



# COVID-19 Policy

## Rationale

Rose Park Primary School OSHC has clear processes to ensure the health, safety and wellbeing of our children, their immediate families and our staff.

With respect to COVID-19, we aim to ensure that all employees and families implement appropriate risk management procedures to prevent the spread of coronavirus or help to reduce the potential for the illness to spread.

Coronavirus (COVID-19) can cause illnesses similar to the common cold, but it can also cause more serious respiratory diseases. Most people displaying symptoms such as fever, cough, sore throat, tiredness or shortness of breath are likely suffering with a cold or other respiratory illness—not coronavirus. However, the threats posed by the virus mean serious steps must be taken to stop the spread of the disease.

As outlined in our Infectious Control, Incident Injury Illness and Trauma and Food and Nutrition Policies, the Approved Provider, Nominated Supervisor, and staff implement strict hygiene and infection control procedures at all times to prevent or minimise the spread of contagious illnesses.

Hygiene measures and exclusion principles outlined in these policies continue to apply, and will be informed by current guidance on coronavirus issued by relevant Commonwealth and State/Territory Governments including:

- Federal Department of Health coronavirus health alerts which are updated daily
- State/Territory Education Departments which may issue coronavirus updates directly to service providers.
- Information for schools, students and their parents' which covers when children and staff cannot attend, what home isolation means, what happens if children and staff become sick while in isolation, and how to help prevent spread of Coronavirus

## Practice and procedures

All employees, volunteers and families must:

- Comply with guidance issued by Government agencies, including in relation to attendance, quarantine and self-isolation.

This includes:

- Ensuring they/a child/a family member comply with isolation requirements and stay home for 14 days where required
  - e.g. arriving in Australia from overseas or close contact with someone who has the virus i.e. face to face for at least 15 minutes or in the same closed space for at least 2 hours
- Ensuring that they, a child or a family member stays at home if unwell

- Seek medical attention if they develop a fever, cough, sore throat or shortness of breath. Call ahead before visiting the doctor/hospital to advise them of your symptoms, and wear a surgical mask when visiting the medical facility
- Employees and families must advise the OSHC Director immediately if they are being tested for coronavirus. They and their close contacts including enrolled children must not come to the service until they are cleared by medical authorities and return a negative coronavirus test
- Comply with all service policies including Infectious Diseases Policy which requires ill children and adults to remain at home and comply with relevant Exclusion periods. Note employees, volunteers and families must comply with any isolation/exclusion periods in relation to coronavirus implemented by the Approved Provider or Nominated Supervisor including periods which exceed government requirements
- Agree to have their child's temperature tested before entry to the service upon arrival to highlight if a child may have a fever
- Advise the Director or School Principal if they develop symptoms of the virus or are confirmed to have the virus while in isolation. This is particularly important if they have been at the service before isolation
- Provide written clearance from a doctor after a period of isolation or quarantine confirming they, a child or family member are not contagious and may return to the service.

Employees, volunteers and families must also comply with any isolation or exclusion periods in relation to coronavirus implemented by Rose Park Primary School including periods which exceed government requirements.

## Implement effective hygiene process

COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious
- Close contact with a person with a confirmed infection who coughs or sneezes
- Touching objects or surfaces like door handles or tables contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Employees and volunteers will ensure they continue to implement hygiene processes outlined in our Infectious Control, Incident Injury Illness and Trauma and Food and Nutrition Policies to ensure high standards of hygiene and infection control at all times. This includes ensuring that they, and where relevant children:

- Wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, and after wiping or touching their face and cleaning up spills of body fluids.
- Wash hands in ways that meet the principles recommended by the World Health Organisation in the following videos wash hands with soap and water and rub hands with our non-alcohol based sanitiser
- Cough and sneeze into their inner elbow, or use a tissue to cover their mouth and nose and placing tissues in the bin immediately after use

We will ensure hand hygiene posters are displayed in areas which can easily be seen by families, including the entrance, and require all employees and families to use hand sanitiser provided at service entrances.

## Information and notification requirements

The Nominated Supervisor will:

- Report instances of suspected coronavirus to the local State Health Department and the Education Standards Board as required
- Comply with notification requirements for serious incidents which include:
  - any incident involving serious illness of a child at the service where the child attended, or should have attended, a hospital
  - any emergency where emergency services attended i.e. there was an imminent or severe risk to the health, safety or wellbeing of a person at the service
- Provide families with current information about the coronavirus as and when we receive it.

## Interactions with Children

Where appropriate, educators will speak with children about COVID-19 in ways that do not alarm them or cause unnecessary fear or distress.

Educators may, for example, discuss with children their feelings in relation to the virus, remind children that the risk of catching the illness is very low, review hygiene measures they can take to reduce the risk of infection, discuss some of the good things happening in the world, or implement other strategies outlined in our Staff and Children's Interactions Policy.

Educators will be careful not to speak to others in an alarmist way about COVID-19 if children are present or within hearing.

## Excursions

To further protect the service and local communities, we will refrain from excursions which may expose children or staff to higher risks of contracting COVID-19 do not occur while infection control measures are in place.

## Staff Entitlements in relation to coronavirus

Permanent employees are entitled to paid sick leave if they're ill with COVID-19. Employees must provide a medical certificate confirming they have the virus. Permanent employees who need to look after a family member or someone in their household who's sick with the virus are also entitled to paid carer's leave, or unpaid carer's leave if they have no paid sick or carer's leave left.

Casual employees are entitled to 2 days unpaid carer's leave per occasion. Permanent employees who want to stay at home as a precaution against exposure to Coronavirus must apply for unpaid leave.

Permanent employees will be paid if they are directed not to work to prevent the spread of the illness, or cannot work because the centre is voluntarily closed by the Education Department, State or Federal Health Department to contain the spread.

- We may seek legal advice to confirm payment of salaries is not required under the 'stand down' provision of the Fair Work Act if service is directed to close by the Government. Under the Fair Work Act, an employee can only be stood down without pay in certain situations, including a stoppage of work for which the employer can't be held responsible.

## Social Distancing

We're also implementing the following social distancing strategies where possible to limit the potential spread of the infection:

- restricting number of parents in service dropping off or picking up children eg by asking parents to remain in the bag area and wait for advice to enter service for sign in /out
- putting marks on the floor so families and visitors stand at least 1.5 metres away from the counter and form each other
- staggering snack times to reduce number of children eating at one time and number of staff in staff room
- cancelling all excursions and unnecessary visitors
- requiring essential visitors to sign a COVID-19 declaration that they are healthy and do not have any symptoms of the virus
- maintaining 1.5 metres distance when children are seated where possible
- ceasing activities which may have a higher risk of infection including play dough, cooking and dress up activities
- increasing supervision in bathrooms and only allowing 4 children at the taps at a time to wash hands
- opening windows and adjusting air-conditioning for more fresh air
- requesting staff to travel directly to and from work, and avoid public transport where possible

## Fees

On 2 April 2020 the Government announced that from 6 April 2020 until the week ending 13th July 2020.

Note as fees are charged after this date, parents are entitled to receive Child Care Subsidy for up to 42 days without providing a reason where their child is absent. Additional absences may also be entitled to the Subsidy in specific situations, including where the service is closed as a direct result of a local emergency or a child cannot attend because of a local emergency. The coronavirus emergency may meet these situations.

## Context

National Quality Standard Element: 2.1.2

National Regulation 77

National Law Section 167

### References

- Education and Care Services National Law and Regulations
- Fair Work Act 2009
- Fair Work Ombudsman 'Coronavirus and Australian Workplace Laws'
- Federal Department of Health coronavirus information sheets
- Federal Department of Education, Skills and Employment coronavirus information sheets
- National Quality Standard
- Work, Health and Safety Laws and Regulations

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