

# COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

## Our COVIDSafe Plan

Business name: Paratea preschool  
 Site location: 1/12 R Paratea Ave Frankston  
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 Date prepared: 6/08/2020. Updated 29/09/20

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<ol style="list-style-type: none"> <li>1. Sanitising on arrival.</li> <li>2. Hand washing before/after food, before/after using toilet and before going outside and after sunscreen</li> <li>3. Continue implementing appropriate hand washing throughout the session</li> <li>4. Hand washing will be done <i>OFTEN</i> throughout the session.</li> <li>5. Sanitiser is available upon entry, in the room and bathroom areas as well as office</li> </ol> <p>Sanitiser, hand towels and hand soap levels are refilled each day.            Sanitiser is available in the kinder room , at the entrance to the building and in the office area.</p>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"> <li>-Windows are opened during sessions where weather permits to increase airflow.</li> <li>-Children’s sessions where possible will be conducted mainly outside or in Bush Kinder.</li> </ul>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<ul style="list-style-type: none"> <li>-Staff wear face masks on arrival at service and when there is more than 3 in the office area.</li> <li>-Staff wear face masks on arrival and departure of children from the front gate</li> <li>-Staff wear face masks when visitors or maintenance staff attend service.</li> <li>-Staff to use own face masks if preferred supply of disposable face masks are available for staff in office</li> <li>-Gloves are available for staff to use in children’s bathroom</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>-Posters from DHHS are on display in kindergarten about wearing face masks</li> <li>- Staff have reviewed the video guidelines supplied from DHHS about good hygiene when using face masks</li> <li>-All staff have completed COVID-19 safe practices training via DHHS website</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p> <p><b>Applying Sunscreen</b></p>	<ul style="list-style-type: none"> <li>-Staff use own pens for sign in/out</li> <li>-All high-touch surfaces are wiped after each session</li> <li>-Toys are sprayed with Disinfectant spray after each session</li> <li>-Families are encouraged to supply their own roll on sunscreen for chn to use during a session</li> <li>- All children will arrive at the service with sunscreen already applied.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>-Gate/phones/photocopier/remote controls are sterilised after use.</li> <li>-Light switches/ door handles are sanitised at least twice throughout day</li> <li>-Toilets are cleaned throughout the day as needed, in between sessions and at the end of the day.</li> <li>- Lockers are sanitised each day</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>-Cleaning supplies are monitored each week and ordered to ensure significant supplies are available at all times</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p>-Staff have reduced their onsite hrs by 50% from 5/08/2020  - From 5/10/2020 staff have resumed their normal hrs onsite  -Staff have minimal time onsite for supervision and planning of online program,</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>-All staff are advised to contact Nominated Supervisor if they work at another site.  -One Yooralla staff member does work at another site on alternate days – las is aware of her need to contact us if there are any confirmed cases of COVID at the other site  - Yooralla staff are to abide by Yooralla guidelines as of beginning of Term 4</p>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p>Staff are encouraged to stay home if they are unwell.  Staff are required to get a COVID-19 test before returning to work after being unwell.  Staff are expected to self- isolate after a COVID-19 test until receiving a negative result.  Staff are required to send their result to Nominated Supervisor before returning to work  Staff are asked screening questions before beginning each day:</p> <ol style="list-style-type: none"> <li>1. Have you travelled overseas in the last 14 days</li> <li>2. Do you feel unwell.</li> <li>3. Do you have symptoms, sore throat, runny nose, temperature (over 37.6), difficulty breathing, loss of taste or smell</li> <li>4. Have you been in contact with anyone who has tested positive to COVID-19 in last 14 days</li> </ol> <p>If they answer yes to any one of these questions they are not permitted to work.  Staff have their temperature checked before starting a session and half way through a session, which are recorded in the sign in sheet daily</p>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul>	<p>Signs have been placed in all areas of the kindergarten to ensure social distancing for all staff, incorporating the 4 m2 rule</p> <ol style="list-style-type: none"> <li>1. Kitchen: – 2 staff</li> <li>2. Bathroom: 3 staff</li> <li>3. Office: 3 staff</li> <li>4. Children’s room: 27 children and 3 staff</li> </ol>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>-Floor markings have been implemented in the front gate area for parents and staff to ensure social distancing at all times.  -Staff have been instructed to only sit one person per desk in the office area.  -Staff have been encouraged to use face masks in the office area</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p>Desks have been placed face walls in office so that staff do not face each other, limiting the possibility of cross contamination</p>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p><i>Staff enter/exit building one at a time at a distance of 1.5 mt at all times</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>Staff have completed COVID-19 safe training and are aware of the 1.5 metre expectations during work hours Social distancing posters have been placed around the building to remind staff of social distancing guidelines</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>All deliveries are left at the front door and are contactless</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Rosters have been updated as of 04/08/2020 to ensure minimal staff are onsite at one time Rosters have returned to normal as of 5/10/20 due to full onsite program.</i></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.</b></p>	<p><i>Visible signage is on display in the kinder building to ensure four square metre rule Visible signage is on display in each room to indicate how many persons can be located at all times to ensure 4 square metre rule</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>All staff are required to sign in each day, noting time in temperature and time out Children are signed in/out by staff each session and have their temperature recorded before entering our gate, children temperatures are retested during the session as required. All visitors are required to sign in recoding time in, contact phone number, reason for visit, temperature and time out</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Staff continue to use our current OHS system recoding any hazards using our daily and monthly checks and reporting any issues to our OHS officer - Lucy Bridgeman</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ol style="list-style-type: none"> <li><b>1. Centre must close immediately</b></li> <li><b>2. Our EMP would be enacted to contact parents to collect children</b></li> <li><b>3. ACECQA, DET and DHHS and Worksafe Vic authorities notified</b></li> <li><b>4. Staff would be contacted as soon as possible</b></li> <li><b>5. A Registered industrial cleaning company would be employed to conduct a thorough virus-free cleaning- recommendations from ELAA and DET</b></li> <li><b>6 Follow any other directions and advice from government bodies/health departments including DHHS, DET and Worksafe Vic</b></li> </ol>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Gather sign in information and records for staff, visitors and children who were present in the last 14 days when the infected person was onsite. Hand this information to relevant authorities as requested to assist with contract tracing</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ol style="list-style-type: none"> <li><i>1. Staff are encouraged to take home devices each night as they would not be able to re-enter the building.</i></li> <li><i>2. The whole service would be closed immediately.</i></li> <li><i>3. Cleaning would be arranged by COM and Nominated Supervisor using accredited cleaners recommended from DHHS or ELAA</i></li> <li><i>4. Follow guidelines and advice from DET, DHHS and Worksafe Vic</i></li> </ol>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<ol style="list-style-type: none"> <li><i>1. Centre must close immediately</i></li> <li><i>2. ACECQA, DET and DHHS and Worksafe Vic authorities notified</i></li> <li><i>3. Inform parents and staff as soon as possible</i></li> <li><i>3. Registered industrial cleaning company to do thorough virus-free cleaning- ELAA</i></li> <li><i>4 Follow any other directions and advice from government bodies/health departments including DHHS and DET</i></li> </ol>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>Use pro forma communication guidelines supplied from DET and DHHS to inform close contacts</p>

Guidance	Action to prepare for your response
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>Ring Worksafe Victoria on 13 22 60 if there is a confirmed case of COVID-19 staff member or visitor to our service immediately Ring DHHS and DET if a child has a confirmed case of COVID-19</p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p><i>Maintain communication with staff, families as to the identification of close contacts and the cleaning of the building. Give parents/staff at least 24 hrs notice when the service will reopen and any further precautions or protocols that have been advised to be implemented from DHHS.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed 

Name Jo Miles

Date 29/09/2020