

## Our COVID Safe Plan

Business name: Little Grasshoppers Early Learning Centre

Site location: \_\_\_\_\_

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p>*Alcohol based hand sanitiser is provided at front entrance of the service and on entry            ~Posters on correct hand washing procedures are displayed in all children's changing areas, toilets, and staff toilets &amp; kitchen areas. All these areas have hand soap and paper towel available.            *wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, changing a nappy, handling play dough, using gloves, and after wiping or touching nose and cleaning up spills of body fluids            as per Infectious Diseases Policy/Procedures</p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p>All windows and doors are opened daily to allow airflow throughout the centre. Especially when children have access to indoor/ outdoor programs.            Windows are opened daily to allow for free flow of air in specific areas-staff room, nappy change areas, eating areas.</p>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<p>Staff must wear mask on arrival from their car to the service.            During time spent in communal areas.            ~It is important that you wear your face covering when at work, but some people may require short breaks from wearing their face covering            ~ Only a short break should be required.            ~ should maintain physical distancing of 1.5 metres and if you need to cough or sneeze, do so into a tissue or your elbow. while keeping your face covering on            ~Poster have been displayed on wearing &amp; cleaning face masks</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p>~all staff complete the online COVID-19 Infection Control Training made available by the Federal Department of Health. Certificates of completion will be kept in staff file and a sign advising families that all staff have undertaken the training will be displayed.</p> <p>~Posters that highlight good hygiene practices, correct face coverings and washing instructions are displayed in staff rooms</p> <p><i>See attached policy</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>~Approved Provider and Nominated Supervisor will ensure educators engage in regular handwashing with children and cleaning requirements carried out more frequently than usual throughout the day. This includes regularly cleaning and disinfecting frequently touched surfaces like doorknobs, bathrooms (eg taps, toilets), tables and chairs, phones, tablets, keyboards numerous times a day.</p> <p>~Cleaning staff, including contracted cleaning staff, will implement the procedures outlined in the 'Information for employers' and Environmental Cleaning and Disinfection Principles for COVID-19 Information Sheet.</p> <p><i>See attached policy/Information Sheet</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>~the Approved Provider and Nominated Supervisor will ensure educators engage in regular handwashing with children and cleaning requirements carried out more frequently than usual throughout the day. This includes regularly cleaning and disinfecting frequently touched surfaces like doorknobs, bathrooms (e.g. taps, toilets), tables and chairs, phones, tablets, keyboards numerous times a day. Cleaning staff, including contracted cleaning staff, will implement the procedures outlined in the 'Information for employers' and Environmental Cleaning and Disinfection Principles for COVID-19 Information Sheets including:</p> <ul style="list-style-type: none"> <li>• wearing gloves and using alcohol-based hand sanitiser before and after wearing gloves</li> <li>• disinfecting surfaces with disinfectant after cleaning with detergent and water.</li> </ul> <p>Contract cleaning services will be carried out on weekends during this period</p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>~Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>~Additional hand sanitiser and cleaning supplies have been regularly ordered when required and cleaning procedures been implemented. As per policy/procedures outlined. All labelled and stored in laundry areas with safety data sheets. These include plastic gloves, paper towel, hand sanitiser, disinfectant, detergent, bleach, jif, window cleaner.</p> <p><i>See attached policy</i></p>

Physical distancing and limiting workplace attendance	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p>~Many staff had shift changed when restrictions started &amp; Job Keeper.</p> <p>~Arrangements have been made for staff/management who visit multiple sites to do a 2 week block working shift at one service at a time.</p> <p>~Other staff have had to stop due to family commitments and rosters have allowed for individual needs/wants.</p> <p>~Where staff meetings are required, they have been held over the phone or Zoom and information sent by email where possible</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>~We have established staff not attending multiple settings by having the same relief staff work at the same service.</p> <p>~management, HR doing 2-week block working placements at one service at a time.</p> <p>~all maintenance work carried out during week-end times</p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• <b>All staff and children entering the service will have their temperature tested and recorded</b> daily on arrival before entry to the service. Those with a temperature of above 38°celsius will be disallowed entry</li> <li>• Staff have been diligent at reporting any sickness and ISO when required. All staff who have reported symptoms have notified management and further followed COVID testing prior to returning to the workplace.</li> <li>• Advise the service if they develop symptoms of the virus or are confirmed to have the virus. This is particularly important if they have been at the service before a positive test</li> <li>• provide written clearance from a doctor after a period of isolation or quarantine related to coronavirus confirming they/child/family member are not contagious and may return to the service</li> <li>• visitors and staff to complete a Health Declaration declaring they are healthy and do not have any symptoms of coronavirus before entering the service and have temperature taken and recorded.</li> <li>• Any staff member displaying symptoms of coronavirus including fever, cough, sore throat or shortness of breath will be ask to get tested for COVID-19 and will not be allowed back until we see confirmation of a negative result.</li> </ul> <p>See attached policy/staff declaration form</p>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p>~Teachers and educators wear masks when they are not teaching or providing care e.g. in the staff room (where not consuming food and drink) or during times when communicating directly with families (Face to Face contact)</p> <p>~ non-teaching staff, including office staff, wear face masks while working unless they work alone in an enclosed space (e.g. office). In this case they must wear a mask if someone enters the space and when they leave it.</p> <p>Posters, markers and stickers have been displayed for social distancing for staff and families to adhere to at all times.</p> <p>See attached policy</p>

<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>Physical distancing-floor markers to keep workers and families at least 1.5m apart from each other. Physical distancing posters have been displayed at the front entrance of the service &amp; in staff rooms.</p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>~Areas have or already exist for staff to work so they are not facing one another when working. ~Educators have designated individual planning time.</p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p>Staff have staggered shifts of starting, finishing times, breaks and lunch breaks. Social distancing has been practised daily when entering &amp; exiting the workplace, when in communal areas. Staff have also been respectful for social distancing rules during these times, many going outside the service for a break.</p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>~All staff have had access to read / implement &amp; discuss Covid policy directions &amp; procedures. ~Staff have implemented social distancing during the work hours and lunch break periods. ~Signs have been displayed in foyer and staff rooms for staff to adhere too.</p> <p>See attached policy/Covid Folder for poster examples</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Parents/Visitors/Non essential persons cannot enter the building. ~Staff will sign children in on arrivals and out on departures ~all deliveries will be left at the front door for staff to bring inside using trolley ~ all maintenance will be organised after hours or on week-ends ~ all deliveries/persons entering after hours will be documented in a log if required due to an outbreak/contract tracing. See Visit/Delivery Log</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p>All rosters have been regularly review with COVID policy in mind to ensure safety of staff, children &amp; families is strictly adhered to at all times. All rosters have been adapted as per requirements – sickness, staff away due to family requirements, staff/child ratio during covid restrictions. These changes have been closely monitored by management.</p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <u>'four square metre' rule.</u></b></p>	<p>Posters &amp; markers have been clearly displayed in relevant areas for staff, families and deliveries of the service. Occupancy numbers as per Department licensing regulations all displayed in the front foyer.</p> <p>See attached policy.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p>~All families contact details are always kept on the premises .  ~We have clear systems set in place for recording visitors to the service. However, during this time we have not allowed any visitors to enter the building.  Due to COVID Pandemic Restrictions</p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>Staff are aware of OHS workplace policy, documenting and reporting any incidents and issues that may occur in the workplace. Further guidance /posters have been discussed as per covid guidelines were necessary.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>~Covid Policy/procedures have been updated 31/7/2020  ~ The Approved Provider or Nominated Supervisor will:</p> <ul style="list-style-type: none"> <li>• report instances of (suspected) coronavirus to the local state/territory health department immediately and follow all guidance</li> <li>• comply with notification requirements for serious incidents which include:</li> <li>• any incident involving serious illness of a child at the service where the child attended, or should have attended, a hospital be reported to Worksafe, ACECQU and Coronavirus Hotline</li> </ul> <p>Hotline tel:1800 675 398</p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p>The Approved Provider or Nominated Supervisor will:</p> <ul style="list-style-type: none"> <li>• report instances of (suspected) coronavirus to the local state/territory health department immediately and follow all guidance</li> </ul> <p>~Provide individual records regarding child/staff/visitor symptoms/illness dates and times as per illness record kept  ~Provide family/staff details and contact phone number/address  ~Any delivery/visitors contact details that have been logged in register</p> <p>DHHS is the control agency for the State's pandemic coronavirus (COVID-19) response. In this role, DHHS will provide overall direction and ensure that agencies are tasked to support the response as the situation dictates.</p> <p><i>see attached policy</i></p>

Guidance	Action to prepare for your response
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p>Cleaning and disinfection procedures would be followed through as per policy or under further directions from Worksafe Australia and public health authority.</p> <p>Deep clean contracts would be sourced under the direction of the public health authority.</p> <p>See attached policy</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>~If an employee were to show any signs/symptoms during work hours they would be isolated and arrange for them to be sent home &amp; to receive medical attention/covid testing to occur.</p> <p>~Staff who were symptomatic at the time of testing for COVID-19 and are awaiting results of testing should be isolated until COVID-19 is excluded.</p> <p>~If their test is negative, they should continue to self-isolate until the acute symptoms have resolved, and they feel well. Under GP advice.</p> <p>~Notifying the department on 1300 651 160 as soon as possible (within 24 hours) if a confirmed case becomes critically unwell, requires intensive care admission, or dies, or in the event of additional suspected or confirmed cases.</p> <p>~Staff will need to provide the employer with return-to-work clearance prior to returning to the workplace.</p> <p>~Provide psychological support to the healthcare worker if required</p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p>In this case we would be dictated by relevant departments. Signage would be displayed, emails sent out to families and staff with regards safety guidelines and Covid testing.</p> <p>~ Emails regards suspected case and any closure times to be displayed and forwarded to families and staff</p> <p>Only confirmed and probable cases need to be notified to the department. Notify the department of confirmed cases as soon as practicable by calling <u>1300 651 160</u>, 24 hours a day.</p> <p>See attached policy</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>~Define the work area and affected employees. This might be one office, a team area or an entire floor depending on the interactions of the individual. Agencies should take a precautionary approach and close as much of the workplace as is reasonable to support employees' peace of mind. For further advice, contact the <u>Coronavirus Health Information Line</u>.</p> <p>~Direct affected employees to leave the workplace, immediately self-isolate and await further information from the Department of Health and/or the agency. For further advice, contact the <u>Coronavirus Health Information Line</u>.</p>

Guidance	Action to prepare for your response
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>~Immediately arrange for the work area to be thoroughly cleaned and disinfected in line with <u>specific cleaning advice</u> for workplaces before advising employees that it is safe to return to the workplace. For our services, there is already increased daily cleaning and disinfecting.</p> <p>~Decide for remote working during periods of self-isolation where possible, referring to LG management guidance about working from home.</p> <p>~Employees should be contacted during the period of closedown and advised of the steps being taken to clean the work environment.</p> <p>~When the workplace has been cleaned, employees should be advised that they can return to the workplace unless they are sick or are required to continue to self-isolate.</p> <p>~Employees who have tested positive may return to the workplace only after they have been medically cleared in line with Department of Health guidelines. Public health officials advise affected employees directly in relation to their self-isolation and medical clearance requirements.</p>

I acknowledge and I understand my responsibilities and have implemented this COVID Safe plan in the workplace.