

Bilgola Plateau Public School OOSH Centre

COVID Safety Plan

Completed by: Joanna Dalby-Ball, Director Bilgola OOSH Care Centre
Last updated: January 2022

This plan has been created in response to and focuses on COVID-19 as a pandemic.

Requirements to keep this plan

From 26/08/2020 OOSH services operating on Department of Education premises are required to have a COVID-19 Safety Plan in place. A copy of this plan will be provided to the School Principal, Ms Cindy Gardner, for final approval.

Frequent review

Bilgola OOSH Care Centre will continue to check with NSW and Federal Government agencies for updated advice on COVID-19 and COVID safe practices.

Covid-19 Specific Information

NSW Government

<https://www.nsw.gov.au/covid-19>

NSW Department of Health

<https://www.health.nsw.gov.au/Infectious/covid-19/>

NSW Department of Education

<https://education.nsw.gov.au/early-childhood-education/coronavirus>

General Contacts

NSW Health

www.health.nsw.gov.au

National Coronavirus Health Information Line 1800 020 080

Call Service NSW 13 77 88

Department of Education

<https://education.nsw.gov.au/>

1300 679 332

Fair Work

<https://www.fairwork.gov.au/>

Phone 13 13 94

ACECQA

<https://www.acecqa.gov.au/>

Phone 1300 422 327

NSW Department of Education Early Childhood Education Directorate

<https://education.nsw.gov.au/early-childhood-education>

1800 619 113

CCS Helpdesk

1300 667 276

OOSH COVID SAFE PRACTICES

Diagnosis of COVID-19

If there is a confirmed positive case at the service, the following steps will be completed within 24 hours:

1. A 101, health emergency notification will be lodged via the NQA ITS portal.
2. Determine infectious period of positive case 48 hours prior to positive PCR/Rapid Antigen Home Test (RAHT) or onset of symptoms, whichever is earlier.
3. Determine all contacts who were in attendance with the case during the infectious period. All identified contacts will be sent the *risk of COVID-19 letter* and factsheet from NSW Health.
4. A deep clean and sanitisation will be completed.

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Health and Hygiene Practices

This Plan recognises our service's existing Health and Hygiene Policy and its associated procedures. In addition to existing practices, we will follow current advice from NSW Health and the Department of Education.

Hand Washing

Hands will be cleaned for a minimum of 20 seconds with soap and water, if soap and water is unavailable an alcohol-based sanitiser with at least 70% alcohol will be used.

- Hand sanitiser will be available at all entrances.
- Educators, children, and any other person accessing the facilities must either wash hands as above or use the sanitiser provided.
- Signage is used to highlight where our hand sanitising stations are.
- Signage detailing the correct hand washing and hand rubbing procedures are visible throughout the centre.
- Hand washing will be increased, with educators reminding children to wash their hands when required and appropriate throughout sessions of care.

Cough Etiquette

Children and Educators are reminded to cover their cough or sneeze into their elbow or with a tissue (and dispose of immediately). Avoid close contact with people who are ill. Avoid touching your eyes, nose and mouth.

- Any child or educator showing signs of cough or cold that may indicate infection will be excluded from the centre until a negative test result for COVID-19 is provided to the Centre Director.
- Signage will be used throughout the centre to promote cough etiquette.
- Children will be reminded about using tissues and disposing of them promptly and properly.

Signs and Symptoms - Stay Safe, Stay Home

Anyone attending our centre who has symptoms of a respiratory illness must stay home.

- Educators will reflect on the Sick at Care or Work guidelines below when considering the appropriate response to illness (children & adults)

Programming and Learning

Our centre will consider the COVID safe practices outlined in this plan and other COVID-19 safety advice from NSW and Federal Government agencies when programming and facilitating activities. Programming will ensure:

- Good hygiene practices are practised and discussed regularly.
- Activities that can accommodate physical distancing and minimal touching of shared resources are included wherever possible.
- Activities are staggered to prevent clustering of children.
- Outdoor play is promoted whenever possible and most, if not all activities will take place outdoors, weather permitting.

Physical Distancing

Our service recognises the Australian Federal Government's recommendations on physical distancing. While OOSH services are exempt from mandatory physical distancing restrictions, wherever possible, we will practice physical distancing.

We will also:

- Encourage children to spread within the service, using all indoor/outdoor space for the entire session (within ratio requirements).
- Prioritise opportunities for physical distancing during activities that facilitate physical distancing.
- Engage children in discussions regarding activities that facilitate physical distancing.

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- Educators will practice and model physical distancing both with adults and children wherever possible.
- Advise parents/caregivers that when arriving at or departing from the designated drop off and pick up area that they must maintain a distance of 1.5 meters.

Disinfecting Surfaces

In addition to our current Health and Hygiene procedures, as listed in our Health and Hygiene Policy our centre has developed further measures to ensure we are maintaining a healthy and safe environment, specifically aimed at reducing the risk of COVID-19.

These measures include:

- All educators are required to complete the Australian Government Department of Health's Infection Control Training-COVID-19.
- The development of a 'High Touch Area' cleaning checklist that is completed before and after each session of care.
- The use of 70% alcohol-based disinfectant.

Ventilation

Our centre follows directives from the department of education regarding the role adequate ventilation has in minimising infection. We have adopted a number of measures to ensure adequate ventilation.

These measures include:

- Doors and windows are kept open at all times.
- Fans are on at all times.
- All air conditioning unit filters and fans will be regularly serviced.
- In the instance of poor air quality (e.g., bush fires) air conditioning will be used.

Sick at Work or in Care Policy

Scenario	Snapshot	Course of Action	Leave (Permanent Staff Only)
Employee is presenting symptoms of COVID-19	Employee should seek medical advice.	<ul style="list-style-type: none"> - Employee must contact the appropriate person in management. - Employee should be directed to speak to a Healthcare Professional. - Employee must be symptom free and provide a negative PCR or RAHT before returning to work. 	<ul style="list-style-type: none"> - If a person is a permanent staff member, personal and/or carers leave may be taken.
Positive case of COVID-19 confirmed within the service	Employee or child who has been at the service within a 48-hour period prior test positive to COVID-19 via a PCR or RAHT.	<ul style="list-style-type: none"> - Follow all directives from NSW Health. - Notify the appropriate person in management that they have a confirmed case of COVID-19. - A person in management must follow all requirements of NSW Health, DoE and Department of ECEC. - Evidence of a negative PCR or RAHT must be provided to return to the service. 	<ul style="list-style-type: none"> - Permanent staff members may use accrued sick leave.
Employee has come into close contact with a person with confirmed COVID-19	Employee will follow the advice from NSW Health, DoE and ECED regarding close contacts and isolation/testing requirements.	<ul style="list-style-type: none"> - Close contacts of positive cases should follow advice from NSW Health regarding testing and isolation requirements. - The employee must communicate with the appropriate person in management regarding when they can return to work. - A negative PCR or RAHT result is required after any mandatory isolation period has been complete. 	<ul style="list-style-type: none"> - Sick leave may not be taken unless an employee is ill. An employee may be entitled to take annual leave or will otherwise need to take leave without pay. In some circumstances an employer may wish to allocate tasks to be completed 'from home'.

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Scenario	Snapshot	Course of Action	Leave (Permanent Staff Only)
Employee has come into contact second-hand with a person who is not infected, but has come into direct contact with a confirmed case of COVID-19	Employee can continue working.	<ul style="list-style-type: none"> - Employee must monitor their symptoms for 14 days and notify the appropriate person in management if there is a change to their health. - If an employee begins showing symptoms of COVID-19 they should get tested and follow direction from NSW Health. 	- If an employee becomes sick, they are entitled to take sick leave
International travel from a member of staff	Employee should follow advice from NSW Health. Employees should inform the appropriate person in management.	- Employees who have returned from international travel should follow instructions from NSW Health regarding isolation and testing requirements.	- Sick leave may not be taken unless an employee is ill. An employee may be entitled to take annual leave or will otherwise need to take leave without pay. In some circumstances an employer may wish to allocate tasks to be completed 'from home'.
An employee who is concerned about the risk of COVID-19	An Employee may ask for flexible work arrangements (e.g. work from home) or to stay home.	- The employer should consider the risk associated with work, and whether there is a reasonable argument for granting flexible work or leave.	- A permanent employee may be entitled to take annual leave if available or leave without pay.
Child is presenting symptoms of COVID-19	Any child presenting symptoms of COVID-19 must leave the service as soon as practicable and will need to show a negative PCR or RAHT result before returning.	<ul style="list-style-type: none"> - If a child becomes ill while they are at the service, they should be sent home as soon as practicable. - While awaiting collection by their parent/carer, ideally, the symptomatic child should be cared for in an area that is separate from other children. 	
Child is a close contact of a confirmed case of COVID 19. case	Family should seek medical advice and follow current advice from NSW Health regarding isolation requirements.	<ul style="list-style-type: none"> - Family must contact the appropriate person in management. - Family should be directed to speak to a Healthcare Professional and follow the current advice from NSW Health. - Evidence of a negative PCR or RAHT result is required after any mandatory isolation period has been completed. 	
Child has come into contact second-hand with a person who is not infected, but has come into direct contact with a confirmed case of COVID-19	Family should monitor symptoms and follow advice from NSW Health.	<ul style="list-style-type: none"> - Family must monitor the child's symptoms for 14 days and notify the appropriate person in management if there is a change to their health - If the child begins showing symptoms of COVID-19 the family should follow the advice of NSW Health. 	
International travel from a child or a family member in their household	Child/family member should follow instructions from NSW Health.	- Children who have returned from international travel or live with a family member who has returned from overseas travel should follow instructions from NSW Health.	

Taking Temperatures

Our Centre will follow health advice from the NSW Department of Health regarding temperature testing. Due to the recent surge in cases we reserve the right to check temperatures upon entry. If it is determined that the temperature is elevated (above 37.5 degrees) then the child's

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parent/caregiver will be notified immediately. When there is a child waiting to be collected who is showing symptoms of COVID-19 including an elevated temperature, the following procedures will take place:

- Educator caring for the child will have access to PPE.
- The child will be fitted with a mask.
- The child and staff member caring for the child will be separated from the group.
- The child will be collected from a separate entrance.

Wearing masks

Following advice from the Department of Education, our centre has changed the requirements regarding face mask use.

These requirements include:

- Educators must wear a mask in indoor settings.
- Educators will wear masks at all times when speaking with parents/caregivers or when other adults are onsite, this includes outdoor settings.
- Parents are strongly advised to wear a mask when dropping their child off or picking their child up from the centre.

Limits on Entry into the Service

Our centre reserves the right to limit the number of parents onsite. As we operate on Department of Education grounds, we follow current NSW Department of Education policy that states parents/caregivers are not permitted onsite without an appointment.

The following Arrival & Departure procedures have been implemented:

- To limit the number of adults in the centre, parents/caregivers drop off/pick up their child from the designated OOSH gate. There is no parental access to the centre unless arranged prior.
- A designated educator will complete the sign in/out procedure to limit the amount of people touching the iPad.
- Any adult attending the School Site for the purpose of attending OOSH must sign in using both the OOSH specific Service NSW QR code and the school's unique QR code.
- Incursion providers will be registered as COVID-19 safe business and provide a COVID-19 Safety Management Plan.
- All incursion providers will be double vaccinated.

Record Keeping

Our centre will continue to follow all record taking and storage requirements as per the National Quality Framework. We will maintain and store a copy of staff rosters and sign in/out times for staff members. Any visitors who are allowed (see Limits on Entry) to enter the site will be required to sign in and out using our Service NSW QR code and the school's unique QR code.

Emergency Evacuation and Lockdown Procedures

Our centre will ensure steps are in place to adjust existing emergency procedures to:

- a) Promote physical distancing if possible; and
- b) Ensure meeting points are still appropriate and accessible.

Vaccination

Our centre will follow the mandate of the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2021](#).