



**BAYSIDE PARK
Early Education Centre**

**COVID-19
MANAGEMENT PLAN**

AS COVID-19 RESTRICTIONS ARE GRADUALLY RELAXED,
BAYSIDE PARK EEC WILL CONTINUE TO WORK TOGETHER
WITH STAFF TO ADAPT AND PROMOTE SAFE WORK
PRACTICES, CONSISTENT WITH ADVICE FROM HEALTH
AUTHORITIES TO ENSURE THE CENTRE CAN IMPLEMENT
PHYSICAL DISTANCING MEASURES FOR ALL ADULTS AS AND
WHEN POSSIBLE, AND EXEMPLARY HYGIENE MEASURES TO
ENSURE THE HEALTH AND SAFETY OF ALL STAFF,
CHILDREN, FAMILIES AND VISITORS.

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RISK ASSESSMENT



We continually risk assess our learning environment, play spaces and excursion venues for possible hazards, as a matter of routine.

Where possible, we have eliminated or minimised all risks as is reasonably practicable, and will continue to review control measures and address those risks. We have kept all staff and families informed on the changing risk at the Centre, and the control measures being implemented to minimise risks.

We have Identified children and adults with compromised immunity or complex health care needs Our Director's Office has been identified and established as a suitable area to separate children who are displaying symptoms of cold and flu whilst they await pick up by parents/carer.

BASIC SUMMARY OF CURRENT PROCEDURES TO MINIMISE RISK

- Children have temperature taken upon arrival
- Children have hands washed with soap and water upon arrival
- Children's hand is stamped, child to endeavour to wash away stamp during the day
- Children's bags kept in the Foyer until transition time
- Children's bags sprayed with Oxivir Tb before being taken to rooms
- Staff to take temperature upon arrival for work
- Any temp over 37.5 to go home/not be accepted into Centre
- Families/general visitors not accepted into Centre
- Coaches for extra curricular activities to make BPEEC first point of call each day (i.e. not to visit another service before attending the Centre)
- Regular Bush Kindy and outdoor play and learning opportunities, to promote access to fresh air and wide, open playspaces

STAFF PRE-SCREENING

- All Staff have completed a Health Declaration Form regarding recent overseas and interstate travel and close contact with anyone who has a positive COVID-19 diagnosis.
- Staff have their health monitored through administering temperature checks upon arrival for their shift each day.
- If a staff member registers a temperature above 37.5°C and this is related to an illness, they are not able to remain at the Centre.
- If a staff member is feeling unwell and has cold or flu symptoms, (persistent cough, difficulty breathing, fever) they are not permitted to attend work.

STAFF ARRIVAL AND ON-SHIFT PROTOCOLS

- Staff travelling to work
 - travelling in their own car is preferable
 - requested to avoid stopping at shops/petrol station on way to work
 - if using public transport, adhere to social distancing measures at all times and bring their work clothes and shoes in a separate bag to change into upon arrival at the Centre
 - car-pooling is not encouraged. If there is no alternative, only have 2 people in a car, passenger should sit in the back, open windows to allow fresh air to circulate or use external airflow rather than recirculation mode on air-conditioning, car should be cleaned more frequently- wipe down seat belts, door handles, steering wheel etc with disinfectant wipes
- requested to wash uniform/clothes each day, as per standard requirement for BPEEC
- must maintain strict personal hygiene measures- hand washing, daily showering, physical distancing from others in public
- must wash hands thoroughly upon arrival at the Centre with soap and water
- rosters are staggered for start, finish and break times to reduce number of adults gathered together
- staff are reminded to avoid touching their mouth, nose and eyes
- staff to bring as few objects as possible into workspace (backpacks, handbags, lunch boxes) and all items to be stored in personal lockers provided
- clean and disinfect objects that are touched often, including mobile phones, keys, wallets
- use alcohol-based hand sanitisers if soap and water are not available
- limit adult groupings/interactions where possible
- as so far as reasonably practicable, ensure staff maintain a physical distance of 1.5 metres between each adult in the Centre
- times for staff to utilise staff-only facilities are staggered - e.g.: lunchroom, kitchen area, office as much as practicable

PARENT PRE-SCREENING

- Once the Centre reopens to parents, parents may be required to complete a Health Declaration Form (this will be confirmed at the time) indicating that they have not:
 - returned from a state or territory where self-isolation border measures are in place
 - been in close contact with a person who has a confirmed case of COVID-19 or has been directed to self-isolate
- families are not permitted to enter the Centre unless this is prearranged with the Director/Education Leader/Centre Manager/Assistant Director

CHILDREN PRE-SCREENING

- staff members use infrared thermometer to test child's temperature upon arrival and prior to accessing the Centre
- families may choose to bring in their own thermometer for personal hygiene reasons if preferred, however this thermometer is to be offered upon arrival and taken home by the parent after use
- thermometers must be cleaned with disinfectant wipes after each use
 - a child with a temperature higher than 37.5°C will not be permitted entry to the Centre

PARENT / CHILDREN ARRIVAL AND SIGN-IN PROTOCOLS

- designated area for drop-off/ pick-up area is clearly indicated
- foyer is rearranged where possible to encourage families to achieve the maximum space per adult with the use of social distancing signage and floor labelling
- signage clearly indicates drop off and pick up procedures for children- parents not entering foyer/ building; no long communication/interaction with families or other adults (families to utilise Storypark, email or phone for long communication)
- consideration will be given to families for whom English is their second language and if necessary, written information will be translated
- markings indicate 1.5m physical distancing requirement between families to avoid clusters of adults together
- staff members rostered to greet families at PUP (Pick Up Point) to complete drop off / pick up requirements
- staff rostered to greet families must keep conversations to a 3 minute maximum, to ensure continual exposure to other adults is minimised
- children's bags are stored in the foyer either until transition time or for the day (depending on Activity Room), and sprayed with Oxiver Tb at 9.30am, and upon arrival if arriving after this time.
- touch screen covered with clear film which is replaced twice daily
- additional paperwork in need of completion/signage is to be done outside or in the car- e.g. parent and child health declaration forms, updating medication requirements for children
- if families require additional assistance with multiple children, other staff members may be required to assist

- families who are front line workers (doctors, nurses) are requested to have changed from their work uniform after completing their shift before collecting their child
- end of the day communication with families is minimised, and Storypark should be used as the main method of communication
- if families require face to face communication, physical distancing measures are to be implemented - and limit the time of the interaction/discussion where possible

VISITOR / TRADESMAN ARRIVAL PROTOCOLS

- visitors to the Centre are reduced to an absolute minimum
- volunteers and incursions cancelled or postponed
- vulnerable or high-risk people excluded where practical, including the elderly and those with pre-existing medical conditions
- deliveries are regularly reviewed, and drop-off organised at a predetermined point outside the Centre
- electronic paperwork/ e-invoicing used where possible
- minimise interaction and alternatives to signatures of deliveries received- contactless methods or use own pen
- alcohol-based hand sanitiser used before and after receiving any packages/deliveries
- contractors who require entry to the Centre adhere to hygiene procedures including having their temperature taken upon arrival
- clear guidelines verbally provided to contractors when visiting the Centre regarding physical distancing, hygiene protocols and child protection
- handwashing facilities are provided to contractors to ensure they wash their hands thoroughly upon arrival, wipe any equipment with disinfectant wipes



Any staff member, child or visitor to the Centre who presents with any of the following, will be excluded from the Centre. Any person who:

- has a temperature over 37.5° C
- presents as 'unwell' – unexplained or persistent cough, drowsy or unresponsive, shortness of breath, respiratory illness, runny nose, suffering with diarrhea or vomiting, has a persistent headache
- has recently travelled overseas or interstate where self-isolation measures are in place
- has been in close contact with someone with a confirmed case of COVID-19
- has been requested to self-isolate

EXCLUSION GUIDELINES

STAFF MEMBER OR CHILD TESTS POSITIVE TO COVID-19

- the Approved Provider will be contacted by the Public Health Unit (PHU) if a staff member or enrolled child tests positive to COVID-19
- direction to close the Centre will be made by the PHU
- notify all families and staff immediately via Storypark, email and/or phone
- ensure the person who tests positive to COVID-19 self-quarantines at home for a minimum of 14 days
- notify the Regulatory Authority within 24 hours of any closure through the National Quality Agenda IT System (NQA ITS)
- an investigation will be undertaken by the PHU to identify all potential contact traces including other staff members, children, visitors and families to prevent further transmission of COVID-19.
- all persons who are identified as a close contact will be directed by the Public Health Unit to self-isolate for 14 days and closely monitor their symptoms.
- ensure an industrial environmental clean of the Centre under the direction of the Public Health Unit
- advice regarding re-opening of the Centre will be provided by the Public Health Unit to the Approved Provider
- notify the re-opening of the Centre through the NQA ITS

PROCEDURE FOR A CONFIRMED CASE OF COVID-19 AT BAYSIDE PARK EEC

In the event of a confirmed case of COVID-19, the *Public Health Unit (PHU)* will conduct contact tracing to identify other people and places the person may have had contact with. The PHU will consider each unique context and provide specific requirements for the Approved Provider/Director to follow.

If a possible contact is from an Early Childhood Education and Care Centre, the PHU will contact the Approved Provider and provide support and guidelines of the required procedures that will need to be explicitly followed. These may include advice and rules for continued operation, deep environmental cleaning and/or potential closure.

No personal information will be shared with the Approved Provider as per Privacy laws.

The Centre will be provided with information about what day the person would have been in the Centre, the time frame and the age of the person, if applicable.

Should a parent contact the Centre directly to report that their child or a parent has a confirmed diagnosis of COVID-19, the Approved Provider must contact the PHU immediately. In order to comply with privacy laws, health information should only be shared by employers on a 'need-to-know' basis. This may be due to assist in identifying close contacts within the Centre. The PHU will provide advice and action.

THE PHU WILL:

- investigate all persons who receive a confirmed COVID-19 test result
- determine time frames of contamination and identify all possible places and people where cross contamination could have occurred
- conduct detailed contact tracing to identify any people who could have been in contact with the person and determine if this was 'close contact' or 'casual contact'
- provide information on the time period where the person would most likely have been contagious
- adhere to privacy and confidentiality laws and not identify the person who has been diagnosed with the virus
- request information of all persons who would have been in the workplace (Centre) during this period
- determine the next steps for action which could include:
 - closure of one room/area
 - short term closure of the entire Centre
 - notification to regulatory authority, SafeWork Australia
 - the requirement of a deep clean of the Centre (Infection Protection Team will assist)
 - COVID-19 testing of employees, children and parents
 - self-isolation periods of 14 days will be required
 - expected date of return to Centre

HYGIENE AND PREVENTATIVE PRACTICES

- staff complete COVID-19 infection control training
- the number of visitors entering the Centre has been limited (controlled)
- anyone who is sick may not enter the Centre
- if a child or staff member becomes ill whilst at the Centre, they will be sent home as soon as possible (As a precaution, they will be separated from other children whilst waiting to be collected to help prevent the spread of a virus)
- we have enhanced hygiene practices for all staff, children and visitors - washing hands with soap and water or using alcohol-based hand sanitiser
- health and hygiene signs and posters are displayed to remind all staff and visitors of the measures necessary to help stop the spread of the virus- hand washing, cough and sneeze etiquette
- tissues are disposed of in bins and followed by washing hands
- all staff are reminded to avoid touching their face, eyes, nose and mouth
- promotion of the annual influenza vaccination for staff, children and their families
- facilitation of robust infection control and cleaning
- adults are reminded to refrain from intentional physical contact between themselves including shaking hands, kissing on cheeks, hugging

- the Centre has adequate Personal Protective Equipment (PPE) and additional hygiene supplies including:
 - soap
 - hand sanitiser
 - toilet paper
 - paper hand towel
 - tissues
 - disposable gloves
 - masks (if required/desired)
 - thermometers
 - rubbish bins with lids/bin liners
 - disinfectant wipes
 - cleaning detergent/ disinfectant/ cloths

Handwashing

- we implement strict hand washing procedures for all staff, children and visitors
- all staff understand the requirement and importance of regular, thorough handwashing throughout the day
- hand sanitiser is provided at front entry of the Centre, and in locations around the Centre
- bathrooms are well stocked with soap, hand wash and paper towel
- posters with clear instructions on how to wash hands and/or use hand sanitiser are displayed
- photos of children demonstrating each step of hand washing near the sinks are displayed as visual prompts
- cough/sneeze etiquette
 - posters demonstrating correct techniques for coughing/sneezing into a flexed elbow are displayed
 - staff model correct procedures to children
 - attempts by children are positively reinforced
 - reminders to wash hands after sneeze, blowing/wiping nose is displayed
 - reminders to dispose of used tissues in the bins provided are displayed

Physical distancing

- where possible, we remain conscious of physical distancing requirements in each enclosed space
- markers to indicate 1.5 metres for parents to comply to physical distancing requirements upon arrival to Centre
- where possible, staff and parents are requested to not congregate together
- staff will comply to physical distancing requirements when
 - eating lunch
 - discussing children's development
 - gathering resources
 - cleaning

Children do not have to be counted in implementing physical distancing measures in an Early Childhood Education and Care Centre. However, it is best practice to limit the size of groups and interactions to assist staff implement physical distancing measures. (Safe Work Australia May 2020)

Considerations include:

- stagger play times for children
- organise small groups for indoor and outdoor learning program
- utilise the outdoor area as much as possible
- rearrange resources in rooms to provide a larger range of small group activities- books in several locations rather than one bookshelf; several stations for paint, playdough, craft
- limit number of adults sitting at tables with children during mealtimes
- maximise the space between children at mealtimes
- clean tables and chairs thoroughly between each sitting
- ensure highchairs, cots and bedding are spaced well apart to allow for physical distancing requirements to be managed by staff

Food handling and preparation

- staff have relevant and appropriate training to support safe hygiene practices
- staff maintain physical distancing requirements in food preparation areas
- effective hygiene procedures include-
 - regular handwashing when preparing foods, after going to the bathroom and after touching face or hair
 - cleaning and sanitising food preparation areas and equipment
- disposable gloves are used when handling food

Cleaning and disinfecting procedures

- a combination of cleaning and disinfection is used on a daily basis
- surfaces are cleaned with detergent and water before disinfecting
- adherence to National Health and Medical Research Council (HMRC) childcare cleaning guidelines
- high touch surfaces are cleaned and disinfected at least twice daily or more frequently if required (door handles, light switches, tables, chairs, iPads, tablets, keyboards, touch screens, nappy change tables, puzzles)
- wash and launder toys using the warmest appropriate water setting and dry items completely
- staff wear appropriate personal protective equipment (PPE) for cleaning as a precaution
- hands washed with soap and water before and after wearing protective equipment
- personal belongings stored in lockers to avoid cross contamination

Bathroom facilities

- all bathrooms for staff and children have adequate supplies of soap, liquid handwash, paper towels and warm running water
- effective personal hygiene practices are reinforced through posters and fact sheets in prominent positions in the Centre
- staff model correct handwashing procedures with children
- the number of children and adults using bathroom facilities is limited at any one time
- situations where children are required to queue to use bathroom or wash their hands are avoided
- all facilities are cleaned and disinfected effectively

PHYSICAL SPACE REQUIREMENTS

Indoor and outdoor environments

- ventilation within the Centre is promoted by opening windows and doors when weather permits
- markings are placed on the floor for children to sit on during Group Time
- rotation of groups for indoor and outdoor play environments ensuring educator to child ratios are maintained
- consideration given to limiting numbers of children accessing particular equipment to ensure adequate supervision and adhering to physical distancing for adults as much as possible e.g.: sandpit, climbing equipment
- all outdoor equipment is regularly cleaned and disinfected

FAMILY ENGAGEMENT AND COMMUNICATION

- positive interactions and relationships with children and their families are maintained
- we provide reliable sources of information to share with families during this pandemic
- we use trusted sources of information only
- we use a range of communication methods to ensure all families receive and understand key messages- emails, phone calls, Storypark
- information is provided to families about their responsibilities for updating information to Centrelink
- support is provided to families to assist in their child's well-being
- remain consciously aware of families and children who may be more vulnerable or at risk due to the COVID-19 environment
- information provided to children is age appropriate and sensitive to their emotional wellbeing

CONTINUITY OF EDUCATORS



- we maintain open communication with staff
- government financial support options of JobKeeper and ECEC relief package are utilised if applicable to support continuity of employment for Educators and staff
- where possible, we have returned to similar rosters and placement of Educators in particular rooms to provide continuity of care for children
- staffing rosters meet or exceed educator to child ratios

COMMUNICATION AND CONSULTATION WITH STAFF

- regularly consult with staff on health and safety matters relating to COVID-19
- routinely discuss the current control measures in place to eliminate or minimise the risk of exposure, and review as required
- as enrolment numbers of children increase, control measures are adjusted to manage the change. For instance, how and when families may be permitted to enter the Centre in the coming weeks/months, when will our Centre be able to begin incursions
- routinely communicate and consult with all staff about any modifications or updates to current policies or procedures that are in place to account for the pandemic conditions – (COVID-19 Safe Management Plan, Arrival and Departure Policy, Health and Safety Policy, Control of Infectious Diseases Policy, Sick Child Policy, Hand Washing Policy)
- we maintain regular consultation with staff about current work, health and safety measures implemented and any changes or additions that may need to be made to ensure the safety for all staff
- if and when required, we consult with staff about changes to work arrangements, rosters, duties including additional cleaning, meet and greet roles, staff meetings, training, assessment and rating
- limitations are placed on non-essential meetings, gatherings or training
- non face-to-face methods of communication is used when practical - emails, Zoom, Storypark

STAFF WELLBEING

- a conscious effort to maintain strong and supportive relationships with all staff members is made (including staff on leave)
- up to date information from reliable sources is provided and/or Staff are able to access information as required. This includes:
 - COVID-19
 - Safe Work Australia recommendations for Work Health and Safety
 - Department of Health
 - employment support through Department of Education, Skills and Employment (DESE)
- sensitivity and empathy to the feelings of individual staff members is paramount, in particular staff who may be concerned about returning to the workplace
- Management offer an open door policy, inviting staff to seek support and/or information at any time, regardless of professional or personal matters
- constant reassurance is provided to staff indicating that we are always working to eliminate or minimise risks to their health and safety in the workplace to help ease their concerns
- immediate response is applied to any workplace bullying by following relevant policies and procedures
- confidentiality and privacy laws are maintained at all times
- all staff take required breaks during the day
- time is set aside for programming, mentoring sessions and capacity building

STAFF RETURNING TO WORK

- Management will meet with staff members returning to work to cooperatively plan for transition back to work
- discussions may include possible changes that have been implemented to keep the workplace safe, healthy and free of coronavirus
- staff will be required to revise any policies and procedures that have been amended due to COVID-19 such as
 - Health and Safety, Arrival and Departure Policy, Hand Washing Policy, Sick Child Policy
- staff pre-screening protocols will apply (health declaration, temperature check)
- transition back to work for staff may include
 - change in work hours/rosters
 - scheduling of breaks to avoid crowding
 - changes to duties when returning to work
 - JobKeeper subsidy

STAFF TRAINING

- options for the delivery of refresher training for First Aid and CPR is made available
- staff are informed of professional development opportunities through the Professional Development page on Storypark. Whilst the Centre is happy to cover the cost of some training, Staff are required to take responsibility for their own professional development, including costs incurred.
- we encourage and support educators to gain professional learning hours towards teacher accreditation requirements relevant to Qld requirements.

VULNERABLE STAFF MEMBERS AND CHILDREN

- children and staff members with compromised immunity or complex health care needs are identified
 - we request staff members with underlying health conditions to seek medical advice from their health practitioner regarding additional measures required to protect themselves whilst at work (PPE, additional handwashing, less contact with infants or younger children requiring nappy changing)
 - staff who are more vulnerable to COVID-19 may include:
 - Aboriginal and Torres Strait Islander peoples aged 50 years and older with one or more chronic medical condition
 - people aged 65 years and older with chronic medical conditions
 - people with compromised immune systems
 - families have been requested to update their child's medical management, risk minimisation and communication plans in consultation with their child's health practitioner- including Asthma Management Plans
 - all staff and children are encouraged to have the annual influenza vaccine if there are no contraindications to do so. (this is not a requirement under a Public Health Order, just a recommendation from the AHPPC)
-