regularly. Communicate restocking requirements to Administration Officer.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Only persons essential to the running of the service are permitted onsite.	<ul style="list-style-type: none"> • Visitors should be limited to essential operations. Providers and services must review the Authorised provider and authorised worker list when making decisions regarding the suitability of any staff or workers coming on to site (other than those directly involved in the education and care of children). • Committee meetings to offer hybrid meeting options. •
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> • Adapt working arrangements to enable working from home and only those essential to the running of the service are onsite • Meetings will be held online whenever possible • Professional development will be held online

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Configure communal work areas so that there is no more than one worker per two square meters of enclosed workspace, and employees are spaced at least 1.5m apart.</p>	<ul style="list-style-type: none"> • <i>Only two people in kitchen or office space where possible.</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <i>Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • <i>Establish contactless delivery where possible.</i>
<p>Review and update timetables where possible to ensure physical distancing.</p>	<ul style="list-style-type: none"> • <i>Timetable staggered drop off and pick up times for families to allow for social distancing.</i> • <i>Staff will have staggered lunch breaks</i>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • <i>Continue to collect records for staff attendance</i> • <i>Continue to maintain a visitor's log</i> • <i>Maintain up-to-date contact details for all staff</i> • <i>Provide information on protocols for collecting and storing information</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Use existing relief staff to cover staff members required to quarantine or isolate • Follow DHHS and DET protocols – DET Covid-safe operating procedures for ECEC; Covid Safe Procedures - Communication to Families January 2022
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Follow protocols set out for ECE for contacting DHHS and DET • Daily cleaning undertaken in accordance with DHHS guidance.
<p>Prepare for how you will manage a suspected or confirmed case in an employee or child during work hours.</p>	<ul style="list-style-type: none"> • Isolate staff member or child in office area • An employee or child suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at kindergarten if unable to travel home immediately. If isolating at kindergarten, the employee supervising the child must wear a mask and be physically distancing from all other staff and children. The supervising staff member would be encouraged to undertake a Rapid Test at the earliest opportunity after the child has been collected.
<p>Prepare to notify workforce, families and visitors of a confirmed case.</p>	<ul style="list-style-type: none"> • Communicate to the affected groups in attendance about the Covid-19 positive case in line with DET templates provided. See link: DET Covid-safe operating procedures for ECEC
<p>Prepare to immediately notify DET if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Employers must immediately notify DHS and DET of a confirmed case via NQAITS portal.

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: _____

Name: Karen Lee – President 2022

Date: