**Educator routine during COVID 19 period.**

<insert service name> has five aims for educators while we are in the COVID 19 situation

1. Safety of children and educators and families. We will follow all government advice
2. To provide the best quality education and care for the families that need to use us during this time.
3. To ensure we maintain daily contact with families that have needed to withdraw or not use or services so when the CODID 19 situation is finished we have our families and children back with us as soon as possible
4. Ensure the financially viability of <insert service name>, which in turn will mean that we will endeavour to pay educators and staff wages at their current rate, or if we can’t a fair rate for all by using all government support we can access. This includes Job Keeper payments.
5. During time that is not required to directly work with children staff and educators will be participating in training, producing resources for the service, or improving the service.

To ensure we meet these five points all educators must have and follow their daily plan.

Name: Day Date

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