

Laivoi OOSH Services

Coronavirus Management Policy

Policy / Review Date; _____ **Next Review Due:** _____

Authorised by: _____

For Staff:

As a member of staff of the Service, my signature below indicates that I have read and understood this policy document and that I agree to abide by the procedures and practices detailed here. I will undertake to reflect upon these practices while working in the service and I agree to work towards a strategy of constant improvement whereby I will contribute ideas, solutions and improvements to the practices described here. I will partake in reviewing this policy on or before the review date

Name: _____	Signed: _____	Date: _____
Name: _____	Signed: _____	Date: _____
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Name: _____	Signed: _____	Date: _____

Links

Law Section 167 *Offence relating to protection of children from harm and hazards*

Regs Regulation 77 *Health, hygiene and safe food practices*

NQS QA2 2.1 *Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented.*

Laivoi OOSH Services

Coronavirus Management Policy

PHILOSOPHY

It is within the philosophy of the Service to respect the choices that a parent makes with regard to the immunisation of their child and the treatment of a child who has an infectious disease in line with inclusion and anti-bias awareness policies. We uphold our role in facilitating the control of the spread of disease by asking parents to exclude their child whenever they are unwell. In line with Staying Healthy in Child Care (published by National Health and Medical Research Council (NHMRC) we adopt the following principles in helping to control the spread of infection:

- Exclusion of children and staff who are unwell or who are a secondary contact
- Strict Hand-washing procedures
- Strict Hygiene procedures including cleaning of contact surfaces and equipment
- Adequate spacing of individuals and as much time outdoors as possible
- Immunisation / promotion of natural immunity
- Other recommendations of the NHMRC

The Service will follow all guidelines for symptoms, exclusion periods and recommended action from the National Health and Medical Research Council (NHMRC)

Aim

To ensure all employees and families implement appropriate risk management procedures to prevent the spread of coronavirus or reduce the potential for the illness to spread.

Implementation

As outlined in our Infectious Disease Control Policy and Health, Hygiene and Safe Food Policies, the Approved Provider, Nominated Supervisor, educators and staff implement strict hygiene and infection control procedures at all times to prevent or minimise the spread of contagious illnesses. Hygiene measures and exclusion principles outlined in these policies continue to apply, and **will be informed by current guidance on coronavirus issued by relevant Commonwealth and State/Territory Governments** including:

- Federal Department of Health coronavirus health alerts which are updated daily
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- NSW Education Department which may issue coronavirus updates directly to service providers.
<https://education.nsw.gov.au/covid-19>
- See Other Resources at the end of this document

If in doubt about current coronavirus guidance, the Approved Provider or Nominated Supervisor will contact the Federal coronavirus hotline on 1800 020 080 or their State/Territory health Department.

The Approved Provider and Nominated Supervisor will also implement a COVID Safe Plan to ensure the service can provide an environment that's as safe as possible for children, staff and visitors.

What must employees and families do?

Comply with government guidance

The Approved Provider, employees and volunteers and families must:

- comply with guidance issued by Government agencies, including in relation to attendance, quarantine and self-isolation. This includes requirements relating to close contacts, secondary close contacts and casual contacts. This includes ensuring they/a child/a family member

Laivoi OOSH Services

Coronavirus Management Policy

comply with isolation requirements and stay home or in quarantine for 14 days where required eg arriving in Australia from overseas, or another state which is in lockdown or having close contact with someone who has the virus ie. face to face for at least 15 minutes or in the same closed space for at least 2 hours

- seek medical attention if they develop symptoms of coronavirus including fever, cough, sore throat or shortness of breath. Call ahead before visiting the doctor/hospital to advise them of your symptoms, and wear a surgical mask when visiting the medical facility.
Employees/families must advise the Approved Provider or Nominated Supervisor immediately if they are being tested for coronavirus. They and their close contacts including enrolled children must not come to the service until they return a negative coronavirus test and meet the governments quarantine and self -isolation requirements or advice
- comply with all service policies including Infectious Diseases Policy which requires ill children and adults to remain at home and comply with relevant Exclusion periods. Note employees, volunteers and families must comply with any isolation/exclusion periods in relation to coronavirus implemented by the Approved Provider or Nominated Supervisor including periods which exceed government requirements
- If a child develops a temperature of 37.5C and above they will be sent home and need to stay away for 24 hours and in some cases need a clearance / test result to come back if presenting with flu like symptoms
- advise the service if they develop symptoms of the virus or are confirmed to have the virus. This is particularly important if they have been at the service before a positive test
- provide written clearance from a doctor after a period of isolation or quarantine related to coronavirus confirming they/child/family member are not contagious and may return to the service along with providing evidence of a negative covid test if requested, including after a period of isolation or quarantine.
- The approved provider and nominated supervisor will ensure staff , parents and visitors are familiar with best practice infection control measures for wearing masks Washing hands for at least 20 seconds with soap and water or alcohol based hand sanitiser with at least 60%alcohol
- Disposing of single use surgical masks responsibility
- **Implement effective hygiene process** The coronavirus is most likely to spread from person-to-person through droplets of saliva produced when a person coughs or sneezes. Droplets cannot go through skin and people can only be infected if they touch their mouth, nose or eyes once their skin (ie hands) is contaminated. Droplets usually **travel no farther than 1 metre through the air**. This means the transmission of droplets can occur when people: have direct close contact with a person while they are infectious / have close contact with an infected person who coughs or sneezes / touch objects or surfaces like door handles or tables contaminated from a cough or sneeze from a person with a confirmed infection, and then touch their mouth or face.

Employees and volunteers will ensure they continue **to implement hygiene processes** outlined in the Health, Hygiene and Safe Food Policy to ensure high standards of hygiene and infection control at all times. This includes ensuring they and where relevant children: wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, changing a nappy, handling play dough, using gloves, and after wiping or touching nose and cleaning up spills of body fluids • wash hands in ways that meet the principles recommended by the World Health Organisation wash hands with soap and water and wash hands with alcohol based sanitiser • cough and sneeze into their inner elbow, or use a tissue to cover their mouth and nose and placing tissues in the bin immediately after

Laivoi OOSH Services

Coronavirus Management Policy

use If using alcohol-based hand sanitiser in place of soap it will contain 60-80% alcohol and antibacterial soap/gel will never be used.

In addition, the Approved Provider and Nominated Supervisor will ensure educators engage in regular handwashing with children and **cleaning requirements** are completed more frequently than usual. This includes regularly cleaning and disinfecting frequently touched surfaces like door knobs, bathrooms (eg taps, toilets), tables and chairs, phones, tablets, keyboards. And staff, will implement the procedures outlined in the 'Information for employers' and Environmental Cleaning and Disinfection Principles for COVID-19 Information (see Other)

Information and notification requirements

The Approved Provider or Nominated Supervisor will:

- report instances of (suspected) coronavirus to the local state/territory health department immediately and follow all guidance
- comply with notification requirements for serious incidents which include: any incident involving serious illness of a child at the service where the child attended, or should have attended, a hospital, any emergency where emergency services attended ie there was an imminent or severe risk to the health, safety or wellbeing of a person at the service
- comply with other notification requirements including: notifying the Regulatory Authority within 24 hours if directed to close or closing voluntarily because of coronavirus. Note where possible the Approved Provider or Nominated Supervisor will contact the Authority before making decision to close because of low numbers.

Other

1. Use of masks by the public in the community <https://www.nsw.gov.au/covid-19/rules/changes/face-mask-rules#:~:text=Ensure%20the%20mask%20covers%20your,the%20sides%20of%20your%20face.&text=Do%20not%20allow%20the%20mask,in%20a%20clean%2C%20dry%20place.>
2. Environmental Cleaning and Disinfection Principles for COVID-19 <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>
3. COVID-19-Frequently Asked Questions <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx>
4. 'Information for employers' which covers when staff cannot go to work, what to tell staff, cleaning precautions and how to help prevent spread of Coronavirus https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-information-for-employers_2.pdf