| **COVID Safe Plan** **<Insert Business Name>****Approved By <Insert name of Approved Provider>****Signature Approved Provider <Insert Signature>****Date <Insert Date>** |
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| **Wellbeing of staff, children and families** |
| Review Illness and Infectious Disease Policies and Procedures, including Coronavirus Policy, with staff and families. |
| Regularly check the latest COVID Guidelines on the NSW Education ECEC website to ensure compliance. |
| Ensure all educators, staff and volunteers comply with Government requirements for mandatory vaccination against COVID-19, and implement measures in Coronavirus Policy and Risk Assessment to ensure the health and safety of all staff, children and families if an unvaccinated staff member with an approved medical contraindication attends Service. (Unvaccinated volunteers and contractors must not attend.) |
| Exclude staff, families, children and visitors who are unwell for (at least) recommended minimum exclusion periods. Exclusions also apply to the use of transport, including buses, operated by the service. |
| Ensure all staff and families are aware if the symptoms of COVID-19, understand when they (or their children) should get a COVID-19 test even where they don’t have symptoms, and follow Government self-isolation requirements (see latest NSW Health isolation guidelines/factsheets/ brochures) which include isolating when:* they’ve been diagnosed with COVID-19
* they develop symptoms of COVID-19
* they’ve been tested for COVID-19 and haven’t yet received their result
* they have a close contact who’s tested positive to COVID-19
* they’re a household member of, or have been in close physical proximity to a close contact who has yet to receive their initial negative test result
* they have returned from overseas and are exempt from hotel quarantine
* they visit a COVID-19 case location
* they’re close contacts, secondary close contacts or casual contacts of confirmed COVID-19 case
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| Exclude all staff, children and families who have shown symptoms of COVID-19, or are getting/have been tested for COVID-19, and ensure they don’t return to the Service until they can provide evidence of a negative test result and where relevant have completed their isolation period (see latest NSW Health isolation guidelines/factsheets/ brochures)  |
| Take the temperature of all staff, children and family members (with a non-contact thermometer) before they enter the Service if it’s suspected they may have a fever (above 38°C) and exclude if they do. |
| Require all visitors other than service families to complete Health Declaration each time they enter Service that they have no symptoms of COVID-19. |
| Ensure families and staff follow Government requirements and recommendations for travel and movements, including those applying to ‘hot spot’ Local Government Areas. |
| Maintain up to date emergency contact details for service and providers in online portal (NQA ITS). |
| Work with families to update children’s medical plans if required eg for children with weak immune systems |
| Share advice and relevant information on COVID-19, including information about the safety and benefit of COVID vaccines, with families and staff via regular communication channels. |
| Maintain designated area to keep sick children and staff isolated from others until they are collected/leave the Service* staff who develop symptoms of COVID-19, and those assisting children or adults with symptoms must immediately use PPE such as masks if not already doing so
* ensure staff member has transport home or to medical facility. People potentially infected with COVID-19 should avoid public transport where possible
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| **Physical distancing** |
| Implement effective measures to promote physical distancing while educating and caring for children including:* complying with current public gathering limits and numbers of people allowed in indoor or outdoor spaces (see NSW Health and Education), including during excursions
* displaying conditions of entry for all families and visitors on social media and entry points eg physical distancing requirements
* ensuring adults, including families, maintain at least 1.5 metres between each other as far as practical, including at the start and end of the program, and in the staff room. This particularly applies to adults who are exempt from wearing masks
* putting marks 1.5 metres apart on the floor in areas where adults may congregate eg entry, staffroom, workstations, printers to encourage physical distancing, and staggering adult seating (eg in staff room) so adults not facing each other
* reviewing location of furniture and equipment in children’s rooms to promote physical distancing where possible
* avoiding non-essential activities that involve close personal contact
* complying with NSW Education advice in relation to excursions, visits from non-essential visitors, and higher risk activities eg singing
* restricting number of parents in service dropping off or picking up children eg by asking parents to remain in car and wait for advice to enter service or using mobile/contactless sign in /out
* putting marks on the floor in areas like the entry and staffroom so families, visitors and staff stand at least 1.5 metres away from the counter and from each other
* avoid situations where children are required to queue, assemble in large groups or hold hands
* keep educators and children in same rooms where possible to prevent mixing of children and staff
* stagger lunch /snack times to reduce number of children inside at one time and number of staff in staffroom
* staggering children’s attendance where possible
* review and adjust work rosters where possible to reduce numbers of staff starting and finishing together or taking simultaneous breaks (while meeting ratio and supervision requirements)
* arranging for deliveries to be dropped away from main entrance or collected from vehicles by one or two staff using contactless acceptance measures, displaying signage for delivery drivers and identifying designated drop off areas away from main entrance
* increasing the use of technology like Skype and Zoom to communicate with families, including during orientation processes, and ensure children can continue to communicate with community members in a protected environment
* allow support staff to work from home where possible
* maintain at least 1.5 metres distance when children are seated eg by removing every second chair from tables and using tape to mark sitting spots
* maintain at least 1.5 metres between cots, stretchers, floor cushions etc and between furniture and seating arrangements in staff common rooms where possible
* provide children with resources rather than letting children select from communal resources
* serve food to children rather than providing sharing plates
* increasing supervision in bathrooms and only allowing 1 child at tap at a time to wash hands
* conducting more learning and activities outside
* requiring staff to travel directly to and from work, and avoid public transport where possible
* ensuring physical distancing is maintained **where possible** on buses operated by the service
* ensuring where staff need to travel together in same vehicle:
	+ passengers and drivers spread out using front and back seats
	+ staff only handle their own bags
	+ driver cleans vehicle hand touch areas at the end of each journey with detergent/disinfectant
	+ air-conditioning set to external airflow rather than recirculation.
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| **Cleaning** |
| Review cleaning procedures and schedules with staff to ensure they’re familiar with requirements.*Clean frequently touched areas and surfaces* at least twice daily with particular focus on door knobs, bathrooms (eg taps, toilets), tables and chairs, phones, tablets, keyboards, outdoor playground equipment, admin areas, toys and equipment including any mouthed toys.*Clean Service as a whole* at least once a day. Clean transport, including buses, operated by the service after a transport run eg after collecting or dropping off childrenClean with detergent and then with an anti-viral disinfectant in line with Service Procedures and the [Department of Health’s Environmental Cleaning and Disinfecting Principles](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf). Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer’s instructions.Staff wear gloves when cleaning, and wash hands thoroughly before and after with soap and water or hand sanitiser. |
| Provide detergent/disinfectant surface wipes to clean equipment such as monitor, phone, keyboard and mouse. |
| Wipe children’s bags and bottles with sanitiser/disinfectant at the beginning and end of each day. |
| **Hygiene** |
| Provide hand sanitiser at multiple locations throughout the workplace (ensure at least 60% alcohol)Place hand sanitiser at front entrance and in each room. |
| Ensure children’s and staff bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to effectively wash hands. |
| Require children and adults to sanitise their hands as they board transport, including buses, operated by the service |
| Maintain sufficient quantities of essential items such as gloves, masks, wipes, sanitiser, disinfectant, soap, detergent and hand towels. |
| Provide hands free sealed bins in bathrooms and rooms and ensure these are emptied daily and when full. |
| Where possible enhance airflow by opening windows and adjust air-conditioning if used for more fresh air eg set to external airflow rather than recirculation. |
| Enforce State Government requirements relating to the wearing of face masks. **Where the wearing of masks is not mandatory**, request all adult visitors, including families, to wear masks when visiting the Service, and request staff ed to wear masks when engaging with other adults, such as during pick-up and drop-off, in administrative areas and staff rooms, and indoors where physical distancing cannot be maintained. Advise families, staff and volunteers how to correctly put on and remove masks as outlined in Coronavirus Policy and to dispose of masks hygienically in sealed bin. |
| Require staff and volunteers to wear masks on transport, including buses, operated by the service unless this hinders their caring and teaching of children |
| Reinforce basic hygiene procedures including:* review handwashing procedures and when required ie before and after eating or handling food, going to the toilet, changing a nappy, handling play dough, using gloves, after wiping or touching nose and cleaning up spills of body fluids
* ensure staff cover their cough and sneeze to prevent the spread of germs eg cough/sneeze into their inner elbow or use a tissue to cover their mouth and nose
* remind staff to be vigilant in supervising children’s hygiene and reminding them to implement hygiene measures
* staff and children carefully dispose of used tissues in sealed bin.
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| Replace high touch communal items with alternatives where possible including:* swapping shared coffee and condiments for single service sachets in staff room
* providing staff with own personal equipment labelled with their name where possible
* limiting staff to use of equipment and resources within their own room/group
* grouping resources in storeroom into separate groups for each room/group
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| **Record Keeping and Reporting** |
| [Service NSW QR Code](https://www.nsw.gov.au/register-your-business-as-covid-safe) will be used to check-in all adults entering the service premises, including families and staff. If a person does not have a smart phone, we will record their check in and out details using the Victorian Government’s [Workplace Attendance Register](https://www.coronavirus.vic.gov.au/covidsafe-plan) and store confidentially and securely for at least 28 days. |
| Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required. |
| Follow the [NSW Department of Education Flowchart](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/coronavirus/COVID_managing_confirmed_cases_2021.pdf) in relation to managing and reporting confirmed COVID cases (also follow in cases where you suspect a case of COVID). Department will contact NSW Health who will work with Service. Advise areas of Service person has been, who they’ve been in close contact with and for how long. Follow all guidance. Note the Regulatory Authority must be notified **within 24 hours** if directed to close or closing voluntarily because of coronavirus, but preferably as soon as possible. In relation to reporting Service will also:* comply with notification requirements for serious incidents
* record suspected or confirmed ***staff*** case of COVID-19 (ie Incident Report) and immediately report *confirmed* case to WorkSafe, following up in writing as required
* notify NSW Health if required, Regulatory Authority and WorkSafe (if closed because staff member had COVID) when Service reopens
* notifying Regulatory Authority within 7 days about any changes to service days or operating hours
* notify any third party software provider or update Operational Details in the PEP
* notify NSW Education’s funding team if closed for period of time if community preschool or mobile preschool that receives Start Strong funding

In relation to management Service will also:* determine if Service should be closed (where not specified by NSW Health or WorkSafe)
* immediately close off affected areas to all children and staff (where possible)
* separate children and staff who have been in close contact with the ill child or adult from others
* ask families to collect their child ASAP
* open outside doors and windows if possible to increase airflow
* pending advice about contact tracing and isolation requirements from NSW Health following ***positive*** case at Service, advise everyone who attended service within past 48 hours of positive test result to self-isolate and be tested as soon as possible and to advise their close contacts to do the same
* pending advice about contact tracing and isolation requirements from NSW Health following ***suspected*** case at Service, advise everyone who attended service within past 48 hours to be vigilant about the onset of COVID symptoms, to self-isolate at symptom onset and be tested as soon as possible
* clean Service wearing appropriate PPE as outlined in [Department of Health’s Environmental Cleaning and Disinfecting Principles](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf) , with particular focus on areas where sick child or adult have been, unless advised otherwise by NSW Health or other Government officials
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| Review and update COVID Safe Plan every month or when circumstances, restrictions or public health advice changes. |