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# **Management of COVID-19.**

**I. Procedure Statement**

This procedure aims to minimise the spread of the disease by outlining how the Service will follow strict hygiene practices and monitor the health of children and educators with coronavirus in mind. Only children of essential workers will be able to attend WEMOOSH in a lockdown period. Carers must provide WEMOOSH with a letter from their employer stating that they are an essential worker. WEMOOSH staff must have had first vaccination by 6 September 2021 and vaccination finalised by 6 November 2021.

**II. Areas of Responsibility**

*Families:*

To ensure that all guidelines provided by the NSW Government, supported by this policy, are strictly always adhered to.

*Educators:*

To manage illness and always follow strict hygiene practices; to not arrive at work under any circumstances if symptoms of illness are present.

*Responsible Person:*

To monitor all actions taken in the WEMOOSH environment to ensure that all actions outlined in this procedure are strictly adhered to at all times.

**III. Procedure**

On arrival

* + Educators will always wear masks unless exercising. Upon arrival on site Educators will wash hands with soap and water. Hands will only be washed in the outdoor sink or the bathroom sink - never the kitchen sink.
  + Upon arrival, all children will wash hands with soap and water, and wear masks except when exercising.

Managing Illness

* + *All Educators, children and parents who have recently travelled overseas must stay isolated at home for 14 days after they return. If they develop flu-like symptoms, they should arrange testing or go directly to a COVID-19 clinic or emergency department.*
  + If an Educator presents to the Service with a cough, sneezing, runny nose or temperature they will be unable to work their allocated shift and will be required to provide a negative test result or obtain a doctor’s clearance stating that they are able to resume normal duties. Educators **MUST NOT** return to work if they have any symptoms.
  + Children who present with symptoms of illness will be removed from the play spaces to reduce any spread. If the child cannot be moved for example, is too lethargic to sit on a chair in the office, the inside area will be closed to all other children and adults until their carer is able to collect them. An educator will accompany the child while maintaining a safe distance and wearing a face mask.
  + Once the child is collected, all areas will be sanitised thoroughly.

Managing the Hygiene

* + All surfaces (ie benchtops, tables) will be sprayed with *Degreaser* and wiped over with a *pink sponge/cloth;* tables will then be sprayed with *Sanitiser* and wiped over with *paper towel,* which will be disposed of immediately. This includes handles, iPads, keyboards and other objects used by multiple educators.
  + High touch areas will be targeted for cleaning such as hard surfaces, door handles, light switches, handrails, movement areas and the topping of supplies like soap.
  + The school cleaners have been assisting with additional cleaning and sanitising of our spaces and are working in conjunction with educators to meet all needs.
  + The play equipment is cleaned during the day by the onsite cleaners. Wemoosh is responsible for cleaning the equipment each afternoon after the session with the tools and products supplied by the school cleaner.

Managing the Indoor Space

* + The Responsible Person will manage numbers of children in the indoor space, due to its limited size. Educators will be encouraged to keep activities running outdoors engaging and stimulating to keep children’s interest until 5PM, with limited activities and play planned for the indoor space.
  + In extreme weather, limited activities will take place indoors, and Educators will be encouraged to keep activities stimulating and engaging in larger alternate spaces.

Families

* + *Carers who have symptoms of the Coronavirus or who have been in contact with someone that has symptoms of the Coronavirus will not be able to attend the service. They will need to organise another authorised person to drop off or collect their child/ren. If you or someone in your family have been in contact with someone who has a known case of COVID-19 it is important that you follow NSW Health guidelines and do not bring your children to the Service.*
  + When carers arrive at the Service to drop off or pick up their children, they will not be able to access the OOSH room. Parents/carers must ring the service to inform educators that their child has arrived to attend the service or that the parent/ care giver has arrived at front of school to pick their child/ren up. An Educator will sign your children out via iPad. When collecting children, an Educator will locate your child and send them to their carer.
  + Families have an obligation to WEMOOSH educators and other users of the service to ensure that they are self-isolating and social distancing as per Government Guidelines, to reduce the likelihood of infection and spread of COVID-19.
  + If a child presents to WEMOOSH with a cough, sneezing, runny nose or temperature, they will be refused care and will not be able to return to the Service until they are able to provide a Letter of Clearance from a medical practitioner, as recommended by NSW Health.
  + Children should not have had Paracetamol/Ibuprofen in the twelve hours before attending, as they mask symptoms that may be present. If they have had either of these two medications in that period they must be kept at home.
  + All educators, children and carers who have recently travelled overseas must remain isolated at home for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing or go directly to a COVID-19 clinic or emergency department.

Mealtimes

* + Children will wash their hands with soap and water and dry them with paper towel before eating. An Educator will monitor this process to ensure that soap is used and that hands are dried properly with paper towel and not wiped on clothing to dry.
  + Breakfast will be structured to distance children as practically as possible; only two children will be seated at the breakfast table. Children must wash their hands thoroughly with soap and water before and after eating.
  + Between breakfast meals, tables will be sprayed with *Degreaser* and wiped over with a *pink sponge/cloth;* tables will then be sprayed with *Sanitiser* and wiped over with *paper towel,* which will be disposed of immediately.
  + Before food is delivered, tablecloths will be sprayed with *Degreaser* and wiped over with a *pink sponge/cloth;* tables will then be sprayed with *Sanitiser* and wiped over with *paper towel,* which will be disposed of immediately.
  + Educators serving food will wear gloves, and make use of tongs for serving food, when necessary, i.e. for cakes and slices.
  + When the afternoon tea routine has been completed, tablecloths will be sprayed with *Degreaser* and wiped over with a *pink sponge/cloth;* tables will then be sprayed with *Sanitiser* and wiped over with *paper towel,* which will be disposed of immediately.
  + Children are encouraged to bring and use their own drink bottle as drink fountains cannot be used.

**Managing a confirmed case of COVID-19**

If WEMOOSH is notified of a confirmed case at WEMOOSH or any of the schools that attend WEMOOSH, WEMOOSH staff will contact the department’s Information and Enquiries line on 1800 619 113.

The department will contact a dedicated team at the Ministry of Health and work through the required processes with WEMOOSH.

While close contacts may receive a text message in relation to secondary close contacts applying to work colleagues, Health have determined that this only applies in very specific circumstances and does not apply in an ECE work setting. The only exception to this would be where educators or children reside together, carpool together, or spent significant time together outside of the work context.

**Draft template for a confirmed case at WEMOOSH**

WEMOOSH has been advised of a positive case of COVID-19, linked to the service.

WEMOOSH will be non-operational for on-site attendance tomorrow/today, (Day, Date, Month, Year) to allow time for contact tracing and cleaning to be undertaken. We will provide an update as soon as we have clarification on the date of re-opening.

We ask that everyone who attends our centre, including our parents/carers self-isolate until we receive confirmation from NSW Health on the impact on our service. While we cannot confirm at this stage that every child and or educator at our service has been impacted, we are taking every safety precaution while NSW Health undertakes contact tracing.

The safety and wellbeing of our staff and children is of paramount importance to us at all times. As such we will continue to work closely with NSW Health to ensure that all necessary health advice is adhered to.

NSW Health has requested anyone who has been unwell or if you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness to be tested at one of the COVID-19 testing.

Further information about COVID-19 is available on the NSW Government website.

While we recognise this will be disruptive and inconvenient for families, it is important that we follow NSW Health advice and take all necessary precautions to minimise the risk of further transmission to support our community.

Thank you for your ongoing support.

**Closing WEMOOSH**

NSW Health is the agency responsible for giving directions in relation to closures. If they direct WEMOOSH to close the service WEMOOSH staff will:

1. comply with this direction
2. notify by submitting an I01 Notification of incident – Closure or reduction in number of children attending the service through the National Quality Agenda IT System (NQA ITS) [National Quality Agenda IT System | ACECQA](https://www.acecqa.gov.au/resources/national-quality-agenda-it-system).
3. You must notify us within 24 hours of closure however, we ask that you notify us as soon as possible.
4. If you already submitted a notification of a serious incident at your service, then received further information relating to the incident which impacts your service's ability to operate, please edit the I01 notification and include additional information.
5. When your service re-opens log back in to NQA ITS and amend this notification to reflect the reopening date.

**Cleaning after a confirmed case of COVID-19**

* If there is a confirmed case of COVID-19 at WEMOOSH or any of the schools that attend the service will need to clean thoroughly and disinfect all areas which may have been contaminated. NSW Health will advise WEMOOSH on how to do this, as well as any other steps you need to take.
* Please note:

1. Your usual cleaning staff can do the cleaning.
2. NSW Health doesn’t require you to use specialised cleaning companies – but you can if you want to.
3. NSW Health doesn’t endorse or recommend any particular cleaning companies.
4. There is no certification process endorsed by the NSW Government for cleaning companies undertaking cleaning and disinfection services after a COVID-19 outbreak.
5. You aren’t required to provide a certificate of cleaning completion.

**IV. Sources (see Policy for further detail)**

* NSW Department of Health
  + <https://www.nsw.gov.au/covid-19>
  + *https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx*
* ACI Risk Assessment Pandemic – COVID-19
  + https://aci.health.nsw.gov.au/networks/eci/news-and-events/press-releases/novel-coronavirus-2019-covid-19-case-definition
* COVID-19 Early Childhood Education and Care Relief Package

https://www.education.gov.au/news/covid-19-early-childhood-education-and-care-relief-package-monday-6-apriladditional-support

* https://education.nsw.gov.au/covid-19/advice-for-families
  + https://www.education.gov.au/news/covid-19-early-childhood-education-and-care-relief-package-monday-6-apriladditional-support

**V. Getting Help**

*Questions about this Procedure*

...the Director, Liz Treadwell: [director@wemoosh.com.au](https://d.docs.live.net/7def3b31360bed55/Documents/policies/director@wemoosh.com.au)

…the Coordinator, Kylie Henderson: [coordinator@wemoosh.com.au](mailto:coordinator@wemoosh.com.au)

*Internal Complaints*

...the Director, Liz Treadwell: [director@wemoosh.com.au](mailto:director@wemoosh.com.au)

*External Complaints*

...ECECD: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

...ACECQA: [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

VI LINKS EDUCATION AND CARE SERVICES NATIONAL REGULATIONS 2011, NATIONAL QUALITY STANDARDS

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| --- | --- | --- |
| Regs | 12 | Meaning of a serious incident |
|  | 85 | Incident, injury, trauma and illness policies and procedures |
|  | 99 | Children leaving the education and care premises |
|  | 168 | Education and care services must have policies and procedures |
|  | 176 | Time to notify certain information to a Regulatory Authority |
|  | 177 | Prescribed enrolment and other documents to be kept by approved provider |
|  | 181 | Confidentiality of records kept by approved provider |
|  | 183 | Storage of records and other documents |

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| QA | 2.1.1 | Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation. |
|  | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
|  | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
|  | 4.2.2 | Professional standards guide practice, interactions and relationships. |
|  | 5.1.2 | The dignity and rights of every child are maintained. |
|  | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions. |
|  | 6.1.3 | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
|  | 6.2.3 | The service builds relationships and engages with its community. |
|  | 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service. |
|  | 7.1.3 | Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service. |
|  | 7.2.1 | There is an effective self-assessment and quality improvement process in place. |

**X POLICY REVIEW**

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

**XI VERSION CONTROL**

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| **Version** | **Date Reviewed** | **Approved By** | **Comments/Amendments** | **Next Review Date** |
| 1 | 7 May 2020 | Elizabeth Treadwell | New Policy | 7 May 2021 |
| 2 | 13 April 2021 |  | Service no longer taking temperatures or sanitising minibus between runs | 12 April 2022 |
| 3 | 25 August 2021 |  | Changes made because of delta variant of Covid19 | 24 August 2022 |