

## St John Bosco BASC & Vacation Care Centre



### COVID Safe Plan

#### Wellbeing of staff, children and families

Review Illness and Infectious Disease Policies and Procedures, including Coronavirus Policy, with staff and families.

Supervisors monitor public health advice and will update COVID Safe Plan accordingly.

Exclude staff, families, children, and visitors who are unwell for (at least) recommended minimum exclusion periods.

All non-essential visitors are currently excluded from the centre. Parents are not to enter the centre. (28/6/21)

Require essential visitors to complete Health Declaration each time they enter Service that they have no symptoms of COVID-19 and will immediately get tested for COVID-19 and isolate at home if they develop symptoms.

Exclude all staff, children and families who are getting tested, or have been tested, for COVID-19 and advise them not to return to the Service until they can provide evidence of a negative test result.

Ensure all staff understand when they should isolate for 14 days and be tested for COVID-19, and that they must not return to work until they provide evidence of a negative test result. This includes:

- when they develop symptoms of COVID-19
- when they have a close contact, who's tested positive to COVID-19
- when they visit a COVID-19 'hotspot' or cluster
- if there's a positive test result from an employee, child, family member, visitor to the Service
- if an employee, child, family member, visitor to the Service has been at the Service with symptoms of COVID-19

Maintain designated area to keep sick children and staff isolated from others until they are collected/leave the Service

- staff who develop symptoms of COVID-19, and those assisting children or adults with symptoms must immediately use PPE such as masks if not already doing so
- ensure staff member has transport home or to medical facility. People potentially infected with COVID-19 should avoid public transport where possible

Immediately report confirmed cases of COVID-19, or cases where children, staff or family members develop symptoms of COVID-19, to NSW Health Department including areas of Service person has been in, who they've been in close contact with and for how long. Follow all guidance which may involve service closure for a deep clean, and assistance in contact tracing. Service will also:

- immediately report confirmed cases of COVID-19 to WorkSafe
- immediately close off affected areas to all children and staff (where possible)
- separate children and staff who have been in close contact with the ill child or adult from others

<ul style="list-style-type: none"> <li>ask families to collect their child ASAP</li> <li>open outside doors and windows if possible, to increase airflow</li> <li>advise all staff and families, and visitors within past 48 hours or other period as advised by Health Department, of positive test result from any employee, family member, child or visitor who's attended the Service, advise them to self-isolate and be tested as soon as possible and to advise their close contacts to do the same</li> <li>advise all staff and families, and visitors within past 48 hours or other period as advised by Health Department, of suspected case of COVID-19, to be vigilant about the onset of COVID symptoms and to self-isolate at symptom onset and be tested as soon as possible</li> <li>clean Service wearing appropriate PPE as outlined in <a href="#">Department of Health's Environmental Cleaning and Disinfecting Principles</a>, with particular focus on areas where sick child or adult have been, unless advised otherwise by Health Department or other Government officials</li> <li>determine if Service should be closed (where not specified by Health Department or WorkSafe).</li> </ul>
All staff and visitors to the building are to wear masks when entering the centre. This includes both inside and outside areas, as per public health advice. Parents and children over the age of 12 are to wear masks when dropping/picking up children. (5/7/21)
<b>Physical distancing</b>
Adapt work arrangements so admin staff can work from home where possible.
Advise staff they must not move between different Services owned by the Approved Provider. Review rosters to ensure this does not occur.
Implement effective measures to promote physical distancing while educating and caring for children including: <ul style="list-style-type: none"> <li>keep educators and children in same rooms where possible to prevent mixing of children and staff</li> <li>stagger lunch /snack times to reduce number of children playing outside at one time</li> <li>cancel all excursions and unnecessary visitors</li> <li>serve food to children rather than providing sharing plates</li> </ul>
Put plans and systems in place to monitor and control the numbers of families and visitors in or around the Service at any one time <ul style="list-style-type: none"> <li>ask parents to wait at the gate and wait for advice to enter service when dropping off or collecting children. One family allowed in the gate at a time</li> <li>use mobile/contactless sign in/out</li> </ul>
Train staff on physical distancing requirements ie this needs to be maintained while working or taking breaks
Use floor markings in areas where staff are likely to congregate including staff room (eg for location of chairs), workstations and printers.
Use telephone or video for essential meetings with families and community members where practical.
Review and update work rosters to ensure as few staff as possible start and finish together or take breaks at the same time (while meeting ratio and supervision requirements.)
Review regular deliveries and request contactless delivery and invoicing where practical. Display signage for delivery drivers and identify designated drop off areas (away from main entrance).
Physical distancing stickers have been placed outside the entrance gate.
<b>Cleaning</b>
<p>Review cleaning procedures and schedules with staff to ensure they're familiar with requirements.</p> <p><i>Clean frequently touched areas and surfaces</i> at least twice daily with particular focus on door knobs, bathrooms (eg taps, toilets), tables and chairs, phones, tablets, keyboards and admin areas, toys and equipment including any mouthed toys.</p> <p><i>Clean Service as a whole</i> at least once a day.</p> <p>Clean with detergent and then with an anti-viral disinfectant in line with Service Procedures and the <a href="#">Department of Health's Environmental Cleaning and Disinfecting Principles</a></p> <p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.</p> <p>Staff wear gloves when cleaning, and wash hands thoroughly before and after with soap and water or hand sanitiser.</p>

Provide detergent/disinfectant surface wipes to clean equipment such as monitor, phone, keyboard and mouse.
<b>Hygiene</b>
Provide hand sanitiser at multiple locations throughout the workplace (ensure at least 60% alcohol) Place hand sanitiser at front entrance and in each room.
Ensure children's and staff bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to effectively wash hands.
Maintain sufficient quantities of essential items such as gloves, masks, wipes, sanitiser, disinfectant, soap, detergent and hand towels.
Provide hands free sealed bins in bathrooms and rooms and ensure these are emptied daily and when full.
Where possible enhance airflow by opening windows and adjust air-conditioning if used for more fresh air e.g. set to external airflow rather than recirculation.
Reinforce basic hygiene procedures including: <ul style="list-style-type: none"> <li>review handwashing procedures and when required ie before and after eating or handling food, going to the toilet, handling play dough, using gloves, after wiping or touching nose and cleaning up spills of body fluids</li> <li>ensure staff cover their cough and sneeze to prevent the spread of germs eg cough/sneeze into their inner elbow or use a tissue to cover their mouth and nose</li> <li>remind staff to be vigilant in supervising children's hygiene and reminding them to implement hygiene measures</li> <li>staff and children carefully dispose of used tissues in sealed bin</li> </ul>
Increase supervision of children in bathrooms and only allow one child at a time to wash hands.
Replace high touch communal items with alternatives where possible including: <ul style="list-style-type: none"> <li>providing staff with own personal equipment labelled with their name where possible</li> <li>limiting staff to use of equipment and resources within their own room/group</li> <li>grouping resources in storeroom into separate groups for each room/group</li> </ul>
<b>Record Keeping</b>
Keep name, mobile number or email address, check in and out times and areas visited for all staff including cleaners, families, children and visitors (essential only) attending the premises for 15 minutes or longer. Rosters may be used for staff. Attendance records may be used for children.
Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.
Approved Provider/Nominated Supervisor cooperate with Health Department if contacted in relation to a positive case of COVID-19. This may include preparing records from 48 hours prior to the onset of symptoms in the suspected case.
Approved Provider/Nominated Supervisor records suspected or confirmed staff case of COVID-19 (ie Incident Report) and immediately reports confirmed case of COVID-19 to WorkSafe, following up in writing as required.
Where Service closed due to confirmed or suspected case of COVID-19, notify Health Department and WorkSafe when you're satisfied all required measures (ie directions/advice from Health Department ) have been implemented and you plan to reopen.
Review and update COVID Safe Plan every week or when circumstances, restrictions or public health advice changes.
QR Code implemented at the front gate, front entrance and in the office so that all staff and visitors are checking into and out of the building. <ul style="list-style-type: none"> <li><b>Note:</b> Check in is <b>mandatory</b> for staff and visitors who enter the premises, including through the gate.</li> </ul>

Reviewed: 27/07/21