

COVID Safe plan – August 2021

EDUCATOR



Our COVID Safe Plan

Business name: Bright Beginnings Family Day Care

Site location:

Contact person:

Contact person phone:

Date prepared: 6th August 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering the Education & Care Premises and ensure adequate supplies of hand soap and paper towels are available for children & families.	<ul style="list-style-type: none">- Hand sanitisers would be available at the entry of every home.- Hand sanitisers, wipes and paper towels should be placed around the home for when required with different activities.- Always encourage the children to continuously wash their hands before and after any activities- Follow handwashing procedure.- Ensure that hand sanitiser is stored out of reach of very young children to avoid accidental ingestion.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">- Depending on weather, turn on the air-condition until the temperature is suitable.- Where possible, open windows allowing for airflow to enter in and out.- Ensure air ventilations are in working condition.- Wherever possible and if the weather permits ensuring there is adequate supervision at all times, consider operating an indoor/outdoor program for the full day or spend as much time as you can outdoors.
In indoor areas where it is required, ensure a face covering and/or required PPE, unless a lawful exception applies.	<ul style="list-style-type: none">- All educators should have masks available in their homes for when needed.- It is recommended that educators wear a mask appropriately when they have to deal with someone other than the children in care and so should the person who is visiting for all safety precautions "according to current restrictions".

Guidance	Action to mitigate the introduction and spread of COVID-19
Educators must be trained on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> - All educators have completed the infection control training organised by the department of Health in March. - Supervisor & Administrative personnel read the daily news from the department of Victoria and department of health and this information is then relayed to all staff members and educators who adhere to it.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> - Where possible use name labels on tables/chairs so that children are sitting in the same place for eating/activities. - Ensure regular environmental cleaning throughout the day - Cleaning and disinfecting high-touch surfaces at least twice daily (for example, play gyms, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks). - Disinfect shared objects between uses where possible - Washing and laundering play items and toys including washable plush toys, as appropriate, in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning, ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> - All educators will be responsible for cleaning their home before and after the children arrive and leave. - If somewhat any clutter has occurred educators should try to clean it up after the child/children have finished playing. - Ensure regular environmental cleaning throughout the day. - Cleaning and disinfecting high-touch surfaces at least twice daily (for example, play gyms, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks). - Disinfect shared objects between uses where possible.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> - Cleaning products including detergents and disinfectants are available at the Educators home. - A list of recommended cleaning products for a home has been listed below. https://www.businessinsider.com/house-cleaning-products-for-every-room?r=AU&IR=T#anywhere-oxo-microfiber-hand-duster-4

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Establish a system to screen Educator, Children and visitors before accessing the workplace. Educators cannot work with children when unwell.</p>	<ul style="list-style-type: none"> - <i>It is recommended that Educator's temperature will be taken prior to working. Any educator who has a temperature higher than 37.5, will not be allowed to work with the children until they get tested and we receive clearance.</i> - <i>It is recommended that every Child's temperature will be taken prior to entering education & care service. Any child who has a temperature higher than 37.5, will not be allowed in care until they get tested and we receive clearance.</i>
<p>Modify the alignment of designated areas so that children are maintaining a safe distance.</p>	<ul style="list-style-type: none"> - <i>Consider the set-up of your room and the placement of activities – set up activities only at each end of the table.</i> - <i>Consider this arrangement setup for eating/sleeping/resting time, group time etc.</i>
<p>Minimise the build-up of families waiting to enter and exit the Education & Care premises.</p>	<ul style="list-style-type: none"> - <i>Parents who are dropping off children or collecting children from the Education & care premises will be reminded about the 'social distancing' by the use of a sign on the front door and by Educator.</i> - <i>Upon drop off & pick up, parents are advised to wait for a couple of minutes until other family leaves before entering.</i>
<p>Educators are trained on physical distancing expectations while working and socialising.</p>	<ul style="list-style-type: none"> - <i>Educators are encouraged to complete "Food Handling" training.</i> - <i>Continuously encourage good hygiene practices amongst children including washing hands.</i> - <i>Sanitise food station before & after use.</i> - <i>Educate children to not share food & how to keep safe during COVID-19.</i>
<p>Where relevant, ensure clear and visible COVID-19 related signage is displayed.</p>	<ul style="list-style-type: none"> - <i>No one should enter the home of the educator for personal reasons such as needing to use a bathroom or use anything from the educators' home for the health & safety of the children and the educator etc.</i> - <i>Posters about social distancing, hygiene and clean environments should be displayed around the home and the importance of it to be communicated to the children.</i> - <i>Educators need to keep a clean environment at all times.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of visitors, coordinators & any maintenance personals. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> - Visitors record is displayed at entry of home. - Anyone who visits the educator must complete the visitors record to maintain contact tracing.
Educators & Families understand the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> - Parent to report any illness or positive case to the service and to the educator. - Educator to report any positive case to the service as soon as possible.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> - Provide DHHS with a copy of the visitors record that is completed by anyone who has been in close contact with the educator& children.
Prepare to undertake cleaning and disinfection at your Education & care service premises.	<ul style="list-style-type: none"> - If an educators' tests results come back as positive children will not be under her care until their health has been restored. - If a child tests results come back as positive children will not be able to attend care until their health has been restored. - The home will need to be disinfected and cleaned accordingly. A professional cleaner will be recommended in this case.
Prepare for how you will manage a suspected or confirmed case at the Education & care Premises.	<p>Educator will cooperate with provider in these circumstances.</p> <ul style="list-style-type: none"> - A step-by-step process for the approved provider has been completed for a case that has been identified within the service steps for covid 19 postive case.docx - A 'confirmed case checklist' has also been compiled in case of a confirmed positive case in the service. COVID-19-Confirmed-Case-Checklist_V2.07.20- (1).docx
Prepare to notify stakeholders of a confirmed or suspected case.	<p>Educator will cooperate with provider in these circumstances.</p> <ul style="list-style-type: none"> - A 'confirmed case checklist; has been compile din case of a confirmed case. The step-to-step checklist will be completed in its entirety. COVID-19-Confirmed-Case-Checklist_V2.07.20- (1).docx

Guidance	Action to prepare for your response
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> - <i>The approved provider will be the sole person responsible to contact WorkSafe Victoria and all other regulatory bodies.</i>
Confirm that your workplace can safely re-open and children can return to care.	<ul style="list-style-type: none"> - <i>Upon the home being disinfected by professional cleaners, the educator & child have medical clearance then the educator can go back to working normally as per usual.</i>

I acknowledge & understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Name: _____

Signed: _____

Date: _____

Appendix 1:

Cleaning for specific equipment and surfaces in the kitchen

Routine cleaning		
Items	Frequently touched surfaces	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect daily	Detergent + disinfectant
Clip boards/folders	Clean and disinfect daily	Detergent + disinfectant
Computers/iPads	Clean and disinfect daily	Detergent + disinfectant
Curtains/blinds	Clean weekly	Damp dust and detergent
Doorknobs/ handles	Clean and disinfect daily	Detergent + disinfectant
Fridges	Weekly & defrost to clean as required Clean and disinfect frequently touched surfaces (handles) at least daily	Detergent + disinfectant
Floors	Clean and disinfect daily	Detergent + disinfectant
Keys and locks	Clean and disinfect daily	Detergent + disinfectant
Kitchen appliances (toaster, sandwich press, ovens, kettles, kitchen mixer, food processor)	Clean and disinfect daily	Detergent + disinfectant
Light switches, power points	Clean and disinfect daily	Detergent + disinfectant
Microwave	Clean and disinfect daily	Detergent + disinfectant
Mobile phone	Clean and disinfect daily	Detergent or Disinfectant wipes
Push/pull doors	Clean and disinfect daily	Detergent + disinfectant
Shelves/ cupboards	Clean and disinfect daily	Detergent + disinfectant
Sink (hand washing & Kitchen)	Clean and disinfect daily	Detergent + disinfectant
Stools/chairs	Clean and disinfect daily	Detergent + disinfectant
Table/ work benches	Clean and disinfect daily	Detergent + disinfectant
Trolleys (food)	Clean and disinfect daily	Detergent + disinfectant
Walls	Spot clean and disinfect touched walls at least daily	Detergent + disinfectant
Waste bins	Clean and disinfect daily	Detergent + disinfectant
Windows	Spot clean and disinfect touched walls at least daily	Detergent + disinfectant
Window frames (sliding server)	Clean and disinfect daily	Detergent + disinfectant

Actions to take if a COVID-19 Positive case takes place in your service:

1. Notify DHHS ON 1300 651 160
 - Act on DHHA advice
 - DHHS will provide you with an excel spreadsheet for contact tracing
 - DHHS will provide you with a list of cleaners to deep clean your service
2. Notify DET on 1800 338 663
 - Lodge 1st notification on NQAITS that you have a positive case
 - Lodge 2nd notification if your service has to close
3. Notify your staff, families and other visitors
 - Inform them of what you know and keep them updated everyday
 - Gather contact tracing information – you will need to know who was in contact with the person who tested positive.
4. Notify Department of Education, Skills and employment of closure
Email: CCSAssessmentsVIC@dese.gov.au
5. Notify WorkSafe on:
13 23 60

What if you haven't heard back from DHHS?

- Determine if you should close your service to avoid the spread. You will need close contacts full names, their date of births, contact information and their last date of contact

Appendix 3:

COVID-19 – CONFIRMED CASE CHECKLIST

In the event of a confirmed case of COVID-19, the *Public Health Unit (PHU)* will consider each unique context and provide specific requirements for the Approved Provider/Director to follow. The steps listed below are a guide of these requirements and a record of actions taken.

RECORD OF ACTIONS AND DIRECTIVES	v	Date
Confirmation of a positive case of COVID-19 in the service		
Formal contact has been made by the Public Health Unit (PHU)		
Direction to close the Service has been made by the PHU		
All families and staff have been notified of the eminent closure (Privacy Laws must be adhered to. Disclosing the name of the person who has contracted COVID-19 should only be on a 'need to know' basis.)		
Families are provided with information on how to find an early childhood education or childcare service whilst our service is closed- Find Child Care Family Helpline 1800 291 041 or through Startingblocks		
Contract tracing to identify any people who could have been in contact with the infected person is conducted by PHU		
COVID-19 testing of employees, children and families is underway- Find the COVID-19 respiratory clinic nearest to our service		
A directive to the affected staff member / family to quarantine for 14 day has been made by the PHU		
The Regulatory Authority has been notified of the closure through the National Quality Agenda IT System (NQA.ITS)		
The Work Health and Safety regulatory authority has been notified (Safe Work Australia)		
Department of Education, Skills and Employment in state/territory notified Ph: 1300363 079		
All persons listed below have been identified as a close contact and directed by the PHU to self-isolate for 14 days and closely monitor their symptoms.		
<div>1. Name</div> <div>2. Name</div> <div>3. Name</div> <div>4. Name</div>		
An industrial clean of the Service has been <u>scheduled</u>		
Name of company responsible for environmental clean		
An industrial clean of the Service has been <u>completed</u>		
Advice regarding re-opening of the service has been provided by the PHU		
The Regulatory Authority has been notified of the re-opening dates through the National Quality Agenda IT System (NQA.ITS)		
Re-opening of the Service has been notified via the (NQA.ITS)		
Families have been notified of re-opening dates and procedures for returning to service		
Additional notes:		

Approved Provider:		Signature:	
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Emergency notifications and application COVID-19

Reference guide to using the NQA IT system for incident notifications, emergency applications for waivers and suspensions, and notifications of change of operating hours due to COVID-19.

[ACECQA Reference Guide](#)

Incident notification- COVID-19 Safe Work Australia

Fact sheet providing information on notification laws in each jurisdiction including on how to notify when required.

[Safe Work Australia Incident notification](#)

Australian Government Department of Health

[Environmental cleaning and disinfection principles for COVID-19](#)

Creating a COVIDSafe workplace



Every Victorian business that is open must have a COVIDSafe Plan.

This will help protect your workers, customers and visitors.

Your COVIDSafe Plan will detail the actions you will take to help prevent the introduction of coronavirus (COVID-19) in your workplace.

Victorian Government Authorised Officers are closely monitoring and inspecting businesses to ensure they are following their COVIDSafe Plans. There are significant penalties, including fines and prohibition notices, for businesses that fail to follow these directions.



Ensure physical distancing - You Must

- ☐ Ensure workers and visitors are 1.5 metres apart as much as possible
- ☐ Display signs to show patron limits at the entrance of enclosed areas where limits apply
- ☐ Ensure employees work from home wherever possible
- ☐ Apply the **four-square-metre rule** to configure shared work areas and publicly accessible spaces



Wear a face mask - You Must

- ☐ Ensure all workers and visitors entering the worksite wear a **face mask** as per public health advice
- ☐ Provide adequate face coverings and Personal Protective Equipment (PPE) to workers who do not have their own



Practice good hygiene - You Must

- ☐ Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones
- ☐ Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing



Keep records and act quickly - You Must

- ☐ Support workers to get tested and stay home even if they only have mild symptoms
- ☐ Develop a business contingency plan to manage any outbreaks
- ☐ **Keep records of all people who enter the workplace** for contact tracing



Avoid interactions in enclosed spaces - You Should

- ☐ Move as much activity outside as possible, including meetings, tearooms, lunch breaks, locker rooms, and serving customers
- ☐ Enhance airflow by opening windows and doors



Create workforce bubbles - You Should

- ☐ Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes

Are you still unsure? To learn more about COVIDSafe Plans, visit coronavirus.vic.gov.au or call the Business Victoria hotline on 13 22 15