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| COVIDSafe Plan |
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*Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Business name: Wilson Street Kindergarten Inc.

Site location: 11 Wilson Street, Brighton, 3186

Contact person: Debbie Roper

Contact person phone: 0439 110 212

Date prepared: 9/10/2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** | |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | *Ensure all staff, children and care givers use hand sanitiser and/or wash their hands on arrival at the kindergarten, after sneezing or coughing, blowing nose, before and after eating, after toileting.*  *Hand sanitiser is provided at the entrances, in the kindergarten rooms, outside in the outdoor spaces and soap/paper towel in all bathrooms and kitchens.*  *Nominated staff member to monitor supply of hand sanitiser, soap and paper towel and alert Operations Manager when stock is running low.*  *Washing hands posters as well as COVID-19 hygiene practices posters displayed at the centre* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | *The doors to the outside areas are kept open where possible when children are in attendance to maximise airflow. Indoor/Outdoor programs run throughout the day encouraging children to be outdoors as much as possible.* |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. | *Victoria’s Chief Health Officer has confirmed in ECEC service it is not mandatory for teachers and educators to wear a face covering while working with children, but those who wish to do so, can.*  *ECEC staff are required to wear face coverings when not working with children in other areas of the service (for example, in reception and meeting areas, staff rooms and foyers, when providing first aid or taking temperatures and greeting parents), and in travelling to and from your service.*  *A person who has a medical condition – including problems with their breathing, a serious skin condition on their face, a disability or a mental health condition – is not required to wear a face covering.*  *WSK will provide face coverings for staff who do not have them.* |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | *How to put on your face covering correctly*   * *Wash your hands or use a hand sanitiser* * *Cover your mouth and nose with the mask and make sure there are not gaps between your face and the mask* * *Avoid touching the mask while using it, if you do, clean your hands with a hand sanitiser or soap and water* * *Your mask needs to be replaced as soon as it is damp.* * *Single use masks are not to be reused*   *How to remove your face covering correctly*   * *Untie the strings behind your head or stretch the ear loops* * *Handle only by the ear loops or ties* * *Fold outside corners together* * *Place Mask in the washing machine or rubbish bin* |
| Replace high-touch communal items with alternatives. | *Staff make own coffee and drinks and put items straight in dishwasher*  *Kitchen and Office areas to be wiped regularly including telephones, keyboard, mouse, kettle.*  *Consider this and cleaning required when setting up the rooms for each session*  *Textas and scissors to be cleaned at the end of each section.*  *Playdough is one per child. Refer to Hygiene protocols attached for detailed cleaning requirements.* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | *Cleaning process has been created outlining what needs to be done during session, after session and by the contracted cleaner.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *All cleaning supplies to be monitored for stock levels and Operations manager to be notified when they are getting low and more ordered.* |

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| **Physical distancing and limiting workplace attendance** | | |
| **Ensure that all staff that can and/or must work from home, do work from home.** | | *Administration staff to work from home*  *Minimal staff onsite when children are in attendance ensuring regulations are met. All other staff are to be working from home.*  *Worker permits to be issued with only the hours that are required onsite* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | | *No agency or casuals that work across multiple centres are to be used at this time. Due to low numbers of children and reduced staff required, current staff members can fill in when required.*  *Teachers have asked families if their children attend any other centres on the days they are not at our kindergarten. -We haven’t done this* |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | | *Temperature checking of staff as well as children on arrival.*  *Care givers are not allowed into the kindergarten rooms. A member of staff will assist with the signing in and out process for each session.*  *Any specialist for children are to be temperature checked and details collected when they enter the centre.*  *Any other visitors are only permitted onsite where essential (eg plumber) and are to come when the children are not in session. Their contact details are to be taken.*  *No child, care giver or staff member is to attend kinder if they are unwell, especially if they have a temperature, dry cough, sore throat, runny nose, aches and pains, fatigue, shortness of breath (not asthma related).*    *The Government/Health Department advises if unwell and you are showing any symptoms of Covid-19 that you must get tested and self-isolate until test results are given.*  *Children, staff, parents must not attend kinder if they have any highly contagious illnesses e.g conjunctivitis, gastro, diarrhoea*  *Unwell staff or children will be sent home if they become unwell during the session.* |
| **Configure communal work areas and publicly accessible spaces so that:**   * **there is no more than one worker per four square meters of enclosed workspace** * **workers are spaced at least 1.5m apart** * **there is no more than one member of the public per four square meters of publicly available space.**   **Also consider installing screens or barriers.** | | *Drop off and pick up - Place coloured tape crosses 1.5 metres apart on pathway in kinder leading all the way to near the front doors*  *Demonstrate and constantly remind all staff and children to try and keep their distance where possible e.g at meal/ snack times, table experiences have less chairs or just for one child, separate children if they have to sit next to each other, staff to social distance.*  *Apart from those in session all staff are to be working from home to avoid over use of the office and kitchen spaces. Only one staff member in the office at any one time. When two staff members are using the upstairs area they must sit at separate tables.*  *Only one staff member in the back kitchen at one time.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | | *As above for care givers at drop off and pick up.* |
| **Modify the alignment of workstations so that workers do not face one another.** | | *Only one staff member in the office at one time and if two staff members are working upstairs they must use separate tables.*  *Staff are to wear masks when they are with other adults with the exception when they are working directly with the children* |
| **Minimise the build up of workers waiting to enter and exit the workplace.** | | *Care givers are encouraged to stagger drop off and pick up by the creation of flexible drop off/pick up times and are asked to queue on the markers when waiting outside. Due to the reduced numbers during stage 4 this is easier to achieve.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | | *All staff have been briefed on our COVID Safe Plan, our risk assessment, procedures for positive cases and cleaning policy.*  *Regular discussion in staff meetings about adhering to social distancing within the classroom when staff are out of session.* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | *Deliveries are to be by set time where ever possible.*  *A sign asking drivers to phone the office and goods to be left outside for a staff member to bring into the building.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | *Minimal number of staff required on site but still meeting regulations*  *Make every effort to reduce the number of different staff attending each week to a minimum.*  *Only one staff member on a break at a time* |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | | *Sign on Kitchen and office doors limited to one person at a time.* |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **Record keeping** | | |
| **Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.** | | *Staff to sign the attendance log with date and times they are in the building. Ensure all staff details are correct in the staffing record.*  *Visitors to sign in and out and record their phone number in the visitors book.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | *Staff aware of the continued responsibility of OH&S and recording accidents and injuries of children. Daily checklists to continued to be competed.* |

| **Guidance** | **Action to prepare for your response** |
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| ***Preparing your response to a suspected or confirmed COVID-19 case*** | |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | *Regular committee meetings to discuss staffing, online content, COVID processes. All decisions and actions to be minuted and distributed.*  *Regular reviews with the Treasurer on the impact to our operating budget and how to proceed with fees and funding decisions.*  *Plans in place for what to do in the event of a positive or suspected case. This information is communicated to all staff.* |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | *Records of staffing attendance and visitor attendance, including contact details, is to be kept onsite. Director or Operations Manager to contact DHHS and follow their advice if required.*  *If the event of a positive case all staff and families to be told to self-isolate until further direction from DHHS* |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | *Due to limited numbers during Stage 4. All combined sessions are to be run out of the back room. This has been communicated to our cleaner.*  *Bush kinder is not running at this time in stage 4 due to reduced numbers and combined groups.*  *In the event of a centre requiring a deep clean. A professional company could be contacted to carry out the clean.* |
| **Prepare for how you will manage a suspected or confirmed case in an worker during work hours.** | *Notification and enquires to DHHS - 1300 307 415*  *Work Safe – 13 23 60*  *If a parent of a child attending the centre is tested or is a confirmed close contact:*   1. *Notify WSK* 2. *Child to remain home until parent has received results* 3. *If negative child can return to kindergarten*   *If a parent of a child attending the centre receives a positive result:*   1. *Notify WSK* 2. *WSK to contact DHHS for more information* 3. *Child now becomes a close contact and must remain away from kindergarten until they have been given the all clear from DHHS*   *If a child is being tested:*   1. *Notify WSK* 2. *Child to remain at home until they have received their result* 3. *If negative the child can return to kindergarten as soon as they are well*   *If a child or a staff member returns a positive result:*   1. *Notify WSK* 2. *Kindergarten to be shut down immediately. Parents of children currently in attendance to be called and collected (by anyone on their approved list)* 3. *All staff and parents to be notified and told to self isolate until further direction* 4. *WSK to contact DHHS and Worksafe for more direction*   *If a staff member’s immediate family member is being tested:*   1. *Let Fi, Maureen or Deb know and the staff member if asymptomatic they can remain at work* 2. *If a positive result is returned, then the staff member must notify the kindergarten immediately and isolate* 3. *WSK to contact DHHS for direction. The kindergarten will remain open unless directed otherwise* 4. *The Staff member may not return to work until they have been cleared or as directed by DHHS*   *If a staff member is being tested:*   1. *They are to remain at home until they receive their result* 2. *Maureen, Deb or Fi to be notified* 3. *Parents do not need to be notified*   *If a staff member or child has been identified as a close contact*   1. *They are to remain at home until they receive an all clear from DHHS* 2. *WSK to notify DHHS for advice* 3. *Parents do not need to be notified* |
| **Prepare to notify workers and site visitors (including close contacts)** | *Ensure all staff records are updated regularly*  *Ensure children’s records updated as necessary*  *Ensure all staff and visitors have signed in and out* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | *Refer to the plan above for a confirmed case. Worksafe and DHHS must both be contacted* |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** | *The Kindergarten will not be reopened until direction from DHHS is given*  *Worksafe to be notified of reopening*  *Positive cases not allowed to return to the centre until they have returned a negative result.* |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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