

# COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

## Our COVID Safe Plan

Business name: Waverley Meadows Pre School \_\_\_\_\_  
 Site location: 6 Farnham Ave Wheelers Hill \_\_\_\_\_  
 Contact person: Susan Knowles \_\_\_\_\_  
 Contact person phone: 0408557235. 9560 2791 \_\_\_\_\_  
 Date prepared: 5 August 2020 \_\_\_\_\_

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>	<ul style="list-style-type: none"> <li>• Ensure hand Sanitiser available in all Four learning Environments</li> <li>• Hand Sanitiser carried by Educators when away from the building with children</li> <li>• Hand soap/paper towel ordered a month ahead to have available at all times</li> <li>• Added hand towel dispenser refills and soap dispenser refill to daily cleaner list</li> <li>• Scheduled and documented clean of all surfaces twice during 5 hour sessions.</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Double doors to outdoor classroom to remain open during sessions</li> <li>• Single door to the outdoor garden from playroom to remain open at all times</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• All staff have disposable masks available to them</li> <li>• Staff elect to have own fabric breathable mask</li> <li>• Masks are to be worn when opening and closing doors to families, delivery persons, or anyone else enquiring at the front door</li> <li>• Staff wear masks to and from their car in carpark</li> <li>• Staff encouraged to wear protective aprons, clothing cover during sessions</li> </ul>

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>	<ul style="list-style-type: none"> <li>• <i>All staff have completed a working with COVID safely webinar</i></li> <li>• <i>Educational Leader to oversee the correct use of face masks and other required PPE, and hand hygiene practices at all times.</i></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• <i>All high touch materials washed and disinfected by cleaner</i></li> <li>• <i>All materials observed in or around the mouths of children at the centre instantly removed from the program and disinfected.</i></li> <li>• <i>Cooking practices at the centre temporarily discouraged</i></li> <li>• <i>Door handles, high touch surfaces, toilets, bathroom basins etc to be cleaned twice during 5-hour session. This is documented and recorded.</i></li> </ul>

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>	<ul style="list-style-type: none"> <li>• <i>Increased hours of daily clean by professional cleaning staff</i></li> <li>• <i>Increased hygiene practices by staff during sessions</i></li> <li>• <i>Executive committee have increased cleaning requirements and materials used to clean with the centre cleaner. Extra time has also been permitted to allow for deeper than surface cleaning.</i></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• <i>Cleaning products routinely purchased a month prior to use so as not to run out entirely.</i></li> <li>• <i>Hand Sanitiser re purchased as required</i></li> <li>• <i>Disposable gloves, masks and other PPE available to all staff.</i></li> </ul> <p><i>Portable sized hand sanitiser is also carried by each staff member</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>• Staff have committed to a roster for face to face as well as online learning.</li> <li>• Staff rostered face to face will be reduced due to smaller group sizes. All educator to child ratios will be maintained at all times as stipulated in The National Law and Regulations for children's service centres in Victoria.</li> <li>• All educators will complete some time at home working on non -contact tasks as designed by the Educational Leader of the centre.</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• All educators are contracted to work at Waverley Meadows Pre School</li> <li>• Where staff are employed elsewhere, the second place of employment shall be carried out from their home only. Educators will not be permitted to attend other Pre Schools/kindergartens/child -care centre other than Waverley Meadows Pre School</li> </ul>
<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>• Advice given to all staff at staff meetings and, as required, that employees of Waverley Meadows Pre School are not permitted to come to the centre when unwell, being tested for COVID19 or a family member is unwell or being tested for COVID19. Medical certificates clearing employees, or their family will be required before the staff member is able to re commence work at the centre.</li> <li>• If a staff member of a member of their immediate family are tested positive, that staff member must stay home for 14 days from the positive test and provide a medical clearance when returning to work.</li> <li>• Families must report all cases of children tested to Educators at the centre. Medical clearance after a test needs to be provided and stored with each children's enrolment documentation.</li> <li>• All children, employees and persons on the Management committee who may attend the centre will be temperature tested on arrival at the centre.</li> <li>• Hand sanitiser at all entrances and exits must be used by all persons attending the centre.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Two staff members only permitted to work in staff office area.</li> <li>• A new work -place area has been established in the hallway of the centre to allow staff to work independently of each other whilst maintain physical distancing where possible.</li> <li>• Alternative workstations will be made available to educators as required to complete work tasks such as documentation, working on- line with children and other non- contact duties as per contract of employment</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Children have been instructed to minimise group activities as denominated by the number of chairs provided at each provocation.</li> <li>• Cushions, place settings have been made available for group mat activities. These markers at placed apart at significant intervals to allow for social distancing to occur. This also allows children to see the actual distance they are required to stay away from others during the COVID pandemic.</li> <li>• Chalk markings denominate the correct social distance for families when dropping off and collecting their child from the centre.</li> <li>• All families have been asked to role model correct social distancing when waiting for drop off or collection from the centre.</li> </ul>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>• Children's tables are the correct social distance across each table.</li> <li>• Educators have been advised on correct procedure for sitting near, next to and across from other educators or children whilst at the centre.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> <li>Employees have been restricted to accessing the centre at the same time.</li> <li>Social distance guidelines have also been implemented in small spaces such as the kitchen, storerooms and bathrooms at the centre.</li> </ul>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> <li>All staff have had access to "working safely" webinars and you tube clips to ensure they understand the severity of all COVID19 restrictions.</li> <li>Importance has been paramount by Committee Of Management as well as Educational Leaders at the centre to ensure all staff are acting safely and within the guidelines at all times.</li> </ul>
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>All deliveries are left at the front door.</li> <li>Staff collecting deliveries wear disposable gloves as well as masks.</li> </ul>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <li>Educational Leader joined educators to develop rosters to allow for minimal staff on face to face learning depending on child attendance ratios.</li> <li>Routines for lunch and snack times during the program have been altered to include the garden and outside classroom for lunchtimes to ensure social distancing</li> </ul>
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 <a href="#">'four square metre' rule</a> .	N/A

Guidance	Action to ensure effective record keeping
<b>Record keeping</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.	<ul style="list-style-type: none"> <li>All children are signed in and out by staff. Families are not permitted to enter the centre to reduce footprint traffic in the centre and the risk of cross contamination from community to kindergarten.</li> <li>Temperatures are recorded along with health statement including recent temperatures, coughs, runny nose and general irritability. Children displaying these symptoms will be refused access to the centre.</li> <li>Children are required to use hand sanitiser when entering the centre</li> <li>Staff/Educators are signed in and temperature checked</li> </ul> <p>Any permitted visitors to the centre are signed in documenting time and duration of the visit</p>

Guidance	Action to ensure effective record keeping
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>• <i>All staff are supported by Educational Leader to follow new hygiene practices.</i></li> <li>• <i>Posters and resources are located around the room to remind children and educators of hygiene management techniques required during a Pandemic.</i></li> </ul> <p><i>All staff have completed Work safe webinar for health and hygiene practices and infection control during a pandemic.</i></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><i>When notified of a positive result COVID test, educators will:</i></p> <ul style="list-style-type: none"> <li>• <i>Notify Committee Of Management executive committee immediately</i></li> <li>• <i>Follow Health Department guidelines for positive test results.</i></li> <li>• <i>All children at the centre will be sent home with families as soon as possible.</i></li> <li>• <i>Education Department will be notified, and cleaning procedures commenced.</i></li> <li>• <i>Information sent to all families informing them of a positive test result at our centre. Families will follow Health Department advice on testing remaining children and educators at the centre.</i></li> <li>• <i>The kindergarten will be closed pending a health department investigation</i></li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• <i>DHHS will be supplied with enrolment records of all children, Educators personal details and health records will be supplied as required</i></li> <li>• <i>Record of visitors to the centre will be provided to DHHS</i></li> </ul>
<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>	<ul style="list-style-type: none"> <li>• <i>Whole centre closed with professional cleaning of the whole centre by professional cleaners undertaken.</i></li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>• <i>Employee will be immediately isolated in Hallway/Foyer away from children and other employees.</i></li> <li>• <i>Next of Kin notified.</i></li> <li>• <i>Committee Of Management notified</i></li> <li>• <i>Health Department guidelines followed</i></li> <li>• <i>All children collected by families</i></li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>• <i>Committee of Management notified and alert employees and families of the suspected case</i></li> <li>• <i>Committee ensure all educators then tested and self -isolated</i></li> <li>• <i>Committee of Management to notify all families</i></li> <li>• <i>DHHS immediately notifies according to Health Department procedures</i></li> </ul>
<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>	<ul style="list-style-type: none"> <li>• <i>All Educators are aware of Worksafe Victoria hotline number</i></li> <li>• <i>The Kindergarten will be closed to all families and staff</i></li> <li>• <i>Committee of Management to follow Health Department guidelines</i></li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>On advice from Health Department notifications to committee of management.</i></li> <li>• <i>Staff await instruction from Committee</i></li> <li>• <i>Committee to notify families when it is safe to return to the centre following a 14 day isolation period.</i></li> </ul>

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

Signed \_\_\_\_\_

Name: Sue Knowles

Date 5<sup>th</sup> August 2020\_