| **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** |
| Our wellbeing practices are outlined in our Coronavirus Policy and include:   * Refusing entry to adults and children, including those without symptoms, in the following situations until proof of a negative test and quarantine requirements met:   + have a current COVID-19 diagnosis   + have been tested for COVID-19 and haven’t received their results   + have a close contact who’s tested positive for COVID-19   + are 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   + have returned from overseas and are exempt from hotel quarantine   + visit a COVID case location   + are a close contact, secondary close contact or casual contact of a confirmed COVID-19 case * Taking temperatures before entry if we suspect person has a fever * Requiring completion of Health Declarations if requested * Excluding staff, families, children and visitors who are unwell in line with Infectious Disease Policy or VIC Health advice * Regularly checking the latest Government Guidelines for ECEC services to ensure compliance * Enforcing the conditions of entry discussed below |
| **Provide staff with information and training on COVID-19** |
| * Provide infection control training for staff * Regularly review cleaning, hygiene and infection control practices with educators and staff to ensure they’re consistent with those in Coronavirus Policy and other Service policies and procedures eg Infectious Disease Policy * Ensure educators, staff and families are familiar with all relevant COVID Safe practices, including physical distancing strategies and conditions of entry. Provide training to staff where required and communication via usual channels to families. |
| **Display conditions of entry** |
| * Masks - all visitors, including families and children aged 12 and over, must wear a mask at the Service unless they have a medical exemption. Staff may choose to wear a mask while educating or caring for) children, but must wear masks in indoor and outdoor areas when not educating or caring for children. They must wear masks if they become ill. * Masks OSHC and Vacation Care - Staff and students aged 12 or older must wear a mask indoors and outdoors. School aged children under 12 are encouraged to wear masks. * Vaccination – staff and volunteers, and parents/guardians where required as outlined below, can only attend if they meet mandatory vaccination requirements below * Capacity - 1 person per 4 square metres in areas accessible to visitors eg reception and foyer. Limits do not apply to children’s spaces eg rooms * Sanitiser - all adults (including staff) and children must use the provided hand sanitiser before entering the Service * QR Code - all families and adults, other than service staff and children, must check-in using the Service Victoria QR Code before entering Service buildings and indoor spaces |
| **Vaccination** |
| * All staff and volunteers must be fully vaccinated by 18th October 2021 or: * have received their first dose and have a booking for their second dose by 29 November 2021, or * have a booking to receive their first dose by 25 October 2021, or * have a medical contraindication exemption approved by a medical practitioner.   Unvaccinated staff and volunteers will not be allowed to enter the Service where inconsistent with above   * Risk management measures implemented to minimise risk to health and safety of staff, children and families where staff have medical exemptions |
| **Physical distancing** |
| Our many physical distancing strategies are outlined in our Coronavirus Policy. They include where practical:   * visitors and families keeping at least 1.5 metres from others * following Government advice in relation to excursions, visits from non-essential visitors, and higher risk activities * 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 * arranging for deliveries to be dropped away from main entrance or collected from vehicles by one or two staff using contactless acceptance measures * increasing the use of technology like Skype and Zoom to communicate with families, * conducting more learning and activities outside * staggering adult’s and children’s breaks, and indoor and outdoor sessions * ensuring ill staff have transport home or to medical facility and avoid public transport where possible |
| **Cleaning and Hygiene** |
| Our cleaning and hygiene processes are outlined in our Coronavirus Policy. They include:   * increased cleaning frequency and increased cleaning and disinfecting of frequently touched surfaces indoors and outdoors * increased focus on hand washing practices, and cough and sneeze etiquette for adults and children * mask wearing consistent with Government advice * designated area to keep sick children and staff isolated from others until they are collected/leave the Service * increasing flow of fresh air by opening windows and adjusting air-conditioning from re-circulating to fresh air |
| **Record Keeping and Reporting** |
| Our record keeping and reporting requirements are outlined in our Coronavirus Policy and include:   * immediately reporting positive COVID cases at Service to VIC Health. |

This Plan will be reviewed monthly and when circumstances, restrictions or public health advice changes.

Last reviewed <insert date>