

COVID SAFETY PLAN

Woden Community Services		
Service Name: Evelyn Scott OSHC		
Plan Completed by:	Dawa Dema and Jodie	Date: 08/10/2021
Approved by:		Date:

Restrictions to entering Evelyn Scott OSHC

The Coordinator must take all reasonable steps to ensure that an educator and service user do not enter or attend the service if they are displaying symptoms associated with COVID-19 or if they have been required to isolate or quarantine.

This may include displaying signs at the front of your centre, on the glass door, on family lounge

REQUIREMENTS	ACTIONS		
<i>Wellbeing of Service users and Educators</i>	<i>How will you do it?</i>	<i>When will you do it?</i>	<i>What will you need?</i>
Exclude staff or Service user to attend OSCH, who are unwell.	<p>If anyone develops symptoms at OSHC (children/Educators) or such as fever, cough, sore throat or shortness of breath, you should ask them to seek medical advice.</p> <p>Inform parents to take the child home and seek medical advice.</p> <p>Educators need to get checked if they have any symptoms and get the medical certificate to be clear to come to work.</p>	<p>When the staff and the children shows symptoms of COVID-19 they must not attend OSHC</p> <p>Display information on COVID - 19 in and around OSCH.</p>	<p>QR code to be displayed in and around the school</p> <p>Remind the staff and service user not to attend if unwell</p> <p>Disinfect all the area</p> <p>Make sure to get all the information of the children.</p> <p>Coordinator need to make sure there are two contact no against each child.</p>
Provide staff and service user with information on COVID-19, including about when to get tested.	<p>Face to conversation</p> <p>Group time</p> <p>Social Network</p> <p>Staff meeting</p> <p>Cleaning checklist</p> <p>QR code</p> <p>COVID-19 information</p> <p>Use of Face Mask</p>	<p>Meeting with Staff (08/10/21)</p> <p>Conversation with the families about use of face mask and physical distancing (06/10/21)</p> <p>Display information about COVID-19.</p> <p>Check the cleaning checklist.</p>	<p>Display posters about conditions of entry for Staff and visitors at entry points (and on your website, social media, etc.).</p> <p>Record Keeping</p>

Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Inform the staff to check their leave entitlement through: Payslip and My HR,	Staff Meeting Individual development meeting Face to face conversation	
Physical Distancing	How will you do it?	When will you do it?	What do you need?
<p>One way to slow the spread of viruses, such as coronavirus, is physical distancing.</p> <p>The more space between you and others, the harder it is for the virus to spread.</p>	<p>keep 1.5 metres away from others wherever possible</p> <p>Parents will be informed about the mandatory use of QR code.</p> <p>Families have to wait near the sliding black gate to give a call to the service when dropping or picking up children.</p> <p>An educator will escort the child to the respective families and let them sign out the children.</p> <p>Make a small group</p> <p>practise extra care if you are using toilets and playing outside</p> <p>switch turns to play in the Gym and wet area.</p> <p>practise good hygiene</p> <p>stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19</p>	<p>It has been implemented right after the lock down (15/08/2021)</p> <p>Through emails, Phone conversation, face to face conversation. (On regular basis)</p> <p>The QR Code Poster is available on the sliding Gate along with the service No.</p> <p>We tried implemented this practice during SHP, not (02/09/2021). But now it will be mandatory practice. (11/10/2021)</p> <p>When the School returns to normal routine</p> <p>During experiences</p> <p>Every single day</p> <p>Observing and keeping a note of children and educators</p>	<p>Display of COVID_19 information poster.</p> <p>Good Team Work.</p> <p>Social Media</p> <p>Effective communication and good relationship with the families.</p>
Assign educators and children to specific areas and minimise movement between designated areas.	<p>Assign each educator with designated job.</p> <p>While planning and programming make sure to plan more than two activities. This will help children to make smooth and easy transition between activities.</p> <p>Different option on experiences will help an educator to take small number of children to participate at the same time support individual needs</p>	<p>It will be implemented when we resume the OSHC after lock down.</p> <p>When Planning and Programming make sure to assign work to individual.</p> <p>Staff Duty</p> <p>Planning more than two activities have been an ongoing planning at Evelyn Scott and all the educators are well aware of the transition between experiences</p>	<p>Staff information Wall</p> <p>Daily Duty</p> <p>Planning and programming Folder</p> <p>Team Support</p>

<p>Maintain 1.5 metres physical distancing, including during Afternoon Tea time and late Snacks.</p>	<p>consider altering the routine to provide progressive meal times, or alternatively to ensure that children are seated at the same time, at a safe distance apart, to support supervision requirements.</p> <p>Children could be given the opportunity to set up eating spaces that allow physical distancing at meal times</p> <p>Inform children during group time that they have to maintain 1.5-meter physical distancing.</p> <p>Each table will be for four children max.</p> <p>Make with an X on the floor to make it easier for the children to sit and eat.</p> <p>Practice every day the routine of physical distancing</p> <p>Inform children about being mindful of physical distancing on regular basis</p>	<p>Let two to three educators serve the food to the children which will help reduce the time where children have to wait by forming queues/standing in line.</p> <p>Group time</p> <p>During Afternoon tea time</p> <p>Late Snacks time</p> <p>Play time</p>	<p>Sitting arrangement (four children on each table)</p> <p>Monitor the Children movement</p> <p>Supervise the area</p> <p>Use a carpet for the children to sit and eat</p>
<p>Families who need to Pick and drop children at Evelyn Scott OSCH</p>	<p>Families will not be allowed to come inside school premises at any time.</p> <p>Encourage and support families to give the service a call during drop off and picking up children.</p>	<p>All the families are informed about the restriction.</p> <p>There will be a sign informing the families about the restrictions and the service phone number</p>	<p>Support from the School and the Organization</p>
<p>Ventilation</p>	<p>How will you do it?</p>	<p>When will you do it?</p>	<p>What do you need?</p>
<p>A good ventilation is essential for all the children and the staff for better health and learning.</p>	<p>Evelyn Scott school have good ventilation. It is very convenient to open the windows to deliver fresh air which will dilute and disperse airborne pathogens.</p> <p>Every day when they children are inside the service they need to have good ventilation, so we have to put on an extra layer of clothing but need to open the windows for good air flow.</p> <p>The Gym have a good a split system air conditioner typically</p>	<p>When children are inside playing and doing different experiences.</p> <p>Depending upon the weather, make sure children get enough fresh air and have enough time to play out side</p>	<p>In future, we will need to change building regulations to deliver safe, clean air in schools.</p> <p>For now, we just need to do the best we can. It may be as simple as opening the windows and doors.</p>

Mandatory use of Face Mask	How will you do it?	When will you do it?	What do you need?
<p>All the families and the staff should always wear mask.</p>	<p>recirculates air inside a space for the children to learn and play.</p> <p>it is mandatory to wear mask for age 12 and above</p> <p>Encourage the families to wear the mask when coming to pick up and drop off children at the service</p> <p>Daily Communication with families and schools about</p> <p>When disposing the mask:</p> <p>Encourage staff to take the use mask home and dispose it properly.</p> <p>Cloth masks are a washable and if your cloth mask becomes damp you must remove it, put on a fresh one and put the used one in a plastic bag for washing at the end of the day.</p> <p>Use and throw masks can be disposed of with the general waste, preferably a closed bin. A closed bin is a bin with a fitted lid. Where the mask is contaminated it should be disposed of in a closed bin, preferably one that does not need to be touched to place a contaminated mask inside</p>	<p>Every day</p> <p>Display the importance of wearing mask</p> <p>Important and updated information about COVID_19</p>	<p>Remind the families and the staff about the importance of using mask in regular basis</p> <p>An extra Mask will be available for the staff and students</p> <p>need to provide cleaning supplies and <i>PPE</i> and train your staff on how to use it safely.</p>
Cleaning, hygiene and Sanitizing	How will you do it?	When will you do it?	What do you need?
<p>Cleaning and Disinfecting</p>	<p>On regular basis clean all the surface areas.</p> <p>Tables and chair need to be wiped with every single use.</p> <p>Frequently touched surface needs to be wipes every day</p> <p>Toilets and Bathrooms well stocked with hand soap and toilet papers</p>	<p>A written cleaning schedule is implemented in our service to ensure that an appropriate level of cleanliness is maintained, whether centre staff are responsible for cleaning or an outside cleaning agency is employed. A cleaning schedule ensures that cleaning tasks are not inadvertently missed.</p>	<p>Have pandemic cleaning check list and Safety check list</p> <p>Kitchen cleaning Check list</p> <p>Fridge cleaning Check list</p> <p>Staff duty responsibilities for the day</p> <p>need to provide cleaning supplies and <i>PPE</i> and train₃</p>

			your staff on how to use it safely.
Hygiene	<p>cover coughs and sneezes with elbow or a clean tissue (and no spitting)</p> <p>avoid touching face, eyes, nose and mouth</p> <p>dispose of tissues and hygienically in closed bins.</p> <p>wash hands completely before and after eating clean and disinfect shared equipment.</p> <p>Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.</p> <p>place posters near handwashing facilities showing how to correctly wash and dry hands (for example, if hand dryers are used, place posters advising that hands should be dried completely before finishing) and clean hands with sanitiser</p>	<p>Everyone must wash and dry their hands:</p> <ul style="list-style-type: none"> ▪ before and after eating ▪ after coughing or sneezing ▪ after going to the toilet, and ▪ After playing outside ▪ After sharing equipment ▪ when changing tasks and after touching potentially contaminated surfaces. 	<p>must ensure there are adequate and accessible facilities to achieve good hygiene and that they are in good working order, are clean and are otherwise safe.</p> <p>provide alcohol-based hand sanitiser in</p> <p>Washroom facilities must be properly stocked and have adequate supplies of toilet paper, soap, water, and drying facilities (preferably single-use paper towels). They must also be kept clean and in good working order. appropriate locations, such as entry and exits</p> <p>consider opening windows or adjusting air-conditioning for more ventilation in common areas and limiting or reducing recirculated air-conditioning where possible.</p> <p>need to provide cleaning supplies and <i>PPE</i> and train your staff on how to use it safely.</p>
Sanitizing	<p>wipe all the tables and chairs before and after use.</p> <p>Encourage children and staff to use sanitizer after every activity.</p> <p>place posters near handwashing facilities and tables to show how to correctly sanitiser the hand</p> <p>Have no intentional physical contact with other for example, shaking hands and patting backs.</p>	<p>could be done by either cleaning, disinfecting, or both.</p> <p>Sanitize you hand after:</p> <ul style="list-style-type: none"> ▪ Sharing equipment ▪ Touching surfaces ▪ playing ▪ IPad ▪ Phones ▪ Toys ▪ Walkie talkie ▪ printers ▪ computers <p>This helps lowering the number of germs to a safe level.</p> <p>What you do to sanitize will also vary, depending on your needs.</p>	<p>must ensure there are adequate and accessible facilities to achieve good sanitizing and that they are in good working order, are clean and are otherwise safe.</p> <p>provide alcohol-based hand sanitiser in every area:</p> <ul style="list-style-type: none"> ▪ Family Lounge Table ▪ Art and craft table ▪ Near the kitchen area ▪ Washing facilities should have hand sanitizer along with hand washing soap. <p>need to provide cleaning supplies and <i>PPE</i> and train</p>

			your staff on how to use it safely.
Use of Gloves	How will you do it?	When will you do it?	What do you need?
Should always used for some practices (such as food handling, cleaning, running a sensory activities that required use of gloves, cooking gardening)	<p>Make it a routine habit for the staff who are handling with food, cleaning and experiences need to wear disposable gloves.</p> <p>Unless contaminated, disposable gloves can be disposed of with the general waste, preferably a closed bin. A closed bin is a bin with a fitted lid.</p> <p>Where the gloves are contaminated, they should be disposed of in a closed bin, preferably one that does not need to be touched to place contaminated gloves inside.</p> <p>The bin for contaminated gloves should contain two bin liners to ensure the waste is double bagged. Double bagging minimises any exposure to the person disposing of the waste.</p>	<p>Before touching a pair of gloves make sure to wash your hand.</p> <p>When putting the gloves on try to only touch the top edge of the glove at the wrist.</p> <p>Replace your gloves every time you would wash or sanitise your hands.</p> <p>If you are wearing disposable gloves dispose of them in a closed bin (refer below for information on disposal).</p> <p>If you are wearing multi-use gloves clean and store them according to the manufacturer's instructions or your workplace policy.</p> <p>Wash your hands with soap and water (for at least 20 seconds), or if not available, with alcohol-based hand sanitiser.</p> <p>Any staff required to clean, ensure they wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Get appropriate gloves for the staff and for the children that required wearing gloves</p> <p>Appropriate consultation must be conducted to help inform what gloves, if any, are appropriate for our workplace.</p> <p>When providing gloves, staff and children must be trained in how to put on, use, remove and dispose of gloves.</p> <p>Even if the staff wear gloves in OSHC, you should ensure that they have good hygiene practices including washing hands frequently.</p>
Travel	How will you do it?	When will you do it?	What do you need?
leisure travel, Essential travel corporate travel, Work travel, visiting friends and relatives and day trips	<p>Each of the states and territories have information on the border restrictions that may apply in that jurisdiction.</p> <ul style="list-style-type: none"> ▪ New South Wales ▪ Victoria ▪ Queensland ▪ Western Australia ▪ South Australia ▪ Tasmania 	<p>Once the lockdown lifts and we resume our normal work routine we need to have adequate information about travel restriction and display it on the family lounge and educators' information board.</p> <p>Have a conversation about when and where the families and staff visited.</p>	<p>Latest information on travel restricted places in Australia and out of Australia.</p> <p>Keep a record of staff and families who have visited places during COVID-19 and if that place is a close contract.</p>

	<ul style="list-style-type: none"> ▪ Australian Capital Territory ▪ Northern Territory <p>International travel</p> <p>The Australian Government's Smartraveller website includes the latest information on international travel.</p>		
Vaccination	How will you do it?	When will you do it?	What do you need?
Pfizer Moderna Astrazeneca	Encourage Staff to get fully vaccinated as on second exposure to the same vaccine, the body can respond by creating a stronger immune response to fight the virus if required. be safe	We have the information of all the staff who have their first dose of vaccine and the one who are fully vaccinated. At Evelyn Scott OSHC, every staff is fully Vaccinated.	Information about staff on their vaccine from mygov. Record keep
Check In CBR	How will you do it?	When will you do it?	What do you need?
Check in CBR at Evelyn Scott OSHC is very important as this app helps protect the community by assisting with faster contact tracing.	Put out the CBR poster with the QR code for the families and the staff to Check in at Evelyn Scott OSHC. It is mandatory for all the families and the staff to scan the QR code before entering the Premises. Make sure to put out the check in CBR poster in every entry and exit. In and around the Centre Inform the families and the staff the importance and the requirement of check in CBR	At every entry point. As and when families drop and pick up the children Staff coming to work, Every day	Check in CBR app. The app needs to be updated regularly to improve its functionality. Making it sure to update the version of the app on the device regularly. For the iPhone, the app can be updated through the apple store. For an android the app can be updated through the google play store.

RECORDING AND REPORTING

Record Keeping

In the event of a case of COVID-19 being detected at your service, it will be important to be able to trace people who have been at your workplace. Consider how you would do this.

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff and visitors for at least 28 days. (Records should only be used for contact tracing COVID-19 infections and must be stored in a secure and confidential place).	How will you do this? Staff Duty Who is responsible? Coordinator
Make staff aware of the COVID Safe App and the benefits of the app to support contact tracing.	How will you do this? Every one Who is responsible?