

COVID-19 Safety Plan

Early Childhood Education

We have developed this COVID-19 Safety Plan to help education and care services create maintain a safe environment for staff, children, families and visitors.

Complete this plan in consultation with your educators, staff and families, and communicate the availability and use of it. The actions you take to help slow the spread of COVID-19 will reassure staff, families and children your service remains a safe environment.

The COVID-19 situation continues to evolve, ensure you remain up to date with guidance and advice and update this plan accordingly. Services must adhere to the current COVID-19 Public Health Orders, and also manage risks to staff and community in accordance with Work Health and Safety laws. For more information and specific advice please visit nsw.gov.au/covid-19

NOTE: This COVID-19 Safety Plan does not replace the requirement to develop COVID-19 policies and procedures. Under the National Law and Regulations, services are required to develop policies and procedures to combat the spread of infectious diseases, and these policies should be regularly updated in line with current health advice.

SERVICE DETAILS

Service name:

Plan completed by:

Approved by:

Date:

GUIDANCE FOR SERVICES

Guidance for your service and the actions you will put in place to keep your staff and community safe

GUIDANCE	ACTIONS
Wellbeing of staff, children, families and visitors	
Exclude staff, visitors and children who are unwell. Services should strongly encourage staff members and families to get tested for COVID-19 while away from the service.	
Provide staff with information and training on COVID-19, including when to get tested, effective hand hygiene, physical distancing and cleaning	

GUIDANCE	ACTIONS
Wellbeing of staff, children, families and visitors	
Ensure that adequate policies and procedures are developed to reduce the spread of COVID-19, including communicating the relevant policy with staff, families and children in the service	
Ensure staff are aware of their leave entitlements if they are sick or required to self-isolate	
Display conditions of entry for families and visitors (website, social media, entry points)	
Ensure that sharing of food and drink by children is restricted, including during mealtimes. If possible, consider spacing children to reduce the risk of infection	
Ensure unwell staff members and children can be isolated while preparing to leave the service	

REQUIREMENTS	ACTIONS
Physical distancing	
Put measures in place to avoid crowding and close proximity of staff, families and visitors where practicable	
Put plans and systems in place to monitor and control the numbers of staff in an area at any given time to allow for physical distancing	
Consider controls to ensure staff and visitors or families at interaction points stay at a safe distance. If not practical, clean regularly with detergent/disinfectant	
Ensure staff members maintain 1.5 metres of physical distancing at all times (including at meal breaks)	
Physical distancing should be maintained for staff meetings. Use telephone or video for meetings with families, where practical.	

REQUIREMENTS	ACTIONS
Physical distancing	
Review regular deliveries and request contactless delivery and invoicing where practical	
Consider signage near high traffic areas directing staff and families to maintain physical distancing wherever practical	
Have strategies in place to manage gatherings that may occur immediately outside the premises	
Modify drop-off and pick-up arrangements to reduce congestion in service foyers and entryways	
Reduce mixing of staff and children between rooms. If not practical, consider programming to break children up into smaller groups to reduce close contact, utilise outdoor space and encourage outdoor play.	
Arrangements in any staff rooms or administrative areas should allow physical distancing of staff members. If not practical, reduce sharing of any resources and practice good hand hygiene.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace	
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitors, phones, keyboards and computer mice	
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands. Children should be taught and encouraged to practice good hand hygiene at all times. Liaise with your co-located school for supplies.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean all high contact areas and surfaces	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions	
Clean equipment, toys, resources and furniture with detergent/disinfectant regularly, and if a child sneezes or coughs on an object. If an item cannot be cleaned, it should be removed. Consider using a circulation system for resources.	
Staff are to wear disposable gloves when cleaning and dispose of in rubbish after use. Staff are to wash hands thoroughly before and after with soap and water	
Ensure staff wash hands with soap and water for 20 second before and after performing routine care (i.e. nappy changing, first aid)	

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records should also include the date and time of arrival. Records must only be used for tracing COVID-19 infections and must be stored confidentially and securely. For further information on privacy requirements, check the Office of the Information Commissioner website: https://www.oaic.gov.au/privacy/privacy-for-organisations/small-business/	
COVIDSafe app to support contact tracing if required.	
In the event of a positive case of COVID-19 at your service, ensure: <ul style="list-style-type: none"> - Cooperation with NSW Health - Notification to the School Principal immediately - Notification to the Regulatory Authority through the National Quality Agenda IT System portal or on 1800 619 113 <ul style="list-style-type: none"> o Within 24 hours of becoming aware of a serious incident o Within 7 days of becoming aware of a circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child - Notification to SafeWork NSW on 13 10 50. 	