

Coronavirus (COVID-19) Policy

Published	April 2020
Review Date	
Sources	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Occupational Health and Safety Act 2000 and Regulations 2001 (NSW)</p> <p>Public Health Act 1991 (NSW)</p> <p>Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services, National Health and Medical Research Council (NHMRC), 5th Edition 2012 https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf</p> <p>Network of Communities - https://networkofcommunityactivities.org.au/coronavirus-faq/</p> <p>Australian Government Department of Health - https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</p> <p>Safe Work Australia - https://www.safeworkaustralia.gov.au/covid-19-information-workplaces</p>
Relevant Documents	<p>CKC Risk Assessment (COVID-19)</p> <p>Inclusion & Diversity Policy</p> <p>Ethical Conduct Policy</p> <p>Socialisation & Positive Behaviour Guidance Policy</p> <p>Handwashing Policy</p> <p>Infectious Diseases Policy</p>

Aim:

To ensure all Educators, staff, children and parents/guardians are familiar with information and procedures to reduce the spread of Coronavirus (COVID 19) in Country Kids Club (CKC).

Explanation:

COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection.

People are often infectious before symptoms appear. Therefore, it is important for Educators to operate with good hygiene practices at all times. Excluding sick children, Educators and staff is one of the most important ways, together with good hygiene to limit the spread of infection within the service.

The spread of COVID-19 can be reduced by excluding a person who has recently travelled or returned from overseas, has been in close contact with a person diagnosed with COVID-19 or displays symptoms. It is important that the Approved Provider, Co-ordination Unit Staff, Educators/staff act appropriately, and with sensitivity when dealing with a child and family where there has been an outbreak of COVID-19.

Educators, Co-ordination Unit Staff and parents/guardians need to keep informed about the range of symptoms that are associated with COVID-19.

In relation to the Approved Provider & Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Regulations, and the National Quality Standard in relation to infectious diseases
- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- To refer to and follow the CKC COVID-19 Risk Assessment and use this as a point of reference regularly
- To follow the CKC Inclusion and Diversity, Ethical Conduct; and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19
- To wash hands as per the CKC Handwashing policy
- To follow the CKC Infectious Disease policy
- The Approved Provider to inform Co-ordination Unit Staff, educators/staff and families of updated information that has been released by the Australian Government through Mailchimp Newsletters and Facebook
- The Approved Provider to provide information and support to Co-ordination staff, educators/staff, children and families regarding mental health
- Co-ordination Unit/Approved Provider to add any absences to the CKC Illness/Absence record
- The Approved Provider to advise the Department of Health and Infectious Disease Unit, and complete a notification through NQATIS, once they have been notified of a confirmed COVID-19 diagnosis.
- Develop and maintain a COVID-19 risk assessment for each service
- The Service will maintain adherence to the DESE Priority of Access Guidelines. In order to minimise the risk to all persons who attend the service, the priority of access will be as follows:
 - **Priority 1** – a child at risk of serious abuse or neglect
 - **Priority 2** – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test and is or are Essential Workers required to attend work and cannot work from home. (As per the Australian Health and Australian Government recommendations families who are working from home are strongly encouraged to keep children at home)
 - **Priority 3** - access will be applied in the enrolment of new children and in determining the number of children who can attend the Service based upon a risk assessment for each site
- The Approved Provider /Co-ordination Unit to maintain a risk assessment for each service and use this information to determine hours and a safe number of children in the service at any given time

In relation to Educators:

- Abide by their obligations under the current Education and Care Services National Regulations and the current National Quality Standard in relation to infectious diseases
- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- To refer to and follow the CKC COVID-19 Risk Assessment and use this as a point of reference regularly
- To follow the CKC Inclusion and Diversity, Ethical Conduct; and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19

- Be aware of children’s mental health and provide support where required
- To wash hands as per the CKC Handwashing policy
- To follow the CKC Infectious Disease policy
- Are required to advise the Approved Provider if they are showing any symptoms of COVID 19
- Educators/staff to advise the Co-ordination unit/Approved Provider if families advise of an absence from the service
- To keep up to date with current information that has been released by the Australian and NSW Governments

In relation to Families and Children:

- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- Are required to advise the service if their child will be absent and, if they are showing any symptoms of COVID 19, are self- isolating or have been exposed to someone with COVID-19
- To follow the CKC COVID-19 Risk Assessment
- To follow the CKC Inclusion and Diversity, Ethical Conduct; and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19
- Have open communication with the Approved Provider/Co-ordination Unit Staff and Educators in relation the Mental Health of their children
- To wash hands as per the CKC Handwashing policy
- To follow the CKC Infectious Disease policy
- To inform the CCEL Co-ordination Unit on 62368305 or admin@ccl.com.au if any member of their family has come into contact with anyone who is at risk of, or has been tested for COVID-19

Continual Monitoring and Improvement:

- Continual improvement and monitoring will occur in the following ways:
- Incidental and planned consultation with families
- Approved Provider and Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments