

Policy Statement

This policy has been developed to protect children, educators and their families during the COVID-19 Pandemic and reduce its spread.

All ACI Policies and Procedures remain in place with the exception of the following amendments:

Procedures

Illness

- ✓ The following individuals are not to enter our services:
 - Any persons who have tested positive for COVID 19
 - Any persons who are required to self-isolate or been in close contact with a confirmed COVID 19 case.
 - Unwell persons including children, parents/carers and staff. This includes anyone with symptoms such as fever, sore throat, coughing, and shortness of breath, runny nose or congestion, headache or fatigue, muscle or joint pains, nausea or loss of appetite, diarrhoea or vomiting, temporary loss of smell or altered sense of taste.
 - Anyone who has returned from overseas travel, must follow Guidelines set by the current Public Health (COVID 19 Air and Maritime Arrival) Order (No 1) 2022 (the Order) and NSW Health Guidelines for All International Arrivals.
- ✓ Staff, parents, and children will be repeatedly reminded to stay home and get tested if unwell.
- ✓ If a child or staff member presents with symptoms while at the service:
 - Children: are to be isolated from the rest of the children, provided with a mask, and family called to collect immediately. Monitor child breathing until family arrive.
 - Staff: will be asked to undergo a Rapid Antigen Test (RAT) while at the Service away from other Staff and children.
 - If the RAT is positive, they will be sent home immediately and required to isolate as per Department of Health and Department of Education Guidelines.
 - If the RAT is negative, they will be required to wear a mask, maintain physical distancing, as much as practicable and work in well ventilated areas to complete their shift.
 - The equipment and area the ill individual were in contact with is to be given a deep clean (staff are to wear gloves and follow cleaning procedures outlined in this Policy and our Hygiene and Cleaning Policy).
 - Unwell staff and children are unable to return until conditions as outlined in the NSW Department of Health COVID 19 Self-Isolating Guideline and NSW Department of Education - Education Managing COVID Cases Guidelines are met.

Hygiene and Cleaning

- ✓ Safety/Cleaning Checklists are completed by Educators at the beginning of each Session to ensure children and Staff have access to hand soap and papertowels in the toilets and kitchen.
- ✓ Educators should have regular discussions with the children about the importance of practicing proper hygiene.
- ✓ Non-contact greetings are to be encouraged.
- ✓ Children, Families, Staff and visitors must:
 - wash hands with soap and water or use hand sanitizer when arriving at the service and at regular intervals throughout the day. Especially before and after eating, and after going to the toilet.
 - cover coughs and sneezes with an elbow.
 - avoid touching your face, especially eyes, nose and mouth
 - not share food or drink
 - ensure we are not drinking out of communal school bubblers etc.
- ✓ Additional cleaning -
 - To reduce the spread of the Virus, the following environmental cleaning is to take place:
 - clean and sanitise frequently used high touch surfaces such as, but not limited to benchtops, desks, doorknobs, taps, computers, phones as per ACI's Hygiene and Cleaning Policy and NSW Department of Health Guidelines.

- ✓ Any used play equipment and toys should be cleaned and sanitised regularly.
- *** Note: We recommend children wash hands (or apply hand sanitizer) before and after using play equipment, separating groups of play, and limiting the amount of equipment that children have access to throughout a session.

Physical Distancing

- ✓ We aim to maintain physical distancing between adults wherever possible.
- ✓ The environment and activities will be set up throughout the service, and wherever possible, outside, to encourage physical distancing, while considering sun safe practices.

Face Mask

- ✓ Staff, children, parents and visitors to the Service will follow current Guidelines set by NSW Department of Education and NSW Department of Health.

Ventilation

- ✓ Natural ventilation - doors and window will be opened as much as practicable.

Drop off and Pick up

- ✓ Parents/Guardians arriving at the Service to drop off or pick up their child/ren, are to stay outside.
- ✓ The sign in/out iPad will be set up in a Kiss & Drop Zone, in sight of an Educator who will be able to monitor who is arriving and remind Parent/Guardians not to enter, unless it is necessary.
- ✓ Parents/Guardians will be able to collect their children from outdoor areas only, while maintaining physical distancing and not interacting with other children.
- ✓ Hand sanitizer will be available at the Sign In/Out Desk.
- ✓ Educators are to ensure this area is cleaned regularly throughout the session.
- ✓ In the afternoon Educators will inform the children that their Parent/Guardian has arrived, they will meet their Parent/Guardian outside.
- ✓ Parents/Guardians will be reminded, through verbal discussions and signage, to maintain physical distancing.
- ✓ If parents wish to speak with Staff, please email your Coordinator to book an appointment.

The Service will display a Notice stating if there has been a confirmed case/s in line with recommended isolation periods from NSW Department of Health and NSW Department of Education.

We will follow Schools directives regarding allowing Parents/Guardians on site. Refer to ACI Pick Up Policy.

Further Information and resources:

- <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>
- <https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-covid-19-transmission-in-schools>

Considerations

Education and Care Services National Law

167	Offence relating to protection of children from harm and hazards
172	Offence to fail to display prescribed information
174	Offence to fail to notify certain information to Regulatory Authority

Education and Care Services National Regulations

77	Health, hygiene and safe food practices
90	Medical Conditions Policy
91	Medical Conditions Policy to be provided to parents
109	Toilet and hygiene facilities
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
173	Prescribed information to be displayed
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health	2.1.2 Health practices and procedures
	2.2 Safety	2.2.1 Supervision
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

Activity Centres Inc. Policies and Procedures

Access Policy	Hygiene and Cleaning Policy
Child Safe Environment Policy	Pick Up and drop off Policy
Enrolment Policy	Fee Policy

Activity Centres Inc. Risk Assessments

Risk Assessment Pandemic – Covid 19	
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My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing

Legislation

NSW Department of Health	Department of Education, Skills and Employment
NSW Department of Education	Early Childhood Education and Care Directorate

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 11 March 2022

Covid 19 - Attendance Policy is to be reviewed as needed throughout the Pandemic