

COVIDSafe Plan

23 September 2020

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Yackandandah Kindergarten COVIDSafe Plan

Business name:	Yackandandah Kindergarten		
Service Provider:	Yackandandah Primary School [Responsible Person: Michael Edwards, YPS Principal]		
Plan completed by:	Marisel Blefari, Director & Jennifer McKern, Administrator		
Date reviewed:	12 th July 2021	Previous Review:	29 th January 2021

1. Ensuring physical distancing

Requirement: To ensure staff and visitors are 1.5m apart as much as possible.

The kinder is addressing this requirement by –

- Displaying signs to show parents/visitors/children limits at the entrance of enclosed areas where limits apply.
- Minimising the build-up of people waiting to enter and exit the Kindergarten.
- Floor markings on the kinder verandah are provided as minimum physical distancing guides for parents/children.
- Deliveries to the Kindergarten are only by arrangement and to the Administration Officer in the Office.

Requirement: Applying a density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace.

The kinder is addressing this requirement by –

- Currently not allowing parents to enter the kindergarten building unless absolutely necessary.

Requirement: Provide training to staff on physical distancing expectations while working and socialising. This should include –

- Informing staff to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing staff to work from home wherever possible

The kinder is addressing this requirement by – [noting that our staff do not carpool and cannot work from home]

- Staff are kept abreast of DET COVIDSafe updates for EC Centres and safe hygiene/distancing practices via email, daily discussion and staff meetings.
- Staff are encouraged to personally keep abreast of COVID updates etc via news mediums.

2. Wearing a face covering

Requirement: All staff and visitors entering the Kindergarten wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own.

The kinder is addressing this requirement by –

- Encouraging staff to carry their own masks.
- Educating staff that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask is to be washed immediately or replaced with a disposable one.
- Having disposable masks available in the workplace.
- Where directed to by DET or our Service Provider, staff wear masks when interacting with parents.
- Providing signage indoors & outdoors to inform parents/visitors when and if a mask is to be worn.

Ref the Requirement of installing screens/barriers:

- Our service cannot install screens or barriers in the classrooms, but staff are assigned to designated classrooms for indoor activities, thus aiding social distancing.

3. Practising good hygiene

Requirement: Frequently and regularly cleaning and disinfecting shared spaces, including high-touch communal items such as doorknobs and telephones.

The kinder is addressing this requirement by – [Noting our EC cleaning practices are already stringent]

- Staff cleaning surfaces with appropriate cleaning products, including detergent and disinfectant multiple times daily.
- Having replaced high-touch communal items with hygienic alternatives, for example single-use paper handtowel in all bathrooms.
- Extra daily classroom, bathroom and toy cleaning sessions as organised by Yackandandah Primary School.
- Our usual practice involves a log of toilet cleaning, venue checks etc continues to be completed on a daily basis.
- Signage in and around the kinder encourages/reminds parents, visitors, staff and children to regularly sanitise.
- Soap and hand sanitiser is available before and upon entry to the kindergarten.

4. Keeping records [to act quickly if staff or children become unwell]

Requirement: Supporting staff and families to get tested and stay home even if they only have mild symptoms.

The kinder is addressing this requirement by –

- Strongly encouraging our staff to get tested and stay at home even if they only have mild symptoms.

- Strongly encouraging our children's parents to have them tested and/or keep their children home, even if they only have mild symptoms.
- Through notices, emails, our kinder website, kinder Kindyhub communication medium and staff discussion, we strongly request that parents of children who display signs of fever, chills or sweats, cough, sore throat, shortness of breath, runny nose or loss or change in sense of smell or taste keep their child/ren at home and consider COVID testing. In instances where COVID is unlikely, we still request that children are not brought to kinder if they display any signs of sickness. [this is also our policy as a general rule].
- Having explained to staff the importance of being tested, even if symptoms appear mild or similar to COVID recognised symptoms and that they should not attend the workplace until they receive their test results.
- Having staff advise management if they have been in contact with or exposed to someone who may have symptoms or has been diagnosed with COVID. They understand to isolate, be tested and avoid work until tests have proved negative.
- In any case of COVID being confirmed of a staff member in our workplace, the Director, Service Provider and Kindergarten staff are immediately informed, as is the DET and the Hume QAR Team. The Kindergarten will then work to the COVID Plan of the Yackandandah Primary School in regard to the:
 - plan in place to deep clean the kindergarten in the event of a positive case,
 - plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts,
 - plan to identify and notify close contacts, families, visitors in the event of a positive case attending the Kindergarten during their infectious period,
 - plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at our service,
 - plan for CRT to replace regular staff [if appropriate],
 - plan in the event that we have been instructed to close by DHHS.

Requirement: Record keeping of all people who enter the workplace for contact tracing.

The kinder is addressing this requirement by –

- CHILDREN: Parents sign a class attendance sheet daily for their child's arrival and departure.
- VISITORS: Visitors sign a Visitors Log whenever arriving or departing the building.
- STAFF: Staff sign in and out of the classroom/kinder building in a daily log.
- The Yackandandah Kinder has a registered QR CODE and visitors are asked to scan in and out on arrival.

Requirement: A screening system that involves temperature checking upon entry into a workplace.

The kinder is addressing this requirement by –

- When directed to by our Service Provider, Director or DET, we record each child's temperature and general wellbeing in a specific log, twice daily.
- When directed to by our Service Provider, Director or DET or/as staff personally wish to, we take visitor and staff temperatures prior to entry into the building.
- Staff undertake to observe all children during the day and immediately take note of children who appear unwell in any way. Such observations are reported to other staff, the Director and the parent contacted.

5. Avoid interactions in enclosed spaces

Requirement: Reducing the amount of time staff are spending in enclosed spaces.

The kinder is addressing this requirement by -

- Increasing kinder program time in outdoor environments
- Moving as much activity outside as possible meetings, classes and lunchbreaks.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems and not running AC on re-circ.
- Staggering classroom start and finish times and break times, to reduce use of common areas at the same time.

6. Creating workforce bubbles

Requirement: Ensure staff classroom groups worked together and did not overlap with other groups inside the building where possible. Outside single worksite and ensure there is no overlap of workers during shift changes.

The kinder is addressing this requirement by –

- Ensuring teachers and children remain in their classroom groups whilst inside the building.
- Allowing social distancing whilst staff and children are at play outside.
- [During Border Bubble Lockdown between NSW and Victoria] staff who worked at another centre interstate were required to choose only one workplace and then observe the 14 day quarantine lockdown afterward and before returning to work at Yackandandah Kindergarten.
- Staff are requested to minimise time in shared facilities/common use areas when taking breaks.

For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)