COVID-19 SAFE PLAN EARLY LEARNING CENTRE Nov 2021

THE KING DAVID SCHOOL



COVID SAFE PRINCIPLE # 1: Reinforce COVID-19 Safe Behaviours		
Vaccinate	Staff	To reduce the risk of transmission and/or severity of symptoms should one contract COVID, the Victorian Chief Health Officer has determined that COVID-19 vaccination is a requirement of work for staff who work in early childhood education and care (ECEC) including outside hours school care (OSHC) services. All staff who work in the ELC are required to have had a first dose COVID-19 vaccine by 18 October 2021. All staff are required to be fully vaccinated against COVID-19 by 29 November 2021 unless a medical exemption applies. Staff will be required to show evidence of their vaccination status or medical exemption to their employer.
	Students & Parents or Guardians	From 1 st November 2021, all children may attend the ELC. From 1 st November, staff will be required to sight evidence of parent/guardian vaccination before they will be permitted to come on site to the Junior School Campus and access the ELC. Evidence of vaccination status to be sighted can include: • immunisation history statement available from Australian Immunisation Register (AIR) • MyGov COVID-19 digital certificate • Service Victoria app showing COVID-19 digital vaccination certificate linked • document or proof of relevant medical exemption A list has been developed of those person responsible for dropping off or picking up children from the ELC which includes the vaccination status of those persons.
Stay Home When Unwell	Potential carriers of COVID-19	The next most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff and students remain at home, even with the mildest of symptoms. The following students, parents and staff will not be permitted to enter the Centre and must be quizzed before entry: • The person (or a member of their household) has been in contact with a confirmed case of COVID-19 in the last 7 days (if fully vaccinated) or 14 days (if not fully vaccinated). • A contact is defined as anyone who has been in close contact with a known case, including the 48 hours before the case became symptomatic. The person has a fever or any symptom of a cold (e.g. cough, sore throat, runny nose, shortness of breath); or has lost the sense of taste or smell. To avoid confusion, it is recommended that anyone who has chronic cold symptoms (e.g. allergies, hayfever) should have the Covid-19 test prior to returning to school and provide a copy of the negative test result to the School.

	Allergies or COVID?	To avoid confusion, staff or students who display chronic cold symptoms due to allergies or hayfever should see their GP for advice on how to best manage their symptoms and minimise their impact. The GP should update their allergy action plan or hay fever treatment plan, which details their chronic symptoms. This action plan should be given to the School Nurse on your return to school. Anyone with symptoms of coronavirus (COVID-19) that are different to their usual hay fever or asthma symptoms should be tested for coronavirus (COVID-19) and should stay home until they receive a negative result. The results must be given to the School Nurse on your return to school.
	Temperature Checks (if required)	 Temperature checks of all students, parents and staff upon arrival are no longer required. Should they be reintroduced: Temperature checks of all children and staff will be taken upon arrival. Records kept of everyone's temperatures of 37.0 plus so deviances in an individual's average temperature can be duly noted. Please refer to temperature check guidelines. Any abnormal temperatures (see above) or any 37.5 or above will result in exclusion from the ELC. Temperature checks to be taken with a government approved forehead temperature scanner Staff member taking temperature checks needs to wear gloves and mask. If wearing gloves, to change them if touching a child or child's belonging. Alternatively, hands to be sanitised between each temperature check and/or when touching a child his/hers belongings
Practice Good Hygiene	Hand & respiratory hygiene	 Everyone must sanitise their hands thoroughly on arrival Teach students appropriate hand and respiratory hygiene Monitor/observe students when they do cough, sneeze, or blow their nose, etc. so that they do it correctly and appropriate hygiene is used afterwards Extra hand washing to be done often throughout the day especially when hands get soiled e.g. students touch their face, mouth, nose, ears, etc. Sanitising of children's hands must be done under close supervision. Sanitiser should be out of reach of children.
Ensure Physical Distancing	Crowding at Pick- up & Drop off	To ensure consistency with physical distancing measures, students and families will not be permitted to congregate at the school gate before or after school and will be required to maintain 1.5 metres between each other as far as is practicable at the start and end of the school day. This will be communicated to staff, students and families through local signage and school communications. Only one adult to drop off/pick up child Adult to farewell child at the ELC entry area and may not enter the ELC. Clearly marked waiting/standing area 1.5 m apart from each other and educator Children are to be collected from the entry gate to the ELC. Parents are asked to call 9291 - 7979 if they arrive after 9.00 am or before 3.00 pm.
	External Incursion or Visitors	 All visitors to school grounds must show evidence of vaccination prior to entry. Parent-teacher information sessions and interviews may be held face-to-face, although the preferred method remains online or video alternatives. Onsite tours for families who wish to enrol their child for 2022 can now occur <u>outside operating hours only</u>, for a maximum group size of 10 people.

		 In exceptional circumstances, vaccinated parents may visit a service during normal operating hours to support the potential enrolment of a child, or where a visit is essential to support the educational and wellbeing planning for children with a disability or complex needs. Children with disabilities are permitted to attend on-site for individual assessments required for enrolment and transition planning that cannot be done remotely. When touring a prospective service strict health and hygiene protocols must apply: group size is limited to a single family; physical distancing, hand hygiene and face masks are strictly required; families are not permitted to access indoor learning areas; and cleaning of touch points should occur after the visit.
	Staff breaks	 Limits on the number of staff allowed in the staff lounge at any one time remain in force whenever possible (max of 4 in the staff room, max of 2 in the planning room upstairs) Only one person per time at the food prep & kettle/coffee machine area Staff to sanitise their eating space before and after eating Staff to eat their food 1.5m from anyone else Staff to wash their hands before and after eating
	Administering first aid	Due to the need for close proximity, staff must wear masks and gloves when administering first aid.
	Upset student	When a student needs to be consoled, it may be difficult to do this at a 1.5m distance. If possible, gloves and mask should be worn.
Wear a Face Mask	Face Coverings	 Teachers and education support staff are not required to wear face coverings while working with children, but those who wish to do so, may. In general, staff are required to wear face coverings when not working with children in other areas of the service (for example, in reception areas, staff rooms and foyers, when providing first aid or taking temperatures). Children aged under 6 are not required to wear a face covering. Face coverings should never be placed on children aged under two due to choking and strangulation risks. A person who has a medical condition - including problems with their breathing, a serious skin condition on their face, a disability or a mental health condition - is not required to wear a mask or face covering.
	Care of face masks	 Parents/carers will be required to wear fitted masks whenever they enter the ELC. Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. Single use masks should not be worn for more than 4 hours. Cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be replaced immediately.
Avoid Interactions in Enclosed Spaces (adults)	Reduce the amount of time staff spend in enclosed spaces	 Arrange office spaces to ensure there is no overcrowding (max of 2 staff in the planning room and in the office) Enable working in outdoor environments where possible Enhance airflow by opening windows and doors Use air filter systems in place in each room. Optimise fresh air flow and/or ensure air conditioning systems are not set to recirculate Install perspex screens at reception to serve as a barrier.

		 Adjust timetables and develop procedures to ensure staff do not work across campus wherever possible. Stagger lunch and break times to reduce use of common areas at the same time Encourage staff to minimise time in staffroom when taking breaks
COVID SAI	FE PRINCIPLE	# 2: CREATE COVID-19 Safe SPACES
Make Hygiene Easy	Hand & respiratory hygiene	 Hand sanitiser stations are set up at all entry points and throughout the Centre. Everyone must sanitise their hands thoroughly on arrival Teach students appropriate hand and respiratory hygiene Monitor/observe students when they do cough, sneeze, or blow their nose, etc. so that they do it correctly and appropriate hygiene is used afterwards Extra hand washing to be done often throughout the day especially when hands get soiled e.g. students touch their face, mouth, nose, ears, etc. Use non-contact greetings (not shaking hands, hugging or kissing). Sanitising of children's hands must be done under close supervision. Sanitiser should be out of reach of children.
	Sign-in tablets - Children	 Parents may sign their children in and out by downloading the app onto their own phone by scanning a QR code provided on the iPad near the entry to ELC. Alternatively staff will sign children in and out electronically by using own devices. Staff to sanitise hands before and after touching any common screens
	Personal Protective Equipment	• Enough PPE to be on hand and available to all staff on a daily basis. This includes antibacterial soap; disposable gloves; face masks; face shields, thermometers; sanitising equipment; cleaning detergent and disinfectant; cleaning mops and buckets; antibacterial floor cleaner; toilet paper, wipes and nappies.
Make Hygiene Easy	Toilet hygiene	 Sanitise bathroom heavy use spaces often throughout the day using disposable gloves Remind children of hygiene when using the toilet i.e. to wash hands thoroughly Staff to wipe up any accidents/mishaps as soon as they notice it using disposable gloves. Cleaners to conduct hospital degree cleaning at the end of the day.
	Clothes and equipment hygiene	 All spare clothes to be placed into a waterproof draw string bag provided by the school. Equipment: Limit the number of toys, sport equipment or other items brought from home. Comforting toy or dummy for sleep/rest time to be placed in a zip lock bag and kept in the child's locker.
	Drink bottles and lunch boxes	 Wear disposable gloves when filling up and handling drink bottles. Lunch boxes to be kept inside child's bag and not in fridge. Parents may provide an ice block with their lunch box Do not keep bottles in close proximity from each other
	Compost Bin	 Use disposable gloves when emptying the compost bin Keep the compost bin away from the body so it doesn't soil clothes Have tap on low when washing the compost bin so its content scraps do not splash towards body Sanitise the sink after it has been washed.

	Cleaning - High Touch Surfaces	Maintain a schedule of cleaning and disinfection of high-touch surfaces throughout the day (e.g. play gyms, tables, hard-backed chairs, doorknobs, lift buttons, light switches, remotes, handles, desks, toilets, sinks)
		To support the delivery of an 'infectious clean' if it should be required, it is recommended that ELC staff working on site:
	Cleaning – Staff Assistance	keep their desks neat and tidy
		file important documents before they leave each day
		 take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)
		 do not leave food or food containers out in the open (such as tea bags, biscuits and fruit)
Keep		 store away unused shared and loose items (such as toys, musical instruments and sporting equipment)
Surfaces		 keep personal cutlery in a sealed container/bag, not left out on a workstation.
Clean and	Cleaning - Gate	Gates to be kept open at pick up and drop off times with educator on duty.
Implement Enhanced Environment	Cleaning - Door handles	Keep room door opened at all times if possible. Definitely keep open until all students have arrived to decrease number of openings and closings. I have times an algorithm and closings.
al Cleaning		 Use a tissue or sleeve to open/close doors whenever possible It is recommended that all students bring a water bottle to ELC.
	Cleaning - Taps	 It is recommended that all students bring a water bottle to ELC. Staff to sanitise often throughout the day and especially at high use times such as prior to lunch, before and after
and Disinfection	Cleaning - Soap Dispenser	playing, etc. Staff to dispense soap whenever possible, especially during high use times (see above)
		Staff to wash their own hands before and after using soap dispenser. To wear gloves as needed
		Staff should consider the necessity of using shared equipment at this time. Such items may include shared computers, class sets of teaching and learning materials, and musical instruments. If used, strict hand hygiene should be followed before and after use. Risk can be further minimised by users wiping down items where appropriate, for example using a disinfectant/detergent wipe or cloth.
	Shared Equipment	• Staff to have their own stationery kit to avoid cross contamination, or, wash their hands before & after if using shared stationery.
	Equipment	 Use sanitising wipes or spray Glen20 on whiteboard markers, erasers, remote controls and any other shared equipment in the classroom.
		• Photocopier to be wiped down after each use with wipes provided. Alternatively to sanitise hands before and after using a photocopy machine.
Promote		Staff are strongly encouraged to increase fresh air into indoor spaces whenever possible and to maximise the use of
Outdoor Air Ventilations		outdoor learning areas or environments.
		 Conduct activities in outdoor environments where possible Enhance airflow by opening windows
		 Door jambs should be used where possible to keep air circulating and avoid the need to close and open doors.
		 Where possible, air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling.

COVID SAFE PRINCIPLE # 3: PROMOTE COVID – 19 Safe ACTIVITIES		
Limit Access to Outside Visitors, where possible	External Incursion or Visitors	 All visitors to school grounds must show evidence of vaccination prior to entry. Visitors to school grounds must comply with physical distancing and face mask advice and practise good hand hygiene. Parent-teacher information sessions and interviews may be held face-to-face, although the preferred method remains online or video alternatives. Onsite tours for families who wish to enrol their child for 2022 can now occur <u>outside operating hours only</u>, for a maximum group size of 10 people. In exceptional circumstances, vaccinated parents may visit a service during normal operating hours to support the potential enrolment of a child, or where a visit is essential to support the educational and wellbeing planning for children with a disability or complex needs. Children with disabilities are permitted to attend on-site for individual assessments required for enrolment and transition planning that cannot be done remotely. Kindergarten to primary school transition visits may not occur during lockdown but may occur during non-lockdown restrictions, with on-site visits of small groups of up to 10 children, parents and teachers/educators. No intermixing with other students at the school should occur.
Reduce Mixing Between Groups	Physical Distancing	 Although our aim is to keep room capacity capped at 4m2 per person, density quotients do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. They do apply to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas, where signs will be posted describing the maximum number of people allowed. Staff should keep 1.5m from children whenever possible Encourage children to remain 1.5m from each other when playing – encourage this by spreading out toys when setting up the room, crosses/dots on the floor could be used to help some children Non-essential professional development should be postponed or adapted, considering use of technology. Place dots on the floor for mat time or limit the amount of children on the mat at one time. The same mat time experience needs to be repeated for different groups. Staff have staggered break times.
	Eating	 Canteens can operate with the highest hygiene practices amongst food handlers. Spread children out when eating Eat outside whenever possible Stagger morning tea and lunches – half play outside whilst the other group eat and then swap over. Ensure children wash their hands thoroughly before and after eating Sanitise areas where children will eat before and after eating Staff to eat their food 1.5m from anyone else, wash their hands before and after eating and sanitise their area before and after eating.

Create Workplace Bubble	Workplace Bubble	 Adjust timetables and develop procedures to ensure staff do not work across campus wherever possible. Stagger lunch and break times to reduce use of common areas at the same time Encourage staff to minimise time in staffroom when taking breaks. Reduce mixing between different staff cohorts by holding virtual staff meetings or meeting in smaller groups
Adapt, Modify or Defer Higher Risk Activities	Visiting school grounds and other school facilities	 Sanitising stations to be set up at various areas of the school that will be used by ELC children and staff. (hand sanitiser, paper towel, wipes and gloves) Children and staff to sanitise hands on arrival and departure
	Activities - Concrete materials	 Refers to items such as blocks, puzzles, lab equipment, art supplies, sport equipment, musical instruments. Students may not share stationery supplies. Individual packs to be organised. Wash or sanitise hands before and after using concrete materials. Continuous cleaning of equipment throughout the day. Remove any soiled equipment to a crate marked "Equipment/Toys to be Washed' and wash and/or sterilise when there is an opportunity Dress-ups and cushions to be washed as often as needed or daily if required
	Activities – sensory	 Minimise group sensory activities or to create individual set for each child. Hand sanitiser to be available on each playdough table under strict supervision. Hands should be sanitised before and after handling of playdough
	Group singing	Organised group singing and use of woodwind instruments are considered high risk activities and may not be recommended as per CHO advice.
	Incursions and Excursions	 Incursions and Excursions are not permitted and considered as high risk activities. For children to be engaged in virtual incursion and learning.
	Mobile Phones	 Mobile phones are regularly touched and breathed on. Staff should restrict their use during the day and wipe them regularly with disinfectant wipes throughout the day.

COVID SAFE	PRINCIPLE # 4: RESPOND TO CORONAVIRUS (COVID-19)RISK
Potential carriers of COVID-19	 The following students, parents and staff will not be permitted to enter the facility and must be quizzed before entry: The following students, parents and staff will not be permitted to enter the facility and must be quizzed before entry: The person (or a member of their household) has been in contact with a confirmed case of COVID-19 in the last 7 days (if fully vaccinated) or 14 days (if not fully vaccinated). A contact is defined as anyone who has been in close contact with a known case, including the 48 hours before the case became symptomatic. The person has a fever or any symptom of a cold (e.g. cough, sore throat, runny nose, shortness of breath); or has lost the sense of taste or smell.
Temperature Checks (if required)	 Temperature checks of all students, parents and staff upon arrival are no longer required. Should they be reintroduced: Temperature checks of all students, parents and staff will be taken upon arrival. Any temperatures 37.5 or above will result in exclusion from the School. Temperature checks to be taken with a forehead temperature scanner Staff member taking temperature checks to wear gloves and mask or alternatively hands to be sanities between each child.
Keep records of all who enter the campus for contact tracing	 All parents, staff and visitors must sign in on entry. A hand sanitiser dispenser will be located next to sign-in tablets. All users must sanitise before using the tablet.
Unwell students/staff	 No ill students or staff will be allowed into the Centre. If a student/staff member arrives at the Centre unwell, they are to be isolated and don a mask and gloves. Parents are to be contacted immediately and told to pick up the student. A staff member is to monitor the student at an appropriate distance wearing a mask and gloves. Anyone who appears or starts to fall ill as assessed by the school nurse/ first aide person during the day will be sent home. If a staff member is unsure whether a student is unwell it is advisable in the first instance to contact the parent or carer to discuss any concerns about the health status of the student, and taking a precautionary approach, request the parent or carer to collect their child if concerns remain. If a student/staff member becomes unwell during the day, they are to be isolated in the sickbay/ELC Director's office, and wear a mask and gloves. Parents are to be contacted immediately and told to pick up the student. The Director is to be notified of any student who arrives unwell or falls ill during the day. The Director will follow up with parents.

Suspected case COVID 19	 Remove the student/staff member immediately to an area of isolation Student/staff member must leave the Centre as soon as possible and seek appropriate medical advice Any staff member in attendance needs to don appropriate PPE If positive to COVID-19, must follow DHHS exclusion instructions. Manage the risk posed by the suspected case, including by ensuring high-touch areas frequently used by the student/staff member have been cleaned since they were last on site. Inform all staff on site to be vigilant about the onset of symptoms. If they become unwell, they must notify their principal, get tested and self-isolate.
Confirmed case of COVID-19	Notification: Call the DET on 1300 307 415 as soon as aware that a child, parent, contractor, or worker has been onsite but only in the 48 hours prior to the onset of symptoms consistent with COVID-19 or receipt of positive test if asymptomatic (no symptoms). To report any positive cases over the weekend, call the DET Covid Advice Line on 1800 338 663 between 10am and 3pm. In addition to calling DET, please submit a notification through National Quality Agenda IT System (NQAITS). Response: DET may recommend that the service pre-emptively close for 48 hours (noting that the duration of closure could be shorter or longer depending on service capacity) to allow for: • identification and notification of primary close contacts (PCC) using a specified communication template. This template will include instructions that PCCs should stay at home and get tested as soon as possible. • ELC staff to be tested. • ELC to contact their cleaning contractors and identify any high-touch areas where the case had been that will require additional cleaning. There is no need to do a deep clean. Contact Tracing: ELC to return PCC spreadsheet to their DH Local Public Health Unit who will subsequently notify PCCs of their quarantine, testing and release dates Reopening: Following discussion with DET, the ECEC provider can make the decision whether they should reopen using a specified communication template to notify all other families they may return to ECEC. The decision to re-open will depend on whether the service can continue to meet their regulatory obligations under the National Law. This may mean that many services will be unable to re-open for the full 14 days since last exposure.
COVID Safe App	The Government has asked all Australian smartphone users to download the COVID Safe app. https://www.health.gov.au/resources/apps-and-tools/covidsafe-app