



# Dealing with Infectious Diseases COVID-19 (CORONA VIRUS)

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans. COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019." (World Health Organisation)

### Policy Statement

Our education and care service is committed to providing a safe and healthy environment that reduces the chance of being infected or spreading COVID-19. In recognition of the rapid spread of this disease and the ongoing release of information from authorities, our service needs to respond swiftly and correctly to advice from authorities.

Due to the rapidly changing guidelines from the authorities this is a live policy and adjustments will be made on advice from the authorities.

This policy supersedes all other policies during and until the COVID-19 pandemic is limited.

### Goals / What are we going to do?

Our service will apply measures that prioritise health and safety measures, including:

- ◁ Implementing vigilant hygiene practices that prevent the spread of infectious diseases, including COVID-19
- ◁ Encouraging good health and sanitation
- ◁ Monitoring sources of public health information
- ◁ Implementing all measures recommended by authorities and
- ◁ Educating and informing our community with current and trusted information.

## Strategies / How will it be done?

Practices to reduce the chance of being infected or spreading COVID-19 will include:

- ◁ Regularly and thoroughly cleaning hands with an alcohol-based hand sanitiser or with soap and water.
- ◁ Encouraging children to avoid touching eyes, nose and mouth as much as possible.
- ◁ Following good respiratory hygiene, when coughing or sneezing:
  - » cover mouth and nose with bent elbow or tissue and
  - » dispose of the used tissue immediately and
  - » wash hands with soap and water or, if water is not available, use hand sanitiser
- ◁ Excluding children or staff who are unwell and reasonably suspected to have a communicable disease from the service until they are cleared by a doctor to return.
- ◁ Restricting excursions during this heightened risk period and conducting risk assessments prior in consideration of:
  - » the latest advice from the Australian Health Protection Principle Committee (AHPPC) and
  - » and those at high risk such as those with medical conditions.

Should there be any concerns regarding the health of a child at the service, families will be asked to seek medical attention. Further guidance may be sought from Healthdirect on **1800 022 222**.

## Cleaning and hygiene

Our service maintains a clean and hygienic environment. During any infectious disease outbreak, routine environmental cleaning is increased in frequency, particularly on high-touch surfaces such as door handles, tables, light switches and bathroom areas and any toys/ surfaces which may have been mouthed or in contact with bodily fluids.

Surfaces are cleaned with a cloth soaked in hot, soapy water to reduce any soil, then disinfected to remove germs.

Further advice regarding infectious cleaning will be sought from the local Public Health Unit should there be any direct concern regarding the exposure of COVID-19 at the service.

## Fees

During COVID-19 Centre Based Day Care comes under the Early Childhood Education and Care Relief Package which guarantees free childcare during this pandemic. Preschool will also be free during term 2, 2020.

## **Service of food and water**

Our service follows strict food preparation and handling procedures, including properly cooking food and following good hand hygiene.

There will be no fruit break or sharing of food during COVID-19

Our service will follow any direction from the local Public Health Unit in relation to changes in food preparation procedures or water quality.

## **Change of Operating Hours**

Centre Based Day care will be open from 8am – 4pm (and only to 5pm if required by essential service workers). Centre Based Day care will also be offered on Wednesday and Thursday, on a needs basis, for essential workers having to work on those days, during this period.

## **Zoom**

Zoom is an extension of our classroom and using this program will allow the Educators to maintain contact with the children at home. If you join in a zoom class by audio and/or video we can hear and / or see you. Parents will be required to sign a zoom permission form and abide by the rules outlined in the permission note.

## **Keeping Informed**

In recognition of the rapid and consistent release of information related to COVID-19, our service will refer to reliable authorities daily. Advice, directions and guidance will be:

< communicated to staff and families immediately and

< followed accordingly

Trusted sources of information include:

< Australian Government Department of Health: [www.health.gov.au](http://www.health.gov.au)

< Coronavirus information for schools and early childhood centres, students and parents: [www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-schoolsand-early-childhood-centres](http://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-schoolsand-early-childhood-centres)

< Corona Health Information Line: **1800 020 080**

< Public Health Unit: **1300 066 055** (NSW)

< The Regulatory Authority – Early Childhood Education Directorate 1800 619 113  
[ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

## Notifying the Regulatory Authority

◁ Any incident that requires the Approved Provider to close or reduce the number of children at our service for a period will be notified to the State or Territory Regulatory Authority within 24 hours.

◁ If a child or staff member at the service is diagnosed with COVID-19 this will be reported to the:

» The Regulatory Authority – Early Childhood Education Directorate 1800 619 113

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

» Local Public Health Unit: 1300 066 055 (NSW)

◁ A confirmed case of COVID-19 is a serious incident and as such will be notified as soon as practicable within 24 hours.

◁ Notifications will be made through the National Quality Agenda IT System (NQA ITS) or through direct contact via phone or email.

◁ Our service will remain diligent in reporting responsibilities and any directions provided to the service by the Ministry of Health.

## Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider (Management Committee)	<p>◁ Follow practices to reduce the chance of being infected or spreading COVID-19 as listed above.</p> <p>◁ Regularly check updates from reliable sources and communicate these to the Nominated Supervisor and action accordingly.</p> <p>◁ Ensure that required notifications are made within the defined time frame.</p> <p>◁ Provide hand washing facilities and make sure these are kept clean, adequately stocked and in good working order.</p> <p>◁ Ask staff who are sick with respiratory illness to stay home until recovered.</p> <p>◁ If there is a confirmed case of COVID-19, cooperate with directions from the health authorities and maintain confidentiality.</p> <p>◁ Make appropriate arrangements so that staff who need to self-quarantine stay away from work.</p>
Nominated Supervisor	<p>◁ Work with the Approved Provider to ensure that current and reliable information is communicated to families and staff and actioned accordingly.</p> <p>◁ Adhere to quarantine requirements and enforce self-quarantine as directed by the Public Health Unit.</p>

	<ul style="list-style-type: none"> <li>◁ Notify the Approved Provider immediately if you need to self-quarantine, have a confirmed case of COVID-19, have recently travelled to an overseas destination or been in close contact with a confirmed case of COVID-19.</li> <li>◁ Make appropriate arrangements so that staff who need to self-quarantine stay away from work.</li> <li>◁ Assist the Approved Provider to make the required notifications within the defined timeframes.</li> <li>◁ Arrange for any maintenance or ordering of supplies to ensure there are adequate hand washing facilities.</li> <li>◁ Ensure tissues, hand sanitiser, PPE and cleaning products are available for use.</li> <li>◁ Promote good hygiene practices such as through posters on handwashing and respiratory hygiene.</li> <li>◁ Keep the service clean and hygienic.</li> <li>◁ Ask staff who are sick with respiratory illness to stay home until recovered and seek medical advice.</li> <li>◁ If children become sick while at the service, follow illness procedures to ensure they are isolated, and families are contacted.</li> <li>◁ Advise families of sick children to seek medical advice. If they are very unwell, call an ambulance.</li> <li>◁ If there is a confirmed case of COVID-19, cooperate with directions from the health authorities and maintain confidentiality.</li> <li>◁ Follow practices to reduce the chance of being infected or spreading COVID-19 as listed above.</li> </ul>
<p>Early Childhood Educators</p> <p>Responsible People</p>	<ul style="list-style-type: none"> <li>◁ Keep the service clean and hygienic.</li> <li>◁ Assist in regularly cleaning high-touch surfaces</li> <li>◁ Advise families of sick children to seek medical advice. If they are very unwell, call an ambulance.</li> <li>◁ If children become sick while at the service, follow illness procedures to ensure they are isolated, and families are contacted.</li> <li>◁ Stay home if unwell.</li> <li>◁ If there is a confirmed case of COVID-19, cooperate with directions from the health authorities and maintain confidentiality.</li> </ul>

	<p>&lt; Follow practices to reduce the chance of being infected or spreading COVID-19 as listed above.</p> <p>&lt; Follow food preparation and handling procedures in conjunction with regular hand washing.</p> <p>&lt; Notify the Nominated Supervisor immediately if you need to self quarantine, have a confirmed case of COVID-19, have recently travelled to an overseas destination or been in close contact with a confirmed case of COVID-19.</p>
Families	<p>&lt; Follow practices to reduce the chance of being infected or spreading COVID-19 including regularly and thoroughly cleaning hands with an alcohol-based hand or with soap and water and following good respiratory hygiene when coughing or sneezing.</p> <p>&lt; Follow directions From the Local Public Health Unit (such as the need to self-quarantine) and inform the Nominated Supervisor if you have recently travelled to an overseas destination, have a confirmed case of COVID-19 or been in close contact with a confirmed case of COVID-19.</p> <p>&lt; Seek medical attention for your child should they be unwell.</p> <p>&lt; Immediately collect your child from the service if requested to do so by staff due to concerns for their health.</p>

#### RELATED GUIDELINES, STANDARDS, FRAMEWORKS

< National Quality Standard, Quality Area 2: Children’s Health and Safety – Standards 2.1, 2.1.1, 2.1.2, 2.2

< National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standard 6.1, 6.2

#### SOURCES

##### RESOURCES/USEFUL LINKS

< Environmental cleaning and disinfection principles for COVID-19: [www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfectionprinciples-for-covid-19.pdf](http://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfectionprinciples-for-covid-19.pdf)

< Spotlight on Quality Issue 5 – Unpacking reporting responsibilities: [education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/news-and-events/spotlight-on-quality/issue-5-unpacking-reporting-responsibilities](http://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/news-and-events/spotlight-on-quality/issue-5-unpacking-reporting-responsibilities)

< World Health Organisation – Coronavirus disease (COVID-19) Outbreak: [www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019)

◁ Fairwork Australia: [www.fairwork.gov.au/about-us/news-and-media-releases/websitenews/coronavirus-and-australian-workplace-laws](http://www.fairwork.gov.au/about-us/news-and-media-releases/websitenews/coronavirus-and-australian-workplace-laws)

◁ Australian Government Department of Health: [www.health.gov.au](http://www.health.gov.au)

◁ Coronavirus information for schools and early childhood centres, students and parents: [www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-schools-and-early-childhood-centres](http://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-schools-and-early-childhood-centres)

◁ Corona Health Information Line: 1800 020 080

◁ Public Health Unit: 1300 066 055 (NSW)

◁ The Regulatory Authority – NSW Department of Education 1800 619 113 [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

◁ Australian Health Protection Principle Committee (AHPPC): [www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc](http://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc)

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