

# D-32 Covid-19

## NQS

QA. 2.1	Health
QA. 2.1.2	Health practices and procedures.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.2	Upkeep.
QA. 5.1	Relationships between educators and children.
QA. 5.1.2	Dignity and rights of the child.
QA. 6.1	Supportive relationships with families.
QA. 7.1.2	Management systems.

## National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 88	Infectious diseases
Reg. 89	First aid kits
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 173	Prescribed information to be displayed

## My Time, Our Place

LO. 1	Children feel safe, secure, and supported
-------	---

## Policy Statement

We aim to ensure all Educators, families and children implement appropriate risk management procedures to prevent the spread of COVID-19. We will take all reasonable steps to prevent the spread of COVID-19 through the implementation of procedures that are consistent with the guidelines of the state Health Authorities. Any person with COVID-19 will be excluded from the Centre for the period recommended by the Department of Health.

All care and consideration will be given to the child who becomes ill while at the Centre, ensuring they are kept comfortable and ensuring the risk of cross infection is minimised until the child is

collected by the parent/emergency contact.

## Related Policies

- Normanhurst OSHC Policy A-4: Enrolment
- Normanhurst OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst OSHC Policy D-2: Hygiene
- Normanhurst OSHC Policy D-4: Food Safety and Handling
- Normanhurst OSHC Policy D-10: First Aid
- Normanhurst OSHC Policy D-14: Immunisation
- Normanhurst OSHC Policy D-21: HIV/AIDS/HEP B & C

## Procedure

The Approved Provider, Nominated Supervisor and Educators will follow strict hygiene and infection control procedures at all times to prevent or minimize the spread of COVID-19.

### Educators and families must:

#### Comply with government guidance

The Approved Provider, Educators and volunteers and families must:

- **comply with guidance issued by Government agencies, including in relation to attendance, quarantine and self-isolation.** This includes:
  - ensuring they/a child/a family member comply with isolation requirements and stay home, for 14 days where required, if at risk of infection from coronavirus e.g. they've recently travelled overseas, or been in close contact with someone who has the virus
  - ensuring they/a child/a family member stays at home if unwell
- **seek medical attention** if they develop a fever, cough, sore throat or shortness of breath within 14 days of travel from overseas. Call ahead before visiting the doctor/hospital to advise them of your symptoms, and wear a surgical mask when visiting the medical facility
- **advise the service** if they develop symptoms of the virus or are confirmed to have the virus while in isolation. This is particularly important if they have been at the service before isolation
- **provide written clearance** from a doctor after a period of isolation or quarantine confirming they/child/family member are not contagious and may return to the service.

Educators, volunteers and families must also comply with any isolation/exclusion periods in relation to coronavirus implemented by the Approved Provider or Nominated Supervisor including periods which exceed government requirements.

### **Implement effective hygiene processes**

The coronavirus is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious
- close contact with a person with a confirmed infection who coughs or sneezes
- touching objects or surfaces like door handles or tables contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Educators and volunteers will ensure they continue to implement hygiene processes outlined in the D-2: Hygiene and D-4 Food safety and Handling Policies to ensure high standards of hygiene and infection control at all times. This includes ensuring that Educators and where relevant children:

- wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, using gloves, and after wiping or touching nose and cleaning up spills of body fluids
- 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 use

If using alcohol-based hand sanitiser in place of soap it will contain 60-80% alcohol.

In addition, the Approved Provider and Nominated Supervisor will ensure cleaning requirements are documented and completed regularly, and cleaning staff, including contracted cleaning staff, implement the precautions outlined in the 'Information for Employers' Sheet including:

- wearing gloves and washing hands with soap and water or using alcohol-based hand sanitiser before and after wearing gloves
- wearing surgical masks if person with the virus or in isolation has been in the area being cleaned.

The Approved Provider and Nominated Supervisor will ensure hand hygiene posters are displayed in areas which can easily be seen by families, including the front entrance, and require all Educators and families to use hand sanitiser provided at service entrances.

### **Maintaining Social Distancing / Physical distancing**

The Approved Provider and Nominated Supervisor will ensure that all children, educators and visitors that attend the service will mutually respect one another by keeping the required distance away from one another.

This includes abiding by the following practices:

- ensure children, educators and visitors are spaced at 1.5 metres distance from one another
- avoid shaking hands/ or physical contact to greet others

- stop activities that lead to mixing between classes and years
- avoid queuing
- regularly clean and disinfect surfaces that many people touch
- conduct lessons outdoors where possible
- consider opening windows and adjusting conditioning for more ventilation
- limit food handling and sharing of food in the workplace
- promote strict hygiene among food preparation and areas where food may be served
  - To help guide children, educators and visitors about social distancing of 1.5 metres, areas on the ground and floor surfaces have been marked as a visual prompt and information is on display at the centre for the families and visitors.

### **Information and notification requirements**

The Approved Provider or Nominated Supervisor will:

- report instances of (suspected) coronavirus to the local state/territory health department
- comply with notification requirements to be reported through NQAITs 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 i.e. there was an imminent or severe risk to the health, safety or wellbeing of a person at the service
  - provide families with current information about the coronavirus.

### **Interactions with Children**

Where appropriate, educators will speak with children about the coronavirus in ways that do not alarm them or cause unnecessary fear or distress. Educators may, for example, discuss with children their feelings in relation to the virus, remind children that the risk of catching the illness is very low, review hygiene measures they can take to reduce the risk of infection, discuss some of the good things happening in the world, or implement other strategies outlined in our C-:13 Relationships with Children Policy. Educators will be careful not to speak to others in an alarmist way about the coronavirus if children are present or within hearing.

### **Excursions**

To further protect the service and local communities, the Approved Provider, Nominated Supervisor and educators will not be planning excursions so as to minimise potential exposure.

## **Attendance and Fees**

From Week 11 Term 1 2020 there will be gap free childcare until such time as the government declares an end to the BCP (Business Continuity Payments) funding.

Normanhurst OSHC requests parents re-instate their bookings via the webserver & mark them as away (if they do not intend to attend).

This will allow centres to see the number of children that are expected to attend per session, so staffing levels can be determined.

Normanhurst OSHC need to mark Children who don't attend the session as AC on the touchscreen & for children who attend, accurate signed in and out times still need to be captured

Whilst the service remains open, a new payment will be made called the BCP (business continuity payment), in lieu of CCS. Currently the advice is that the BCP will be calculated based on 50% of the services revenue for sessions of care in the fortnight proceeding 2<sup>nd</sup> March.

As outlined in our Fees Policy, fees are payable for all days that children are enrolled, including when children are sick and cannot attend. In relation to coronavirus, this means fees are payable where children are unable to travel home to Australia, are in quarantine or home isolation.

Fees may also be payable if the centre is directed to close or closes voluntarily to contain the spread of the virus. When determining whether to charge fees, the Approved Provider will consider all relevant issues including the likely length of the closure, whether they need to pay staff during the closure, and if they will receive any support from Government to maintain the financial viability of the business.

### **JOB KEEPERS PACKAGE or WAGES SUBSIDY:**

Normanhurst OSHC will receive and pass on \$1,500 per fortnight for all eligible staff who were on an entities payroll as at 1<sup>st</sup> March 2020.

This is NOT a wage reimbursement, rather a replacement for a Centrelink style JOB STARTER payment.

These payments will start around 1<sup>st</sup> May 2020 and be backdated to fortnight commencing Monday, 30<sup>th</sup> March for all eligible staff. Becklyn will work with Centres to establish who gets paid as there will be financial consequences to our Payroll (e.g.) our Centre permanent staff will more than likely be receiving top up wages and of course there will be back payments for the whole of April.

## **Sources**

- **Education and Care Services National Law and Regulations**
- **Fair Work Ombudsman 'Coronavirus and Australian Workplace laws'**
- **Federal Department of Health coronavirus information sheets**
- **National Quality Standard**
- **Work, Health and Safety Laws and Regulations**
- **Work Health and Safety Act 2011**
- **Privacy Act 1988**
- **NSW Department of Health Guidelines**

Endorsed: 12/05/2020

Review date: 12/05/2022