

COVID-19 Safety Plan

Double Bay Outside Of School Hours Care

Service Location	The Corner of William Street and Ocean Avenue
Nominated Supervisor	Mary Fairburn
Contact Email	coordinator@dboosh.org
Contact Number	02 9362 4524
Wellbeing of Staff, Children and Families	
Physical Distancing	
Hygiene and Cleaning	
Record Keeping	
Effective Date: 19/10/21	
Document Reviewed by Mary Fairburn - 20/1/2022	

This plan is in accordance with all current COVID-19 restrictions as stipulated by the NSW Government. The DBOOSH COVID-19 safety plan has been created in consultation with Double Bay Public School, as well as the educators and families who utilise the essential service.

Wellbeing of Staff, Children and Families

Requirments

Actions

Exclude staff, visitors and families who are unwell

- All parents and family members dropping off or collecting children must not be showing any symptoms of COVID-19 and be wearing a mask at all times. All individuals must also adhere to recommended social distancing during peak times and refrain from entering onto school grounds. Where possible, staff will escort all children to the front gate to provide a safe handover to families, to avoid having families onsite.
- Temperatures of both staff and students are to be taken upon arrival to the service. Any temperature out the average range of 35.5 - 37.5Â (Celsius) will not be allowed to attend the service.
- NSW Health has advised that people who are symptomatic or household contacts of a positive case may rely on the results of a RAHT, instead of awaiting the results of the PCR nose and throat swab from a testing clinic. If a person has returned a positive RAHT, this can be treated as a positive case.
- Unwell staff and children must provide evidence of a negative COVID test if they have been absent or excluded due to showing symptoms of COVID-19 or being a confirmed positive case. In receiving a negative COVID-19 test, they also must be symptom-free before returning to the service.
- For children or staff with seasonal allergic rhinitis or other conditions that have similar symptoms to COVID-19, but where symptoms are ongoing due to diagnosed allergies, an initial negative COVID-19 test is required before returning to ECE. Following this, only if the person's symptoms change from their usual symptoms, then repeat COVID-19 testing should be performed.
- Families should be reminded that any child experiencing even the mildest of symptoms should have a rapid antigen test and be kept at home until the symptoms resolve, even if the test is negative.
- If a staff member or child becomes sick while at the service, they are to be put in isolation, should ratio's permit and sent home immediately. Staff will then notify the child's family via phone for immediate collection.

Provide staff with information on COVID-19, including when to get tested, physical distancing and cleaning

- Posters are displayed in and around the service to provide staff with further access to information. Any addition and relevant information can be found on our website
- Senior DBOOSH staff completed COVID-19 training to ensure all cleaning practices were carried out efficiently. As well as providing all staff with a greater knowledge to help protect themselves and others.
- With the introduction of the 'roadmap back to learning' outlined by the NSW Government. Where practical all students will be split into areas designated to their year groups to avoid co-mingling. This will be reiterated to students and enforced by staff when practical.
- Upon arrival to the service all staff must sign in via the QR Code, undergo hand-washing and replace mask if required.
- Any and all changes to our COVID-19 Safety Plan will be communicated and accessible to all staff to read and adhere to.
- All staff are expected to follow the recommended social distancing requirements (1.5 Metres) when interacting with each other and or families.
- To reduce the risk of infection, all rooms must be well ventilated. Meaning that when using an enclosed space, all windows and doors must be kept open for airflow.
- All staff must wear a mask in all indoor settings and are strongly encouraged to also wear a mask whilst outdoors.
- Staff will conduct cleaning and sanitising checklist throughout the day to minimise the risk of infection.
- COVID-19 booster Vaccinations for all childcare workers are mandatory and done so in the recommended timeframe. Once completed, a record of all vaccinations will be kept on file.

<p>Make staff aware of their leave entitlements if they are sick or need to self-isolate</p>	<ul style="list-style-type: none"> • Staff are aware that sick leave or leave without pay is available if they are sick or required to self-isolate. • The NSW government also offers additional payments to help support an employee who may need to self-isolate due to COVID-19. Further information regarding these payments can be found on following website. <p>https://www.service.nsw.gov.au/transaction/apply-test-and-isolate-support-payment</p>
<p>Display conditions of entry for customers or visitors</p>	<ul style="list-style-type: none"> • As per the current government guidelines, families are not to enter onto the school grounds and instead are to await outside the gate located on William Street. (Adjacent to the service) Staff will then escort all children to the front gate to provide a safe handover to families, to avoid having families onsite. • Notices are placed at entry points to ensure families adhere to these practices. • All essential visitors entering the service must sign into the service QR Code, complete the visitor registry and wear a mask.
<p>Physical Distancing</p>	
<p>Requirments</p>	<p>Actions</p>
<p>Assign workers to specific work stations and clean with detergent/disinfectant between use</p>	<ul style="list-style-type: none"> • Administration staff have been separated so only 2 stations are in the office. • During both the morning and afternoon sessions, staff are to disinfect these stations once all children have left the service. In doing so, we hope to help control and minimisation the risk of infection.
<p>Use flexible working arrangements where possible</p>	<ul style="list-style-type: none"> • Staff completing additional administration will be provided with the option to work from home.
<p>Where practical, ensure staff maintain 1.5m physical distancing at all times</p>	<ul style="list-style-type: none"> • Where possible, any meetings will be held outside or with social distancing measures in place.

	<ul style="list-style-type: none"> When interacting with families staff will adhere to 1.5 metre physical distancing at all times.
Use telephone or video for essential meetings where practical	<ul style="list-style-type: none"> All non-essential meetings and trainings will be conducted via online platforms. This includes but is not limited to committee meetings.
Review regular deliveries and request contactless delivery and invoicing where practical	<ul style="list-style-type: none"> Where practical, all deliveries to be made contactless. Any deliveries requiring onsite access must sign in and out at the service QR code.

Hygiene and Cleaning

Requirments	Actions
Provide hand sanitiser at multiple locations throughout the workplace	<ul style="list-style-type: none"> Staff and children must regularly clean their hands with soap and water or alcohol-based hand sanitiser. Where possible, soap and water is the preferred method. Staff, children and visitors will have access to hand washing facilities and alcohol-based hand sanitiser. Hand sanitiser is located throughout each room. Before and after all meal times, staff and Children will be reminded to carry out the correct hand washing methods.
Provide detergent / disinfectant spray and wipe to ensure all surfaces and workstations are clean. This includes items such as monitors, phones, keyboards and mouse	<ul style="list-style-type: none"> Keeping the workstations clean and hygienic is of utmost priority. Should the case numbers rise within the local government areas, staff will regularly monitor and clean all high touch surfaces hourly. High touch surfaces include, door handles, tables, workstations etc. It will be up to the service coordinator to monitor the numbers for the area and communicate any changes to staff. Frequently used toys and materials such as Lego are washed and sanitised weekly. At the end of each morning and afternoon session, once all children are offsite, all areas will be wiped and sanitised accordingly. These materials will be readily available for staff art all times.

<p>Ensure all bathrooms are well stocked with hand soap and paper towels. As well as providing posters on how to effectively carry out handwashing</p>	<ul style="list-style-type: none"> • Hand-washing facilities are kept clean, properly stocked and in good working order. To ensure this is done, staff will check these facilities during the setup time for both sessions. • The centre promotes good hygiene practices eg. Displays hand hygiene posters and other good practices around the centre. Staff are also consistently promoting and role modelling correct hand washing techniques.
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water</p>	<ul style="list-style-type: none"> • When carrying out cleaning duties staff are to wear gloves to control the risk of infection. Staff are reminded to wash their hands both before and after the use of gloves. • Whilst preparing food and serving food, staff are to wear gloves. Staff are reminded to wash their hands both before and after the use of gloves.
	<ul style="list-style-type: none"> • Disposable gloves are readily available for all staff and visitors. • As per the current government guidelines, all staff are to wear a mask whilst onsite at school grounds.
<h3>Record Keeping</h3>	
<p>Requirments</p>	<p>Actions</p>
<p>Keep the names and contact information for all staff and visitors for a period of 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely</p>	<ul style="list-style-type: none"> • All staff and visitors are required complete the visitor log and sign into the service QR code. This information is then stored in a secure location. • COVID-19 Vaccination certificates are to be kept on file for all staff.
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify Safe Work NSW on 13 10 50</p>	<ul style="list-style-type: none"> • All managerial staff are aware of the procedures that must be carried out, if the service incurs a positive case. • Staff are also aware of the procedures in place if they themselves receive a positive test result.
<h3>Positive Case</h3>	

Positive Case at the service

- This process is to be used by all services who get a positive case in their service. The steps below should be completed within 24 hours of notification of the positive case.

1. Lodge an I01 - Health Emergency Notification in NQA ITS
2. Determine Infection period of positive case (48 hours prior to positive COVID test or from onset of symptoms, whichever is earlier)
3. Determine staff, children and visitors who were in. Attendance with the case during their infections period.
4. Send all those in attendance (parents, staff, visitors) the risk of COVID-19 letter and factsheet from NSW Health. While testing and isolation is carried out by all exposed to COVID-19.
5. Undertake a thorough clean of your service.

Website: https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases?mc_cid=aaef331698&mc_eid=4bbff11f2d

- To support services to manage positive cases amongst educators, the Department is proactively sending a small number of RAHT kits to services, to allow educators to start testing immediately following a positive case exposure in a service or household context. Services should expect to receive this supply from early this week. Household contacts should have a PCR test prior to return.
- Any positive cases who attended the service must notify the service Coordinator (Mary Fairburn) immediately to ensure the proper procedures are carried out correctly. If you or your child/children have come into contact with a positive case whilst attending the service, you will be notified accordingly.
- In adhering to the guidelines when a Covid-19 case is present at a ECE facility, the service may close for 1 - 2 business days due to cleaning, should this occur families will be notified.
- Positive cases must self-isolate for 7 days from the day they were tested. Positive cases can only leave self-isolation after 7 days if they do not have a sore throat, runny nose, cough or shortness of breath. They do not require medical clearance

	<ul style="list-style-type: none"> • Services will receive a small supply of RAHT kits. We will commence distribution with those services who are currently operational. This will allow staff to start immediate testing and continue working at the service under test-to-stay provisions, and enable you to maintain continuity of service following a positive case exposure. Services should only utilise the supplied RAHT kits if there is a positive case exposure.
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Date Reviewed:	Amendments Made:	Name:
October 19th, 2020	<ul style="list-style-type: none"> • Additional practices add to ensure the continued safety of those who utilise the service 	M. Fairburn
January 20th 2022	<p>Updated and included additional information in the following areas.</p> <ul style="list-style-type: none"> • Excluding staff, visitors and families who are unwell • Providing staff with additional information on COVID-19 • Record Keeping • Actions to be carried out in the case of a of Positive Case 	M. Fairburn

