

Lady Forster Kindergarten



COVID-Safe Plan

Keeping children, families, visitors and staff safe
during the pandemic.

Revision 1 – 18 May 2020

Revision 2 – 20 July 2020

Revision 3 – 31 July 2020

Revision 4 – 5 October 2020

Revision 6 – 26 January 2021

Revision 7 – 3 February 2021

Revision 8 – 12 February 2021

Revision 9 – 18 Feb 2021 (Current)

The Lady Forster Kindergarten COVIDSafePlan includes the following:

1. Current Government advice
2. LFK COVID Protocols
3. LFK Risk Minimisation Plan
4. LFK COVID Cleaning Practices and Daily Cleaning Checklist
5. LFK Dealing with Infectious Diseases Policy (v5)
6. LFK COVID-19 Closure of Kindergarten Plan and Responses
7. LFK Closure Communications Pack including DET FAQs on Service Closure

1. Current VIC Govt Advice for Early Childhood Services

Reviewed: 18 February 2021

18 February – ‘Circuit Breaker Restrictions’ end

The Victorian Government has announced that the current circuit breaker action will end at 11.59 pm on Wednesday 17 February 2021.

Early childhood education and care (ECEC) services, including kindergartens, are still permitted to operate and remain open for all children.

It is crucial that everyone remains vigilant. If you're unwell, get tested immediately and stay at home until you receive a negative test result.

Symptoms include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, vomiting or diarrhoea, and loss or change in sense of smell or taste.

Staff and families are encouraged to regularly check the list of public exposure sites in Victoria (where a person with COVID-19 has attended), and if they have attended a site at the times listed, follow the instructions for getting a test.

Lady Forster Kindergarten continues to follow public health advice in relation to cleaning and disinfection, hand hygiene, physical distancing of 1.5 metres between adults and air ventilation.

Face masks

From 11.59pm on Wednesday 17 February, consistent with advice for the broader community, staff must wear a face mask when not educating or caring for children, unless a lawful exemption applies:

- in all indoor spaces
- in all outdoor spaces when a 1.5 metre physical distance from others cannot be maintained.

Visitors aged 12 or older and parents must also observe this direction.

For more information, visit face masks

Operations

The kindergarten is encouraged to continue supporting student placements, which are permitted.

There is no restriction on the number or type of visitors to ECEC premises, including tours, as long as a density limit of one person per two square metres is applied to staff common areas and areas accessed by the public, such as the foyer.

The number of people permitted in each room under this density quotient is as follows, with signs displayed at the entry to each room as reminders of density limits:

- Entry, concrete veranda, and area outside Liza's room: 34 people across combined area
- Liza's room: 28 people inside
- Erin's room: 58 people inside
- Outdoor grounds: 150 people
- Kitchen: 3 people
- Office: 7 people
- Store Room next to toilet: 5 people
- Store Room behind office: 2 people
- Shed in grounds: 4 people

To support contact tracing, we need to keep a record of the name, phone number, date and time of visitors who attend their service for more than 15 minutes. Electronic record keeping is strongly encouraged. We use a [QR Code Service](#) at LFK but also have a Visitor Book for manual recording if an alternative is required by parents/visitors.

We are permitted to resume excursions – our weekly beach walks will resume from Thursday 18th February.

Adults and children, including all members of families, staff and visitors are not permitted to attend Lady Forster Kindergarten during any required quarantine period related to travel, or attendance at potential exposure sites should a positive case of coronavirus emerge in the community.

2. LFK Current COVID Protocols

1. Entry to and departure from the kindergarten

All adults and children must apply hand sanitiser at the station located at the bottom of the entry. If waiting to enter through the gate, physically distance on the yellow ground markers placed 1.5 metres apart on the entry ramp.

Scan the LFK Q-code displayed at the kindergarten entrance if you are likely to remain at the kindergarten for longer than 15 minutes, or ask to sign our Visitor Book instead.

- All staff (permanent and casual) must sign in/out daily in the timesheet folder in the kitchen
- All visitors must sign in/out of the site visitor register every time they attend site
- Parents/carers must scan the Q-Code if remaining on site longer than 15 mins

All adults (non-educators) must wear a compliant face mask at all times when inside the kindergarten, and outside if unable to maintain physical distancing of 1.5 m.

Physical distancing of 1.5 m between adults must be maintained at all times across the site.

2. Cleaning

Regular environmental cleaning is undertaken throughout the day, maintaining full adherence to the *NHMRC childcare cleaning guidelines*, including:

- cleaning and disinfecting high-touch surfaces at least twice daily, and if visibly soiled, (for example, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks). It is not necessary to clean or disinfect surfaces after every use but they should be cleaned and disinfected as soon as possible if visibly soiled
- disinfect shared objects between uses where possible
- washing and laundering fabric items after use using the warmest appropriate water setting for the items and dry items completely
- Cleaning supplies are monitored regularly to ensure no shortage.

Refer 4. LFK COVID Daily Cleaning Checklist for more detail

3. Hand hygiene

All staff, children, parents/carers and visitors have ready access to hand hygiene facilities throughout the site. Soap and water is provided in the adult and children's bathrooms for handwashing. Alcohol-based sanitisers are available at dedicated hand hygiene stations at entry and departure from the kindergarten. Sanitiser is available in all rooms and regular hand hygiene practice encouraged for adults and children.

Adults sanitise hands before entering the kindergarten to pick up/drop off children and again, before leaving site.

Children wash hands with soap and water on arrival at kindergarten and before and after eating. Extra hand washing encouraged throughout the day and as specifically required.

Staff wash hands on arrival and before departing from the kindergarten and frequently throughout the day at site.

4. Use of face masks at Lady Forster Kindergarten

In early childhood education and care (ECEC) services, including kindergartens:

- it is not mandatory for teachers and educators to wear a face masks while working with children, but those who wish to do so can
- staff are required to wear face masks when not working with children in common areas of the kindergarten. For example, in reception areas, staff rooms and foyers, and when travelling to and from the kindergarten.
- parents are required to wear face masks at all times when inside rooms at the kindergarten, and outside as well if physical distancing of 1.5m can't be maintained.
- children aged under 12 are not required to wear a face mask. Face masks 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 the face, a disability or a mental health condition – is not required to wear a face mask.

5. Outdoor air ventilation

Windows and doors are kept open wherever possible to maximise ventilation through rooms. Educators maximise opportunities to use outdoor learning areas or environments wherever possible within our indoor/outdoor program.

LFK air conditioners draw air from within the rooms – this setting cannot be modified.

All our air conditioners are well maintained by *the City of Port Phillip Essential Services* team.

6. Coronavirus (COVID-19) eLearn module

All staff have completed the DHHS 'School and early childhood infection prevention and control during coronavirus (COVID-19)' eLearning module.

<https://fuse.education.vic.gov.au/Resource/ByPin?Pin=L9C5ZK&&SearchScope=All>

The module provides our staff with facts, practical strategies and information about the precautions that can be taken to reduce risk while at work including:

- modes of transmission of coronavirus (COVID-19)
- key risk factors
- standard infection prevention precautions
- correct use of Personal Protective Equipment (PPE)
- how to protect yourself and others

7. Social Distancing

Staff, parents/carers and visitors continue to adhere to the social distancing recommendations for adults, to remain 1.5 metres apart where practical.

Markings on the ground at the ramp entry promote social distancing when approaching the main gate and staff, parents/carers and visitors are reminded of the requirement to socially distance in kindergarten communications and posters on display at the site.

8. Communication

Timely communication is provided to families and staff whenever there is a change required to the protocols/policies relating to the mitigation of risks of COVID-19 transmission at LFK.

COVID-19 protocols are discussed at regular staff meetings if processes are altered or require critical reflection to ensure the ongoing health, safety and well-being of both staff and families/visitors.

9. Management of Unwell Children and Staff

To help slow the spread of coronavirus (COVID-19) in the community, unwell staff and children should stay at home and get tested immediately - no matter how mild their symptoms.

Parents/carers/visitors are not to enter LFK if unwell, or if any family member or close contact is unwell. Unwell adults who must attend to drop off/collect a child must remain outside the gate and staff will assist.

9.1 If a child is unwell, even with the mildest of symptoms, they must stay at home.

If a child becomes unwell during the day, they must be collected from the kindergarten as soon as possible.

9.2 If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested and they must remain at home until they receive their results:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell or taste.

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms.

For further advice:

- call the 24-hour coronavirus (COVID-19) hotline 1800 675 398
- call a general practitioner
- refer to the DET Fact Sheet on 'Managing Unwell Children'

Visit: [Where to get tested.](#)

9.3 A child must stay at home until they are symptom free, even if their coronavirus (COVID-19) test is negative.

If a person has tested positive for coronavirus (COVID-19) or been identified as a close contact they must isolate/quarantine until they receive clearance from DHHS.

Children with persistent symptoms due to underlying conditions such as hay fever or asthma whose symptoms are clearly typical of their condition can continue to attend kindergarten. They should be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms. They should consider getting a medical certificate from their GP to attend kindergarten if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose.

Younger children (pre-school up to Grade 2) may have prolonged post viral symptoms such as a runny nose or cough and may return to kindergarten following a negative COVID-19 test even if they are not completely free of symptoms. They will need a medical certificate from their GP to confirm they are otherwise well or have recovered from their acute illness.

9.4 Children do NOT need a medical certificate before returning to kindergarten once symptoms have cleared.

Once symptoms have cleared, there is no requirement from the Department of Education and Training or DHHS for children to have a medical certificate before they return to kindergarten.

For complete information, refer the Fact Sheet [here](#).

10. Provision of routine care and first aid

Physical distancing is not practical when providing direct care. In this situation, standard precautions for staff, including hand hygiene, are important for infection control.

Standard precautions are advised when coming in to contact with someone for the purpose of providing routine care, assistance or first aid. Also see NHMRC guidance [Staying healthy: Preventing infectious diseases in early childhood education and care services](#).

Always wash hands with soap and water or use a hand sanitiser before and after performing routine care or first aid.

11. Additional Protocols

The following additional procedures continue to minimise risk of disease transmission:

- Beach excursions and *Elwood Play Space* visits comply with Victorian Government COVID-19 restrictions applicable at any time. Government advices are monitored and if required to do so, beach/park visits cease. We are also compliant with any closures relating to playground equipment in the vicinity of the kindergarten.
- Lots of outdoor play in fresh air encouraged.
- Children will be spread out to 'social distance' while eating and will eat outside whenever weather permits. If social distancing can't be achieved while eating, mealtimes will be staggered.
- Shared fruit platters are not provided.
- Families provide drink, food containers and food packaging that minimises the need for staff to handle these items for their child.

- No communal drinking station provided - each child brings their own personal drink bottles.

The Kindergarten is committed to eliminating risks or reducing them as far as possible for staff by implementing additional practices:

- Frequent consultation and engagement with staff on the additional Occupational Health and Safety (OHS) measures the kindergarten can take to collaboratively maximise hygiene, social distancing and minimise risks.
- Support resources shared with staff and families for mental health and wellbeing.
- Exclusion from the service of unwell staff, children and visitors.
- Daily cleaning of the premises by external contractor.
- Additional cleaning throughout the day undertaken as set out in the “*COVID-19 Daily Cleaning Schedule*”
- Use disposable gloves provided, for all tasks requiring this protection.
- Provision of PPE for
 - administration of first aid
 - isolation of any person developing coronavirus COVID-19 symptoms whilst on site, prior to departure.
 - Isolation of any person who is a confirmed case of coronavirus COVID-19 on site.
- Provision for vulnerable members of staff to work from home and those non-educators who can work from home.
- Provision for non-contact time for staff to be undertaken at home by arrangement.
- Limiting access to small rooms on site (*see 1.5 above*)
- Each staff member to carry and use their own pen/stationery.
- Removal of additional furniture to facilitate social distancing.
- Social distancing between educator and child to be implemented wherever possible and appropriate and to be observed between adults on site at all times.

3. LFK COVID-19 Risk Minimisation Plan

Lady Forster Kindergarten

Risk Assessment - Coronavirus COVID-19

Task or activity being assessed:	Managing the Provision of Kindergarten Services during the Coronavirus COVID-19 Pandemic
Workplace/Service:	Lady Forster Kindergarten
Date of this assessment:	Original: 03/04/2020 Rev 1: 31/07/2020 Rev 2: 30/11/2020
People consulted:	LFK Committee of Management, LFK Management and staff, Victorian Department of Education & Training, Victorian Department of Health & Human Services
Finalised by:	Manager, Lady Forster Kindergarten



	What are the significant hazards?	Who might be harmed and how?	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
PART ONE: INFECTION CONTROL							
1	<u>Infection Control Measures</u>	Potential for staff and children to become infected with the COVID-19 virus.	<p>All members of the team are been fully briefed with current advice on staying protected through communications from:</p> <ol style="list-style-type: none"> 1. The Australian Government Australian Health Protection Principal Committee (AHPPC) https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-coronavirus-covid-19-statements-on-24-april-2020#updated-advice-regarding-schools 2. The Victorian State Government https://www.dhhs.vic.gov.au/coronavirus 3. The Victorian Government Department of Education and Training (DET) https://www.education.vic.gov.au/childhood/Pages/coronavirus-advice-early-childhood.aspx <p>This information is shared with families as appropriate including the service restrictions and mitigations. These information sources are monitored for ongoing updates and changes to advice. The kindergarten receives direct email advices from Government and DET when there are significant changes.</p>	<ul style="list-style-type: none"> • Maintain regular communications with staff and families • Keep updated and informed with current position. • Continue to limit social contact where possible (make use of technology where viable) e.g. Storypark 	<ul style="list-style-type: none"> • Manager and Teaching staff 	01/04/20	01/04/20 31/07/20 <i>Rev 2: Reviewed and updated on 29/11/20 with ongoing monitoring and review</i>

		<p>Non-educators to continue to work from home where feasible.</p> <p>All non-essential meetings and visitors to the centre conducted via 'zoom'.</p> <p>Antibacterial cleaning wipes, hand wash, gloves, masks and sanitisers, remote infra-red thermometers are provided in the kindergarten.</p> <p>A 'Daily COVID-cleaning Schedule' is implemented in addition to the overnight clean of the premises by external contractors. The scheduled tasks are undertaken and recorded by staff on site and tasks are reviewed and updated accordingly to ensure surfaces and objects are cleaned at regular intervals to minimise risk of transmission.</p> <p>All staff, children and visitors are permitted on site with adherence to social distancing rules (1.5 m apart) Where social distancing cannot be achieved outdoors, a face mask must be worn.</p> <p>Wearing of face masks:</p> <ul style="list-style-type: none"> • it is not mandatory for teachers and educators to wear a face mask while working with children, but those who wish to do so can • staff are required to wear face masks when not working with children in other areas of the service. For example, in reception areas, staff rooms and foyers, and when travelling to and from your service 	<p>and social distancing rules (1.5m apart).</p> <ul style="list-style-type: none"> • Keep staff updated with HR & local procedures on reporting absences, isolation and any changes to working practices. • 30/11/20: Scanning of temperatures at the gate no longer required. • Induct all casual staff in COVID-19 Protocols on site. 			
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		<ul style="list-style-type: none"> • parents are required to wear face masks at drop-off and pick-up times and when indoors at the kindergarten • children aged under 12 are not required to wear a face mask. Face masks 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 the face, a disability or a mental health condition – is not required to wear a face mask. <p>Unwell children or adults No older relatives or persons with health vulnerability or compromised immunity are to drop off/collect children if possible.</p> <p>As per DHHS guidelines, unwell children and staff should remain at home until their symptoms resolve and seek medical assistance as required. Parent/carer(s) to keep children home if they are displaying any of the following symptoms:</p> <ul style="list-style-type: none"> • fever • chills or sweats • cough • sore throat • shortness of breath • runny nose • loss of sense of smell or taste <p>In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.</p>	<ul style="list-style-type: none"> • 20/11/20: All visitors, including parent helpers and service coaches and mentors are now permitted to attend on site, subject to physical distancing between adults. • Incursions may also occur, subject to physical distancing between adults. 			
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		<p>A medical certificate is not required for children to return to LFK after a period of illness, however they are not permitted to return until they no longer have symptoms.</p> <p>Staff or children experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent or carer as soon as possible. They will be encouraged to get tested and isolate at home until they receive their results.</p> <p>Important actions to take when supervising an isolated child awaiting collection include hand hygiene, physical distance and where possible, staff wearing a surgical mask where appropriate.</p> <p>Staff or children experiencing symptoms compatible with coronavirus (COVID-19) are encouraged to get tested and isolate at home until they receive their test result. Once tested, staff and children are not permitted to return to LFK until they have received their test result and their symptoms resolve.</p> <p>If an unwell child spreads droplets, (for example by sneezing, coughing or vomiting), surfaces are cleaned immediately with disinfectant wipes while wearing gloves.</p> <p>Parents/carers/visitors are not to enter LFK if unwell, or if any family member or close contact is unwell. Unwell adults who must attend to drop off/collect a child must remain outside the gate and staff will assist.</p>				
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			Additional signage has been installed around the kindergarten and particularly at the entry to remind all those attending the kindergarten of the protocols.				
PART TWO: STAFF WELLBEING							
2	Staff Wellbeing: Workload impacts of the pandemic and organisation of required response	Staff affected which may result in work related stress, burnout	<p>Regular communications are already well established in the service, including with the committee of management.</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands. e.g all staff share additional COVID-cleaning duties.</p> <p>Additional casual staff engaged to ensure staffing team well resourced.</p> <p>Additional casual staff engaged to replace any staff member who is unwell and absent from LFK while isolating and undertaking testing.</p>	<ul style="list-style-type: none"> Continue to monitor workloads. Escalate concerns on workload issues or support needs to Manager or Committee of Management. 	Manager and Teachers to monitor staff workload, casual agency staff engagement and recruitment for vacancies.	Ongoing	Ongoing
3	Staff Wellbeing: Personal impacts of the pandemic	Staff affected which may result in anxiety or fear.	<p>Team have established strong relationships and open communications and operate in a supportive culture.</p> <p>Wellbeing of staff informally checked by Manager through frequent, incidental conversations with individual staff members.</p> <p>Wellbeing and effects of COVID-19 on mental health of staff discussed collectively in group setting at every staff meeting.</p>	<ul style="list-style-type: none"> Encourage staff who are in vulnerable groups themselves or caring for others to contact their 	Manager to monitor and work with Committee of Management if any	Ongoing	Ongoing

			Resources shared amongst staffing team to support wellbeing and mental health. PD wellbeing resources also shared and staff encouraged to undertake these.	manager to discuss their support needs.	concerns identified.		
4	Staff Wellbeing: Uncertainty and absence of knowledge due to the unprecedented nature of the pandemic to support staff and families across the service	Team members and families experience stress and anxiety arising from uncertainty and lack of control	All members of the team have been fully briefed with current advice on staying protected through the DHHS, DET and AHPPC communications. This information is shared with families including the service restrictions and mitigations. Resources to support mental wellbeing of children, families and educators shared frequently across LFK's communication channels.	<ul style="list-style-type: none"> • Prioritise continued engagement in Covid-19 planning and response across the service. • Continue to share updates on new information with staff and families. 	Manager, teachers and Committee of Management	Ongoing	Ongoing
5	Staff Wellbeing: Maintaining staff wellbeing	All staff	Regular information sharing and communication. Ensure all staff stay connected to team communications to avoid risks of isolation. Access by Staff to a counselling service in place if required (wholly telephone-based service)	<ul style="list-style-type: none"> • Team <i>WhatsApp</i> group established for communication 	All staff and management team.	Ongoing	Ongoing

				<ul style="list-style-type: none"> • Info emailed to families is also emailed to staff so they are up to date with latest info. 			
PART THREE: OCCUPATIONAL HEALTH AND SAFETY							
6	Physical / Workplace Issues: Changes in Emergency provision in workplaces and sites <ul style="list-style-type: none"> • First Aid • Fire safety • Security • Lone working 	All staff	<p>Staff are based in an established building and have access to team contacts.</p> <p>Site visits are planned by health safety team members and will only be conducted if essential and emergency procedures will be checked on arrival.</p> <p>Review/limit areas in public spaces accessed for beach curriculum if Govt advice on COVID-19 restrictions changes.</p> <p>The LFK OH&S Manual and check documents are being reviewed and updated as required.</p>	<ul style="list-style-type: none"> • All members of the team will ensure procedures are updated and inform manager of changes. • All team members to ensure they carry out dynamic risk 	Manager and Admin. Assistant	Review of OHS manual and documents to be completed by mid-December. Other practices are ongoing.	

				<p>assessments when undertaking all work activities. (Managers advice should be sought if in doubt).</p> <ul style="list-style-type: none"> • Changes to fire safety and first aid provision to mitigate reduced staff in service if applicable. • Advise families of changes to Beach Curriculum if they arise. 			
7	Service Delivery:	Staff who may not	Existing business continuity plans have been reviewed and activated:	<ul style="list-style-type: none"> • Purchase of two 			

<p><i>Inability to maintain a kindergarten and extended hours service</i></p>	<p>have the knowledge or support required to make informed decisions.</p> <p>A service to support essential workers and vulnerable families due to terminated enrolments or closed service.</p>	<ul style="list-style-type: none"> • Regular communications and status reports being shared • All staff contact details are recorded and accessible • Some team members have capability to work from home • Team use shared calendars, laptops, email/zoom and telephones to stay connected • Kindergarten focus is diverted to supporting essential workers and vulnerable families/children should stage 3 or 4 restrictions be reactivated in Metro Melbourne, whenever reduced attendance permits resource to be allocated to remote learning. • Management plans developed for closure of service should a case of positive COVID-19 emerge either directly at the service or through indirect connection in community. • Casual agency staff engaged to cover any gaps in staffing resource. • Service delivery will be reduced or service closed if staffing levels to 1:11 child/adult ratio cannot be maintained in a scenario of widespread COVID-19 cases in Victoria. Service delivery would become wholly via remote learning in an extreme outbreak scenario. 	<p>additional mobile phones for staff use and communication</p> <ul style="list-style-type: none"> • Ensure forward plans and diaries are checked to cancel non-essential activities • Ensure kindergarten communications remain updated with means of accessing DHHS and DET advice and guidance 			
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				<ul style="list-style-type: none"> • Ensure business continuity plan remains updated 			
8	<p>Ergonomic: Increased <i>working from home</i>.</p>	Staff sustaining musculoskeletal injuries	Guidance on working from home communicated to staff https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/working-home	<ul style="list-style-type: none"> • Ensure correct workstation setup and posture prior to starting work. • Ensure regular work breaks to avoid injuries / strain. 			
PART FOUR: CORONAVIRUS COVID-19 IMPACTS ON SERVICE DELIVERY							

9	<p><u>A visitor, child or staff member is symptomatic before entering the kindergarten:</u></p> <p>The adult/child enters the service and</p> <ul style="list-style-type: none"> • Others are infected with COVID-19 • Surfaces are contaminate • Children, staff or visitor come into contact with COVID-19. 	Children, families, staff and visitors.	<ul style="list-style-type: none"> • A child or adult who has a fever or symptoms of acute respiratory infection (cough, sore throaf, runny nose, shortness of breath), is not permitted to enter the service. • Before returning to the service after illness, a child or adult must be symptom free and in the case of staff member, provide a negative result to COVID 19 testing. 	<ul style="list-style-type: none"> • COVID-19 Protocols and control measures are under constant review. • 30/11/20: Temperature checking on arrival no longer required for children, staff and visitors. 	Management, staff, Committee of Management.	Ongoing	Ongoing
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10	<p><u>Case of Positive COVID-19:</u> The service is directed to close due to a confirmed case.</p> <p>The service can no longer provide education and care.</p> <ul style="list-style-type: none"> • Correct communication does not occur in the event the service is closed. • Correct communication does not occur when the service reopens. • Cleaning and disinfection procedures are not implemented. 		<p>Lady Forster Kindergarten has developed a document pack for management of closure of the service including:</p> <ul style="list-style-type: none"> - COVID-19 Closure Responses - Closure of Kindergarten Plan - Closure Communications Pack <p>These documents detail how a closure would be implemented due to a confirmed case of COVID-19.</p> <p>The <i>Closure of Kindergarten Plan</i> details step by step actions to be taken for closure to be actioned including notifications to all required persons/organisations and organisations of any deep clean of premises, if required.</p> <p>The <i>Communications Pack</i> includes draft communications with families from initial closure through the process to reopening of the kindergarten. Maintaining frequent, clear communications with families and staff to be a high priority throughout any closure/reopening process to reduce anxiety and confusion and ensure any risk of further community transmission of COVID-19 is minimised.</p> <p>LFK children and siblings attending other early childhood services, primary schools and secondary schools have been identified in a list. Should a positive COVID-19 case arise either at LFK or at any of the other services identified, LFK is able to quickly assess the risk of exposure in conjunction with DHHS/DET and make informed decisions on closure and correspond with other affected services if required.</p> <p>If notification of requirement to close the service is received from DHHS/DET the <i>Closure of Kindergarten Plan</i> will be activated immediately.</p>	<p>Committee of Management and staff are currently reviewing the document pack and any suggested improvements will be implemented so there is a clear, agreed plan of action for closure of the service.</p>	<p>Manager to implement and changes to plans/documents.</p>	07/08/20	<p>Ongoing</p> <p>Rev 2: Updated 30/11/20</p>
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11	<p><u>The service cannot meet educator to child ratio's due to COVID-19 related issues.</u></p> <p>Supervision is insufficient to maintain children's health and safety.</p> <p>The service breaches the Education and Care Services National Regulation and Law.</p> <ul style="list-style-type: none"> • Children's health and safety is at risk. • Staffing arrangements are insufficient to implement increased measures in 	Children and staff.	<p>Staff are required to remain at home if unwell and if COVID-19 symptoms are present, to not return until after a negative test and when symptoms are no longer present.</p> <p>This impacts staffing levels on site with each affected member absent for between 2 and 4 days from the service.</p> <p>Staffing absence is covered by engagement of casual staff from ANZUK Education Services.</p> <p>Should Lady Forster Kindergarten be unable to provide sufficient staff to meet the educator to child ratio of 1:11, the service will consider limiting its operations.</p> <p>(The Committee of Management does not support the service applying for a temporary waiver on ratios as this would place undue stress on attending staff and place the children's health and safety at risk if operating outside the regulatory ratio)</p> <p>If a ratio of 1:11 cannot be achieved through limiting operations, the service will contact the regulatory authority to explain the situation and receive direction. Temporary closure will be considered until such time as regulatory ratios can be achieved.</p>	Continually monitor staffing levels and ratios across the kindergarten on a daily/weekly basis.	Management Team and Committee of Management.	Ongoing	Ongoing
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	relation to COVID-19.						

4. LFK COVID Cleaning Practices and Daily Cleaning Checklist

These processes ensure every effort is made to maintain the cleanliness and hygiene of the kindergarten site:

- All educators have completed the Department of Health “*Infection Control Training COVID-19*”
- Kindergarten room doors/windows kept open to allow good ventilation (as much as possible through winter)
If necessary to run heating/cooling, main entry doors to kindergarten rooms, at minimum, to remain open to allow for fresh air flow.
- New contract cleaners were appointed by LFK in May 2019.
- A ‘deep clean’ of the site was undertaken by the new contractors on the weekend prior to 25th May 2019 and again following the Christmas closure period of Dec/Jan 2021.
- In addition to nightly contract cleaning, staff undertake a detailed daily COVID-19 cleaning schedule of tasks throughout each day to ensure high contact surfaces and objects are frequently disinfected and cleaned.

Ensure regular environmental cleaning throughout the day, through maintaining full adherence to the *NHMRC childcare cleaning guidelines*, and:

- cleaning and disinfecting high-touch surfaces at least twice daily (for example, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks).
It is not necessary to clean or disinfect surfaces after every use, but they should be cleaned and disinfected as soon as possible if visibly soiled
- 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

Consider adjusting how families, staff and children interact within the built environment to reduce contact with certain surfaces. Use no-contact infrastructure (for example, use door jams to avoid opening/closing doors as much as possible). Clean shared sign-in equipment (tablets, pens) regularly and between users where possible.

Daily Site COVID Cleaning Schedule



(Rev 3: Amended 30 November 2020)

Wipe down all surfaces with disinfectant (ENVIRO CLEAN) using gloves and paper towels. Treat toilets with BOWL CLEAN twice daily.

Location	Areas	Item(s)	Frequency
Main Entrance and Sign-In Area:	Entrance Gate Kiosk Sign-In Desks.	Front gate 'pull knob' and high contact areas of gate and frame. Keypad and green release button for gate. Kiosk glass panel and surrounds. Surfaces of kiosk desk and sanitising station. Sessional kindergarten sign in desk.	7.30 am 3.15 pm
Outdoor Spaces:	Outdoor Spaces Sheds Storage cupboards Rear Entry Gate Office	Bolt to open steel shed door(s) in grounds (front and rear sheds) Garden taps and spray fittings. Rear driveway gate - pull-lever and high contact surfaces Climbing frames, bikes, toys and other outdoor play equipment. Door handles of storage rooms. Surfaces of children's outdoor tables/chairs – both before and after eating food.	7.30 am 2.30 pm
Kitchen:	Kitchen	Fridge Door – high contact handle area. Microwave Oven – touch panel & external glass. Sink, taps, hand towel dispenser, cupboard handles and surrounds.	11.30 am 3.30 pm
Bathrooms/Sinks:	Children's Bathroom Adult Bathroom Outdoor Sink Small sink in Ext Hrs	Sinks/basins, taps, toilet seats/cisterns, dividers panels between children's toilets, soap and toilet paper dispensers, hand dryer, mirrors, vanity and other cabinet surfaces.	9.30 am 1.30 pm 3.30 pm
High Contact Surfaces:	All rooms in use	Blind cords, light switches, door and cupboard handles and 'push' areas on doors, high contact glass areas of doors, buttons, high contact surfaces of desks/cabinets/tables/shelves, plastic & wooden chairs etc *ALL TOYS*	11.30 am 3.30 pm

Equipment:	All rooms in use	ELECTRICAL & I.T EQUIPMENT: Remote controls, telephone handsets, security keypad, photocopier touch pad, laptops, desktop computers + keyboard & mouse, computer screen buttons, charger adaptors/cords, iPad & TV buttons/screens etc	After each use or when changing users (as applicable)
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Lady Forster Kindergarten

DAILY COVID CLEANING SIGN OFF SHEET

Day/Date		
Time	Task	Completed (Name)
7.30 am	Main Entrance and Sign-In Areas	
7.30 am	Outdoor Spaces	
9.30 am	Bathrooms and Sinks	
11.30 am	Kitchen	
11.30 am	All Rooms - High Contact Surfaces	
1.30 pm	Bathrooms and Sinks	
2.30 pm	Outdoor Spaces	
3.15 pm	Main Entrance and Sign-In Areas	
3.30 pm	Bathrooms and Sinks	
3.30 pm	Kitchen	
3.30 pm	All Rooms - High Contact Surfaces	

Day/Date		
Time	Task	Completed (Name)
7.30 am	Main Entrance and Sign-In Areas	
7.30 am	Outdoor Spaces	
9.30 am	Bathrooms and Sinks	
11.30 am	Kitchen	
11.30 am	All Rooms - High Contact Surfaces	
1.30 pm	Bathrooms and Sinks	
2.30 pm	Outdoor Spaces	
3.15 pm	Main Entrance and Sign-In Areas	
3.30 pm	Bathrooms and Sinks	
3.30 pm	Kitchen	
3.30 pm	All Rooms - High Contact Surfaces	

5. LFK Dealing with Infectious Diseases Policy (v5)

The LFK “Dealing with Infectious Diseases Policy’ was extensively updated in 2020 with the emergence of Coronavirus COVID-19.

The revised policy (Version 5) was adopted by the LFK Committee of Management on 29 October 2020.

Lady Forster Kindergarten



Policy 9: Dealing with Infectious Diseases

Mandatory – Quality Area 2

Important note: A pandemic is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of people. The contents of this policy are relevant to a pandemic event. In considering what actions are required by an Approved Provider, information and guidance provided by the Australian Health Protection Principal Committee (AHPPC), Victorian Government, the Department of Health and Human Services (DHHS) and the Department of Education and Training (DET) should be followed and adhered to.

Purpose

This policy will provide clear guidelines and procedures to follow when:

- a child attending Lady Forster Kindergarten shows symptoms of an infectious disease
- a child at Lady Forster Kindergarten has been diagnosed with an infectious disease
- managing and minimising the spread of infectious diseases, illnesses and infestations (including head lice)
- managing and minimising infections relating to blood-borne viruses.
- managing and minimising infections related to epidemics (refer to *Definitions*) and pandemics (refer to *Definitions*) (e.g coronavirus (COVID-10))

Note: This policy includes information on child immunisation.

Policy statement

Values

Lady Forster Kindergarten is committed to:

- providing a safe and healthy environment for all children, staff and any other persons attending the service
- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service

- preventing the spread of vaccine-preventable diseases
- complying with current exclusion schedules and guidelines set by the Department of Health and Human Services (DHHS)
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DHHS.
- providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

Lady Forster Kindergarten supports the Immunise Australia Program and National Immunisation Program (NIP), which is currently recommended by the National Health and Medical Research Council (NHMRC) and supported by the Commonwealth Government. All educators/staff at Lady Forster Kindergarten are committed to preventing the spread of infectious diseases through simple hygiene practices such as hand washing, effective cleaning procedures and assessing acceptable immunisation documentation and complying with recommended exclusion guidelines and timeframes for children and educators/staff.

Scope

This policy applies to the Approved Provider, Person with Management or Control, Nominated Supervisor, Person in day-to-day Charge staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Lady Forster Kindergarten, including during offsite excursions and activities.

Background and legislation

Background

Infectious diseases are common in children. Infectious diseases such as the Chicken Pox, Common Cold, Measles and Mumps, are common in children and adults are also susceptible. Children are at a greater risk of exposure to infections in a children's service than at home due to the amount of time spent with a large number of other children. Infectious diseases are divided into four categories (A, B, C, D) on the basis of the method of notification and the information required. The DHHS publishes the Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts, to assist in protecting the public by preventing, or containing, outbreaks of infectious conditions common in schools and other children's services and is regulated by the Public Health and Wellbeing Regulations 2019.

During an epidemic or pandemic, further instruction and guidance may be issued by the DHHS and the Australian Health Protection Principal Committee (AHPPC).

An approved service must take reasonable steps to prevent the spread of infectious diseases at the service, and ensure that the parent/guardian, authorised nominee or emergency contact of each child enrolled at the service is notified of the occurrence of an infectious disease as soon as possible. The service must have policies and procedures in place for dealing with infectious diseases (Regulation 88 of the Education and Care Services National Regulations 2011). The service has a duty of care to ensure that everyone attending the service is provided with a high level of protection during all hours that the service is in operation. Protection can include:

- notifying (as soon as practicable) children, families and educators/staff when an excludable illness/disease is detected at the service
- complying with relevant health department exclusion guidelines, advice and information.
- increasing educator/staff awareness of cross-infection through physical contact with others.

The Victorian Government offers an immunisation program for children to assist in preventing the spread of infectious diseases. There is also the Immunise Australia Program and National Immunisation Program (NIP), which is currently recommended by the National Health and Medical Research Council (NHMRC) and supported by the Commonwealth Government.

Early childhood education and care services that are regulated under the *Education and Care Services National Law Act 2010* have obligations under the 'No Jab No Play' legislation (*Public Health and Wellbeing Act 2008*), including request, assess and manage immunisation documentation and to assist parents/carers and families who may face difficulties in meeting the requirements (refer to *Enrolment and Orientation Policy*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulation 88*
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *Health Records Act 2001*
- *Information Privacy Act 2000 (Vic)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *No Jab No Play Law (Vic)*
- *Occupational Health and Safety Act 2004*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Privacy Act 1988 (Cwith)*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2019*

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of PolicyWorks.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Blood-borne virus (BBV): A virus that is spread when blood from an infected person enters another person's bloodstream. Examples of blood-borne viruses include human immunodeficiency virus (HIV), hepatitis B, hepatitis C and viral haemorrhagic fevers. Where basic hygiene, safety, infection control and first aid procedures are followed, the risks of contracting a blood-borne virus are negligible.

Communicable Disease Section: Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DHHS.

Epidemic: is an outbreak of a contagious disease that spreads rapidly and extensively and affects many individuals simultaneously in an area or population.

Exclusion: Inability to attend or participate in the program at the service.

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the program at the service.

Infection: The invasion and multiplication of micro-organisms in bodily tissue.

Infestation: The lodgement, development and reproduction of arthropods (such as head lice), either on the surface of the body of humans or animals, or in clothing.

Infectious disease: An infectious disease designated by the Communicable Disease Section (refer to Definitions), Victorian DHHS as well as those listed in Schedule 7 of the Public Health and Wellbeing Regulations 2019, the Minimum Period of Exclusion from Primary Schools, Education and Care Service Premises and Children's Services Centres for Infectious Diseases Cases and Contacts.

Medication: Any substance, as defined in the Therapeutic Goods Act 1989 (Cwlth), that is administered for the treatment of an illness or medical condition.

Minimum exclusion period: The minimum for excluding any person from attending a children's service to prevent the spread of infectious diseases as specified in Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts of the Public Health and Wellbeing Regulations 2019. An infringement penalty for failure to exclude a child with, or exposed to, a specified infectious disease applies (applicable to a person in charge). The exclusion period table, published by DHHS, can be accessed at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Pandemic: is an epidemic (refer to Definitions) occurring worldwide, or over a wide geographic area and affecting a large proportion of the population.

Pediculosis: Infestation of head lice that is transmitted by having head-to-head contact with another person who has head lice. Pediculosis does not contribute to the spread of any infectious diseases, and outbreaks of this condition are common in schools and childcare facilities.

Serious incident: A serious incident (regulation 12) is defined as any of the following:

- the **death of a child** while being educated and cared for at the service or following an incident while being educated and cared for by the service
- any **incident involving serious injury or trauma** while the child to a child while the child is being educated and cared for, which
 - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or

- the child attended or ought reasonably to have attended a hospital e.g. a broken limb*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*.
- *NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Notifications of serious incidents should be made to the regulatory authority (DET) through the NQT IT System. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.

Note: some of serious incidents above are also reportable incidents under the *Occupational Health and Safety Act 2004* and require notification to WorkSafe.

Sources and related policies

Sources

- Communicable Disease Section, Public Health Group, Victorian Department of Health & Human Services (2011), *The Blue Book: Guidelines for the control of infectious diseases*. Available at: <https://www2.health.vic.gov.au/about/publications/researchandreports/The-blue-book>
- Communicable Disease Section, Victorian Department of Health & Human Services (2019), *A guide to the management and control of gastroenteritis outbreaks in children's centres*. Victorian Government, Melbourne: <https://www2.health.vic.gov.au/about/publications/researchandreports/A-guide-to-the-management-and-control-of-gastroenteritis-outbreaks-in-childrens-centres>
- National Immunisation Program, Department of Health, Australian Government: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>
- Department of Health & Human Services, Victoria (2012) *Head lice management guidelines*: <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Head-lice-management-guidelines>
- *Immunisation Enrolment Toolkit for early childhood services*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011* (2017), ACECQA: <https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdfv>
- *Guide to the National Quality Standard* (2017), ACECQA: <https://www.acecqa.gov.au/sites/default/files/acecqa/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition): <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- Information about immunisations, including immunisation schedule, DHHS: www.health.vic.gov.au/immunisation

- WorkSafe, Victoria (2008) *Compliance code: First aid in the workplace*:
<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>
- Statements Section for statements on health emergencies, AHPPC. Available at:
<https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc>

Service policies

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Dealing with Medical Conditions Policy*
- *Enrolment and Orientation Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*

Procedures

The Approved Provider and Person with Management or Control are responsible for:

- ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (Regulation 88(1))
- ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2))
- ensuring that information from the DHHS about the minimum exclusion periods (refer to *Definitions*) is displayed at the service and is available to all stakeholders including staff, parents/guardians, students and volunteers
- ensuring that a child is excluded from the service in accordance with the minimum exclusion periods (refer to *Definitions*) when informed that the child is infected with an infectious disease (refer to *Definitions*) or has been in contact with a person who is infected with an infectious disease (refer to *Definitions*) as required under Regulation 111(1) of the *Public Health and Wellbeing Regulations 2019*
- contacting the Communicable Disease Section, DHHS (refer to *Definitions*) if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period
- ensuring obligations under No Jab No Play legislation (*Public Health and Wellbeing Act 2008*), including to request, assess and manage immunisation documentation and to assist parents/carers and families who may face difficulties in meeting the requirements are met (refer to *Enrolment and Orientation Policy*)
- ensuring when directed by the Chief Health Officer, that a child who is at material risk of contracting a vaccine-preventable disease is excluded until the Chief Health Officer directs that attendance can be resumed (Regulation 111(24) of the *Public Health and Wellbeing Regulations 2019*)
- notifying DET within 24 hours of a serious incident (refer to *Definitions*) via the [NQA ITS](#)
- supporting the Nominated Supervisor and the educators/staff at the service to implement the requirements of the minimum exclusion periods
- conducting a thorough inspection of the service on a regular basis, and consulting with educators/staff to assess any risks by identifying the hazards and potential sources of infection
- ensuring that the Nominated Supervisor, staff and everyone at the service adheres to the *Hygiene Policy* and the procedures for infection control relating to blood-borne viruses (refer to Attachment 4)

- ensuring that appropriate and current information and resources are provided to all staff and parents/guardians regarding the identification and management of infectious diseases, blood-borne viruses and infestations
- keeping informed about current legislation, information, research and best practice
- ensuring that any changes to the exclusion table or immunisation laws are communicated to all staff and parents/guardians in a timely manner
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DHHS in an epidemic or pandemic event (refer to Attachment 5).

The Nominated Supervisor and Person in Day-to-Day Charge are responsible for:

- ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (Regulation 88(1))
- ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2))
- ensuring that information from the DHHS about the minimum exclusion periods (refer to *Definitions*) is displayed at the service and is available to all stakeholders including staff, parents/guardians, students and volunteers
- ensuring that a child is excluded from the service in accordance with the minimum exclusion periods (refer to *Definitions*) when informed that the child is infected with an infectious disease (refer to *Definitions*) or has been in contact with a person who is infected with an infectious disease (refer to *Definitions*) as required under Regulation 111(1) of the *Public Health and Wellbeing Regulations 2019*
- contacting the Communicable Disease Section (refer to *Definitions*) if there is an outbreak of two or more cases of gastrointestinal illness in a 48 hour period
- ensuring that a minimum of one educator with current approved first aid qualifications is in attendance and immediately available at all times the service is in operation (refer to *Administration of First Aid Policy*).

As a demonstration of duty of care and best practice, Lady Forster Kindergarten requires that **all educators** have current approved first aid qualifications and anaphylaxis management training and asthma management training

- establishing good hygiene and infection control procedures, and ensuring that they are adhered to by everyone at the service (refer to *Hygiene Policy* and Attachment 4 – Procedures for infection control relating to blood-borne viruses)
- ensuring the exclusion requirements for infectious diseases are adhered to as per the minimum exclusion periods (refer to *Definitions*), notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position
- contacting the advising parents/guardians on enrolment that the minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations (refer to: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>).
- advising the parents/guardians of a child who is not fully immunised on enrolment that they will be required to keep their child at home when an infectious disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased
- ensuring that parents/guardians understand that they must inform the Approved Provider or Nominated Supervisor as soon as practicable if the child is infected with an infectious disease or infestation, or has been in contact with a person infected with a condition for which the exclusion of contacts is specified (Regulation 110, *Public Health and Wellbeing Regulations 2019*)

- providing information and resources to parents/guardians to assist in the identification and management of infectious diseases and infestations
- ensuring all families have completed a *Consent form to conduct head lice inspections* (Attachment 1) on enrolment
- conducting head lice inspections whenever an infestation is suspected, which involves visually checking children's hair and notifying the Approved Provider and parents/guardians of the child if an infestation of head lice is suspected
- providing a *Head lice action form* (Attachment 2) to the parents/guardians of a child suspected of having head lice
- providing a head lice notification letter (Attachment 3) to all parents/guardians when an infestation of head lice has been detected at the service
- maintaining confidentiality at all times (refer to *Privacy and Confidentiality Policy*)
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DHHS in an epidemic or pandemic event (refer to Attachment 5).

All educators are responsible for:

- encouraging parents/guardians to notify the service if their child has an infectious disease or infestation
- observing signs and symptoms of children who may appear unwell, and informing the Nominated Supervisor
- providing access to information and resources for parents/guardians to assist in the identification and management of infectious diseases and infestations
- monitoring that all parents/guardians have completed a *Consent form to conduct head lice inspections* (Attachment 1) on enrolment
- monitoring any symptoms in children that may indicate the presence of an infectious disease and taking appropriate measures to minimise cross-infection
- complying with the *Hygiene Policy* of the service and the procedures for infection control relating to blood-borne viruses (refer to Attachment 4)
- maintaining confidentiality at all times (refer to *Privacy and Confidentiality Policy*)
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Chief Health Officer and DHHS in an epidemic or pandemic event (refer to Attachment 5).

Parents/guardians are responsible for:

- keeping their child/ren at home if they are unwell or have an excludable infectious disease (refer to *Definitions*)
- informing the Approved Provider, Nominated Supervisor or Persons in Day-to-Day Charge as soon as practicable if their child has an infectious disease (refer to *Definitions*) or has been in contact with a person who has an infectious disease (Regulation 110 of the *Public Health and Wellbeing Regulations 2019*)
- complying with the minimum exclusion periods (refer to *Definitions*) or as directed by the Approved Provider or Nominated Supervisor after the Chief Health Officer directed them to exclude a child enrolled who the Chief Health Officer has determined to be at material risk of contracting a vaccine-preventable disease (Regulation 111(2) of the *Public Health and Wellbeing Regulations 2019*)
- regularly checking their child's hair for head lice or lice eggs, regularly inspecting all household members, and treating any infestations as necessary
- notifying the service if head lice or lice eggs have been found in their child's hair and when treatment was commenced
- complying with the *Hygiene Policy* and the procedures for infection control relating to blood-borne viruses (refer to Attachment 4) when in attendance at the service.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information related to infectious diseases on display and supplied to parents/guardians is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures, unless a lesser period is necessary because of a risk.

Attachments

- Attachment 1: Consent form to conduct head lice inspections
- Attachment 2: Head lice action form
- Attachment 3: Head lice notification letter
- Attachment 4: Procedures for infection control relating to blood-borne viruses
- Attachment 5: Actions for early childhood and care services in an epidemic or pandemic event

Authorisation

This policy was adopted by the Approved Provider of Lady Forster Kindergarten on 29 October 2020.

NEXT Review DUE BEFORE: 29 October 2021



Tammy Rip, President, Lady Forster Committee 2020

Procedures for infection control relating to blood-borne viruses

This procedure is based on information available from the Department of Education and Training (DET), the Victorian Government's Better Health Channel and the National Health and Medical Research Council.

Important note on blood spills

A person responding to an incident involving blood at the service must first cover any cuts, sores or abrasions on their own hands and arms with waterproof dressings.

Equipment and procedures for responding to incidents that present blood-borne virus hazards

Cleaning and removal of blood spills

Equipment (label clearly and keep in an easily accessible location)

- Disposable gloves
- Disposable plastic bags/zip lock bags/bio hazard container (if available)
- Detergent/bleach
- Disposable towels
- Access to warm water

Procedure

1. Put on disposable gloves.
 - Cover the spill with paper towels.
 - Carefully remove the paper towel and contents.
 - Place the paper towels in an appropriate disposable plastic bag/zip lock bag/bio hazard container.
 - Clean the area with warm water and detergent/bleach, then rinse and dry.
 - Remove and place gloves in an appropriate disposable plastic bag/zip lock bag/bio hazard container, seal and place it in a rubbish bin inaccessible to children.
 - Wash hands in warm, soapy water and dry (follow the *Handwashing guidelines* in the *Hygiene Policy*).

Safe disposal of discarded needles and syringes

Equipment (label clearly and keep in an easily accessible location)

- Disposable gloves
- Long-handled tongs
- Disposable plastic bags
- 'Sharps' syringe disposal container, or rigid-walled, screw-top, puncture-resistant container available for free from local council, who may also provide free training to staff on the collection of sharps
- Detergent/bleach

Procedure

1. Put on disposable gloves.
2. Do **not** try to re-cap the needle or to break the needle from the syringe.
3. Place the 'sharps' syringe disposal container on the ground next to the needle/syringe and open the lid.
4. Using tongs, pick the syringe up from the middle, keeping the sharp end away from you at all times.
5. Place the syringe, needle point down, in the 'sharps' syringe disposal container and close the lid securely on the container.

6. Repeat steps 3 to 5 to pick up all syringes and/or unattached needles.
7. Remove and place gloves in a disposable plastic bag, seal and place it in a rubbish bin inaccessible to children.
8. Clean the area with warm water and detergent/bleach, then rinse and dry.
9. Wash hands in warm, soapy water and dry (follow the *Handwashing guidelines* in the *Hygiene Policy*).

Under no circumstances should children, work-experience students or volunteers be asked or encouraged to pick up needles/syringes.

If the needle/syringe is not accessible and cannot be collected, mark and supervise the area so that others are not at risk, and contact the Syringe Disposal Helpline on 1800 552 355.

Advice on the handling and disposal of needles/syringes can be accessed from:

- the Syringe Disposal Helpline on 1800 552 355 (24 hours a day, 7 days a week) for the location of the nearest needle exchange outlet or public disposal bin
- the environmental officer (health surveyor) at your local municipal/council offices
- local general practitioners
- local hospitals.

Note: 'Sharps' syringe disposal containers and/or needles/syringes must not be put in normal waste disposal bins.

Actions for Early Childhood and Care Services in an epidemic or pandemic event

Early childhood education and care services should consider a variety of strategies to support physical distancing and good hygiene practices to reduce the risk of infection transmission within the practical limitations of an early learning environment.

The following actions are to be considered, adapted and implemented as necessary according to the education setting and the individual needs of the staff, children and the wider service community.

- Display educational materials, which can be downloaded and printed from the [Department of Health and Human Services \(DHHS\) website](#)
- Comply with National Health and Medical Research Council (NHMRC) guidance [Staying healthy: Preventing infectious diseases in early childhood education and care services](#)
- Alert your approved provider about any child or staff absenteeism due to an infectious outbreak.
- Keep parents and staff informed of the actions you are taking.

Actions

Perhaps the most important action early childhood services can take to reduce the risk of infection transmission is to ensure that any unwell staff and children remain at home.

Staff or children most at risk of severe illness should individually assess appropriateness for on-site attendance at this time, with support from their medical practitioner.

It is important that visitors to early childhood services are limited to those delivering or supporting essential services and operations during a pandemic situation.

- All unwell staff and children must stay home.
- Parents/carers of children with complex medical needs (including those with compromised immune systems), should seek advice from the child's medical practitioner to support decision-making about whether on-site education and care is suitable, noting that this advice may change depending on the status of the pandemic in Victoria.
- Additional staff, including parent volunteers, should be discouraged from attending the service at this time. Ensure vigilance is maintained through the use of the visitor signing in and out record book including their contact details.
- Parent information sessions and interviews should meet physical distancing requirements of 1.5 metres between adults, or else be replaced with virtual alternatives.

Hygiene

Everyone can protect themselves and prevent the spread of infection by continuing effective hand hygiene.

- All staff and children should undertake regular hand hygiene, particularly on arrival to the service, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. You are a good role model for the children and their parents/carers, so actively talk about why everyone needs to wash their hands and the importance of everyone doing this.
- Make sure liquid soap and running water, or alcohol-based hand sanitiser, is available at the entrance of the facility and throughout.
- Tissues should be readily accessible with bins provided in each room and in outdoor areas for easy disposal.
- It is recommended that children do not drink directly from drinking fountains at this time. Children should bring their own water bottle for use (and refilling) at the service.
- Ensure the highest hygiene practices amongst food handlers as per NHMRC guidance [Staying healthy: Preventing infectious diseases in early childhood education and care services](#). Sharing of food should not occur.
- Use of mobile phones by staff should be discouraged. Staff should be reminded to clean their phones regularly.

Arrival and departure

To assist in minimising the spread of infection, procedures to reduce close proximity between attendees at the service should be considered.

- Consider the arrival and departure procedures for children and, where possible, minimise opportunities for parents and carers to gather in groups, especially in foyers and in children's play areas.
- It may be possible, for example, for children to be dropped off and picked up in the service entrance or foyer,.
- While staggered start and finish times occur naturally in some service types, early childhood education and care services will often have one arrival and pick up time. Consider how the arrival and pick up time could be spread out. One example may be to divide the group and allocate times, noting that it is not expected that session times are extended to accommodate additional arrival and departure procedures.
- Greeting parents and children at the front door in the morning and during pick up times will allow for one-on-one communication with families while practising physical distancing and providing opportunities to consider whether children are showing any signs of being unwell.

As at 9 July 2020, daily temperature checks were introduced for services in metropolitan Melbourne and Mitchell Shire to curb the spread of coronavirus (COVID-19).

As at 10 July 2020, the Victorian Chief Health Officer recommended that people in metropolitan Melbourne and Mitchell Shire wear face masks in situations where physical distancing cannot be maintained. These recommendations apply to adults over the age of 18. Face masks should not be placed on children under two.

Victoria's Chief Health Officer has confirmed that the use of face masks or coverings by adults or children is not recommended in early childhood settings at this time.

A single use facemask or cloth mask made to DHHS standards is recommended for staff performing temperature checks. Note that a cloth mask must be washed after each use before being worn again.

Considerations for teaching and learning environments

Maintaining a physical distance of 1.5 metres will not be practical in early childhood services. Physical distancing is most important between adults.

Reducing mixing between different age or room groups is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment.

- Consider small group play, staggered mealtimes and indoor/outdoor play opportunities whenever possible.
- Windows should be open during the day to promote air flow where possible.

- Consider the setup of the room and the placement of the activities and limit the number of whole group activities.
- Rather than having group times where everyone is sitting on the mat, consider using informal opportunities to engage with the children/read books/do storytelling with small groups of children at a time.
- For younger children, particularly consider the rotation of toys more often and increase the frequency of cleaning toys. Sharing of toys that have been placed in mouths should be monitored and avoided.
- Wherever possible and where you have enough staffing for adequate supervision, consider operating an indoor/outdoor program.
- A greater range of activities will encourage children and staff to spread out more broadly.
- Mixing of staff and children between rooms should be minimised where possible. It is acknowledged that staff may need to move between rooms to support breaks and, in these situations, staff should be reminded of the importance of hand hygiene.
- Where multiple staff are in a room, remind staff to maintain physical distancing from each other as much as practical.

Considerations for offices and staff facilities

- Close proximity between staff should be avoided, where possible, and especially in offices and staff rooms.
- Workstations should be spaced out as much as possible, and the number of staff in offices limited. Where possible, staff should use separate offices.
- Remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.

Cleaning and facilities management

- Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of infection transmission.
- Services should maintain full adherence to the NHMRC childcare cleaning guidelines, in addition:
 - clean and disinfect high-touch surfaces at least daily (e.g. play gyms, tables, hard-backed chairs, doorknobs, light switches, phones, remotes, handles, desks, toilets, sinks, kitchenware).
 - wash and launder 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.
 - note, disinfecting and cleaning of toys and equipment is not required after every use.
- Hand hygiene before and after use of shared equipment is recommended. (For example, prior to a new activity).
- Excursions should not be undertaken other than to local parks.

Provision of routine care and first aid

Physical distancing is not practical when providing direct care. In this situation, standard precautions, including hand hygiene, are important for infection control.

- Standard precautions are advised when coming in to contact with someone for the purpose of providing routine care, assistance or first aid. Also see NHMRC guidance [Staying healthy: Preventing infectious diseases in early childhood education and care services](#).
- Always wash hands with soap and water or use a hand sanitiser before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for children who are well.

Management of an unwell child or staff member

It is important that any staff member or child who becomes unwell while at an early childhood service returns home. Sensible steps services can take while a child awaits collection by a parent or carer as a precaution.

- Staff or children should be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible.
- Where staff or children are experiencing compatible symptoms important actions to take include hand hygiene, physical distance and where possible putting on a face mask.
- Face masks should not be used in situations where an individual is unable to safely or practically tolerate a mask (e.g. a child with complex medical needs, including existing respiratory needs, and younger children).
- Urgent medical attention should be sought where indicated.
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of an epidemic or pandemic.
- If a staff member is unsure whether a child is unwell, it is advisable in the first instance to contact the parent/carer to discuss any concerns about the health status of the child and, taking a precautionary approach, request the parent/carer to collect their child if concerns remain. A trained staff member could take the temperature of the child, where appropriate, to support decision making. Gloves should be worn for the purpose of taking a temperature.
- Staff or children experiencing compatible symptoms with the infection should be encouraged to seek the advice of a healthcare professional who can advise on next steps. A medical certificate is not required to return to an early childhood setting after a period of illness, however staff and children should not return until symptoms resolve.
- Follow cleaning guidance according to the situation of the case. If a child spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

Source

[Health and safety advice for early childhood education and care services in the context of coronavirus \(COVID-19\)](#), Department of Education and Training and DHHS.

6. LFK COVID-19 Closure of Kindergarten Plan and Responses

Lady Forster Kindergarten

Kindergarten Closure Plan - Coronavirus COVID-19



	<p>Important Contact Numbers:</p> <ol style="list-style-type: none"> 1. Coronavirus Hotline (DHHS) Ph: 1800 675 398 (24/7) 2. Coronavirus Hotline (DET) Ph: 1800 338 663 (Mon-Fri, 9-5) 3. DHHS – advise of closure of service Ph: 1300 651 160 4. DET – advise of closure of service Ph: 1300 307 415 5. WorkSafe Victoria Ph: Ph: 13 23 60 6. CCS HelpDesk Ph: 1300 667 276 (Mon-Fri, 9-5) 7. LFK Landline: 9531 6812 8. LFK Mobile: 0477 026 789 9. LFK Manager (Julie Bergantino) mobile: 0437 387 018 	
	<p>Department of Health Communication</p>	
<p>1</p>	<p>Notification - Department of Health and Human Services (DHHS)</p> <p>A: DHHS advises LFK of positive COVID-19 case and provides instructions: The Department of Health and Human Services (DHHS) will notify LFK of a confirmed case and will advise if the service needs to close or can remain operating.</p> <ul style="list-style-type: none"> - Child who has attended LFK - LFK permanent staff member - Carer of LFK child (nanny, babysitter, grandparent etc) - LFK Visitor (ANZUK casual staff member, contractor, allied health professional) - Member of household or close contact of any of the above <p>LFK follows DHHS instructions. These will include:</p> <ul style="list-style-type: none"> - If the kindergarten is required to close. - Any requirement for deep clean of site. - Advice to staff, visitors and families on any requirement for COVID-testing, isolation or quarantine, as required. - Processes/timing for contact tracing. <p>B: LFK advises DHHS of a confirmed COVID-19 case and DHHS provides advice: Family, staff or visitor may advise LFK direct, of a confirmed COVID-19 case:</p> <p>If a child or adult is a confirmed case, call the Department of Health and Human Services (DHHS) to disclose and be advised by DHHS of further actions as in (A) above.</p>	<p>DHHS contacts LFK direct.</p> <p>LFK Landline: 9531 6812</p> <p>LFK Mobile: 0477 026 789</p> <p>Julie Mobile: 0437 387 018</p> <p>DHHS: Ph: 1300 651 160</p>
	<p>STEPS FOR TEMPORARY OR EXTENDED CLOSURE OF SERVICE:</p>	
<p>2</p>	<p><i>All adults over the age of 12 on site to put on mask and gloves (if not exempt from wearing a mask)</i></p>	

3	<p>Department of Education and Training Communication</p> <p>Advise the Victorian State Department of Education and Training (DET) of closure by phone with lodgement of notice via NQA ITS system within 24 hours.</p>	<p>DET: Ph: 1300 307 415</p>
4	<p>LFK informs families, LFK Committee and LFK staff not on site:</p> <p>Notify parents/carers of children of closure of site by email and request parents/carers to collect child(ren) from site immediately. Staff to follow up with phone call advice to families until all children have been collected.</p> <p>Manager to phone President of LFK Committee and email LFK Committee and Staff not present on site.</p> <p>'Responsible person in charge' on site releases staff from site progressively whilst maintaining staffing ratios.</p>	<p>LFK COVID-19 Communication Pack</p>
5	<p>Manager advises relevant services of positive COVID-19 case and any closure of site (precautionary until DHHS completes contract tracing):</p> <ul style="list-style-type: none"> - Local early childhood services and schools as required - ANZUK Education Services Ranait (Renee) Coughlan Kindergarten Recruitment Consultant Ph: 9249 2433 E: ranait.c@anzuk.education E: Ciara.T@anzuk.education - Allied Health Professionals Margaret-Ann Brennan Community Program Supervisor Best Start Clinic Ph: 9596 8781 E: maggie@beststartclinic.com.au - LFK Contract Cleaner Daniela Martinez Elements Cleaning M: 0404 102 471 E: danimartinez189@gmail.com - City of Port Phillip, Family Youth & Children Wendy Morris-Smith, Coordinator, Children's Services M: 0466 567 289 E: Wendy.Morris-Smith@portphillip.vic.gov.au - City of Port Phillip, Building Maintenance Titus Bodikela, Snr Building Maintenance M: 0466 205 874 E: Titus.Bodikela@portphillip.vic.gov.au E: Helpbld@portphillip.vic.gov.au 	

	<ul style="list-style-type: none"> - City of Port Phillip, Open Space & Recreation Services Mark Fusco, Coordinator Parks M: 0411 659 277 E: mark.fusco@portphillip.vic.gov.au - City of Port Phillip, Property Services Stephen Millard Team Leader Property Operations M: 0466 698 971 E: Stephen.Millard@portphillip.vic.gov.au E: property@portphillip.vic.gov.au 	
6	<p>Tasks before staff depart from site:</p> <p>1. Install signage on both entrance gates: <i>"This kindergarten service is closed until further notice due to a positive case of Coronavirus COVID-19. Queries may be directed to the Department of Education or the kindergarten email: info@lfk.org.au. Do not enter site until there is confirmation that a deep clean has been undertaken, if required"</i></p> <p>2. Pack up outside yard With minimal surface contact and only to be undertaken by staff wearing PPE.</p> <p>3. Pack up inside rooms Do not pack up rooms other than to make safe (turn off lighting, heating and lock site) as contractors will undertake a deep clean. All PPE to be disposed of in red lidded bins prior to departure.</p> <p>4. Collect items for Manager for removal from site:</p> <ul style="list-style-type: none"> - Sessional rolls - Visitor records - Staff sign in folder - Laptops, LFK mobile and chargers <p>5. Personal belongings Staff to remove belongings from lockers that they wish to take home. Items to be thoroughly cleaned before being taken into homes.</p> <p>6. General precautions All adults/children to shower on entry to home and wash all items of clothing in a 'hot wash cycle' All persons to disinfect/wash with hot, soapy water, all items from kindergarten site.</p>	
7	<p>Victorian State Government: Formal lodgement of service closure notice with DET: 6.1 Within 24 hours of closure, Manager must submit a notification of incident (Service Closure) under Regulation 175(2)(b) through the National Quality Agenda IT System (NQA ITS) system. Provider Approval Number: PR-00001620</p>	<p>Manager has log in details for NQA ITS and will email the DET Regulator.</p>

	<p>Service Approval Number: SE-00011672</p> <p>6.2 Email licensed.childrens.services@edumail.vic.gov.au within 48 hours of closure.</p> <p>6.3 Employers must notify WorkSafe Victoria about a confirmed diagnosis of COVID-19 in the workplace and complete an online COVID-19 Incident Form here: https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19 Ph: 13 23 60</p>	
8	<p>Federal Government (Child Care Subsidy) Formal notification of service closure with CCS Team:</p> <p>LFK Manager must report LFK closure due to a ‘local emergency’ and re-opening in a timely manner, clearly stating the reason for the closure to the following authorities within 24 hours to:</p> <ol style="list-style-type: none"> 1. Victorian Department of Education & Training (<i>see (6) above</i>) (State Regulatory Authority) 2. The Australian Government Department of Education, Skills and Employment in Victoria must also be advised of any closure: E: CCSAssessments-VIC@dese.gov.au 3. The CCS HelpDesk can assist with enquiries: Ph: 1300 667 276 (Mon-Fri, 9-5) E: ccshelpdesk@dese.gov.au 4. Services that need to temporarily close for COVID-19 related reasons must now also report closures (and re-openings) via the service’s third-party software (QikKids for LFK Ph: 1300 367 770) or via Operational Details in the Provider Entry Point (PEP) software. <p><i>Declaring the closure of the service to the Child Care Subsidy teams enables LFK families eligible for CCS & ACCS, to access additional absence days during a period of service closure.</i></p>	<p>Manager has login details to QK, PEP and will email other authorities.</p>
9	<p>Deep Clean of Kindergarten Site</p> <p>If directed by DHHS to do so, LFK will organise a deep clean of the kindergarten.</p> <p>This is to be undertaken by an appropriately experienced cleaning contractor complying with the Department of Health and Human Services’ latest advice on cleaning and disinfecting an early childhood education and care service when a confirmed case of coronavirus (COVID-19) has been identified in the service. Guide available for download here via DET site: https://www.education.vic.gov.au/childhood/Pages/closure-preparedness.aspx</p> <p>The Guide contains information on recommended cleaning products, how to clean</p>	

	and disinfect, Personal Protective Equipment (PPE), cleaning equipment, where to clean, OHS, and waste management.	
10	<p>Ongoing Communication with Families</p> <p>It is essential to LFK that we continue to maintain regular contact with families throughout any closure of the kindergarten. This will help reassure families and help them understand the process that is underway.</p> <ul style="list-style-type: none"> - DHHS will provide instruction to LFK and we will keep families frequently updated with information. - DET will also provide additional information to support LFK during this process. <p>Share “<i>Department of Education & Training: “FAQs on Service Closures”</i>” with families in early communications.</p> <p>For all families, this is a useful link regarding “close contacts”:</p> <p>https://www.healthdirect.gov.au/coronavirus-covid-19-childcare-school-exclusions-faqs#close-contact</p>	
STEPS FOR RE-OPENING LADY FORSTER KINDERGARTEN:		
11	<p>Re-opening of Kindergarten Service:</p> <p>If LFK has the approval of both DHHS and DET to re-open, parents will be advised accordingly of the planned re-opening date and any health requirements relating to this. The Committee and Management will oversee any prerequisites required by either Department prior to re-opening (deep clean, COVID-testing etc)</p> <p>The Manager will contact all parties detailed above to advise that closure is ending and the anticipated start date for re-opening of LFK.</p>	

7. LFK Closure Communications Pack & DET FAQs

If the kindergarten believes a child or adult is a confirmed case or a contact of a confirmed case of Coronavirus COVID-19, we will immediately contact:

- The Department of Health and Human Services (DHHS) 1300 651 160
- Quality and Assessment and Regulation Division (QARD) of DET and lodge a notification
- WorkSafe Victoria (and complete an online Incident Report)
- The President of the Committee of Management
- Parents/guardians of children

If the service is directed to close, parents and guardians will be advised as guided by DHHS Team with information regarding the closure and cleaning of premises.

(Refer: *LFK Kindergarten Closure Plan*)

2. Actions for a suspected case of COVID-19

If a child/adult develops symptoms of Coronavirus COVID-19 during the day at kindergarten the following process will be followed:

- Removal of the child/adult to an area of isolation (outdoors if possible) pending notification to parent (if a child) and collection/departure from the kindergarten.
- Child/adult will be required to leave the service as soon as possible and seek appropriate medical advice, advising kindergarten accordingly of any outcomes.
- Any staff member involved in isolating the child/adult will wear appropriate PPE.

	LFK Closure Communications	Purpose
Item 1	Letter to parents, carers and staff (confirming case but no closure)	Inform families of confirmed case but no closure required
Item 2	Letter to parents, carers and staff (confirming case and closure)	Inform families of confirmed case and closure required
Item 3	Letter to parents, carers and staff (indirect case and 24 hour closure)	Inform families of confirmed indirect case and 24 hr precautionary closure
Item 4	Suggested media lines	To assist services in responding to any media enquires
	FAQs on an Early Childhood Education and Care service closure	To provider services with additional information, and to help respond to enquiries from families

To: All LFK Families, Carers and Staff

Item 1: Inform families of confirmed case but no closure required

Dear LFK parents, carers and staff,

The Department of Health and Human Services (DHHS) has confirmed that a **[CHILD/STAFF MEMBER]** at **Lady Forster Kindergarten** has tested positive for coronavirus (COVID-19).

I would like to reassure you that we took immediate action as soon as we became aware of the situation and sought advice from DHHS and the Department of Education and Training (DET).

The **[CHILD/STAFF MEMBER]** did not attend the kindergarten while infectious and DHHS' investigation of the situation determined the service does not need to close.

DHHS, as the lead health agency, has also advised that staff, children and families do not need to take any further precautionary action beyond the measures we can and should all take, such as practising physical distancing, washing our hands regularly and getting tested if we feel sick.

As **[CHILD/STAFF MEMBER]** did not attend while infectious, the DHHS investigation also determined that additional cleaning of the kindergarten was not necessary.

I can reassure you that we are doing everything we can to ensure the health and safety of our community, and we have followed the advice from DHHS and DET on this matter.

I ask you to please respect the privacy of the **[CHILD/STAFF MEMBER]** and encourage the community to support each other during this time.

For more information about coronavirus (COVID-19), please visit the [DHHS website](#).

Kind regards,
[NAME]

To: All LFK Families, Carers and Staff

Item 2: Inform families of confirmed case and 72-hour closure required

Dear LFK parents, carers and staff

The Department of Health and Human Services (DHHS) has confirmed that a **[CHILD/STAFF MEMBER]** at **Lady Forster Kindergarten** has tested positive for coronavirus (COVID-19).

Following advice from DHHS the service will be closed to all children and staff from **[DATE]** for three days initially.

This closure will allow time for our kindergarten and DHHS to undertake a full risk assessment. The closure will also allow appropriate cleaning to occur on the recommendation of DHHS.

DHHS has advised that all children and staff are requested to remain at home while contact tracing occurs.

If you are identified as being a potential close contact, DHHS will be in contact to discuss the appropriate next steps, including testing.

I am very aware that this is a time of heightened anxiety for us all.

We wish the **[CHILD/STAFF MEMBER]** a speedy recovery and look forward to welcoming them back to the service once they've recovered.

Thank you for your support, and I will provide any further information as soon as I receive any updates.

In the meantime, **attached** are some *Frequently Asked Questions from the Department of Education and Training* about service closures that you might find helpful.

Yours sincerely,
[NAME]

To: All LFK Families, Carers and Staff

Item 3: Inform families of confirmed case in an indirect contact with precautionary closure for 24 hrs

Dear LFK parents, carers and staff

We have been advised by a [FAMILY/STAFF MEMBER] of a positive Coronavirus COVID-19 case at [LOCATION OTHER THAN LFK]

[CHILDREN/FAMILIES/STAFF] from Lady Forster Kindergarten (LFK) may have experienced close contact exposure with this positive case.

We are working to determine if there is any risk to kindergarten families and staff in conjunction with the Department of Health and Human Services (DHHS) and the Department of Education and Training (DET).

The LFK Committee of Management is committed to taking all necessary precautions on behalf of families and staff and accordingly will close the kindergarten preemptively, with immediate effect, for a 24-hour period while investigating this matter.

If there is found to be no risk, LFK will re-open again in 24 hours as approved by DHHS & DET. If further risk assessment is required, the initial closure may be extended beyond 24 hours at the direction of DHHS.

DHHS has advised that all children and staff are requested to remain at home should contact tracing be required.

If you are identified as being a potential close contact, DHHS will be in contact to discuss the appropriate next steps, including testing.

I am very aware that this is a time of heightened anxiety for us all.

We wish the [PERSON AFFECTED] a speedy recovery.

Thank you for your support, and I will provide any further information as soon as I receive any updates.

In the meantime, **attached** are some *Frequently Asked Questions from the Department of Education and Training* about service closures that you might find helpful.

Yours sincerely,
[NAME]

Suggested Media Lines

The Department of Health and Human Services has recommended closure of **Lady Forster Kindergarten** after a confirmed case of coronavirus (COVID-19) infection was identified in a **[CHILD/STAFF MEMBER]**.

Lady Forster Kindergarten will close for all children and staff for at least 72 hours, effective **[DATE]**, so that contact tracing and cleaning can occur.

We wish the **[STAFF MEMBER(S)/child (S)]** a speedy recovery and look forward to welcoming them back to the service once they've recovered.