

Management of COVID-19 (Procedure)

I. Procedure Statement

COVID-19 is a newly discovered virus that can cause lung infection. The situation is evolving rapidly with cases of COVID-19 reported in a number of countries including Australia. This procedure aims to minimise the spread of the disease by outlining how the Service will follow strict hygiene practices, and monitor the health of children and educators with the coronavirus in mind.

II. Areas of Responsibility

Families:

To ensure that all guidelines provided by the NSW Government, supported by this policy, are strictly adhered to at all times.

Responsible Person:

To monitor all actions taken in the WEMOOSH environment in order to ensure that all actions outlined in this procedure are strictly adhered to at all times.

Educators:

To manage illness and follow strict hygiene practices at all times; to not arrive at work under any circumstances if symptoms of illness are present.

III. Procedure

On arrival

- Upon arrival on site, all *Educators* will wash hands with soap and water, and have their temperatures taken.
 - A temperature over 37.5 Celsius will require Educators to leave immediately.
 - Educators temperatures will be recorded on the sign in sheet before and during their shifts.
- Upon arrival, all *children* will wash hands with soap and water, and have their temperatures taken.
 - A temperature over 37.5 Celsius will require families to be contacted to pick up children immediately.

Managing Illness

- All Educators, children and parents who have recently travelled overseas must stay isolated at home for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing or go directly to a COVID-19 clinic or emergency department.
- If an Educator presents to the Service with a cough, sneezing, runny nose or temperature they will be unable to work their allocated shift and will be required to provide a Letter of Clearance from a medical practitioner before they are able to resume normal duties.
- Children who present with the above symptoms will be isolated to the office space and educators will not enter this space. Once children are collected by carers, the office space will be appropriately cleaned and sanitised. A Letter of Clearance from a medical practitioner must be provided before children are able to resume attendance.

Managing the Indoor Space

- The Responsible Person will manage numbers of children in the indoor space, due to its limited size. Educators will be encouraged to keep activities running outdoors engaging and stimulating to keep children's interest until 5PM, with limited activities and play planned for the indoor space.
- In extreme weather, limited activities will take place indoors, and Educators will be encouraged to keep activities stimulating and engaging in larger alternate spaces.

Families

- Carers who have symptoms of the Coronavirus or who have been in contact with someone that has symptoms of the Coronavirus will not be allowed to drop off or pick up their child/ren from WEMOOSH. They will need to organise another authorised person to drop off or collect their child/ren. If you or someone in your family have been in contact with someone who has a known case of COVID-19 it is important that you follow NSW Health guidelines and do not bring your children to the Service.
- When carers arrive at the Service to drop off or pick up their children, they will not be able to access the OOSH room. An Educator will sign your children out via iPad. When collecting children, an Educator will locate your child and bring them to their carer.
- Families have an obligation to WEMOOSH educators and other users of the service to ensure that they are self-isolating and social distancing as per Government Guidelines, to reduce the likelihood of infection and spread of COVID-19.
- If a child presents to WEMOOSH with a cough, sneezing, runny nose or temperature, they will be refused care and will not be able to return to the Service until they are able to provide a Letter of Clearance from a medical practitioner, as recommended by NSW Health.
- Children should not have had Paracetamol/Ibuprofen in the twelve hours before attending, as they mask symptoms that may be present. If they have had either of these two medications in that period they must be kept at home.
- All educators, children and carers who have recently travelled overseas must remain isolated at home for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing or go directly to a COVID-19 clinic or emergency department.

Meal Times

- Children will wash their hands with soap and water, and dry them with paper towel before eating. An Educator will monitor this process to ensure that soap is used and that hands are dried properly with paper towel and not wiped on clothing to dry.
- Afternoon tea will be structured to avoid a large number of children gathering at once; that is, children in specific areas will be notified that afternoon tea is available, rather than alerting the whole population at once.
- Before food is delivered, table cloths will be sprayed with *Degreaser* and wiped over with a *pink* sponge/cloth; tables will then be sprayed with *Sanitiser* and wiped over with *paper towel*, which will be disposed of immediately.
- Educators serving food will wear gloves, and make use of tongs for serving food, when necessary, ie for cakes and slices.
- When the afternoon tea routine has been completed, table cloths will be sprayed with *Degreaser* and wiped over with a *pink* sponge/cloth; tables will then be sprayed with *Sanitiser* and wiped over with *paper towel*, which will be disposed of immediately.

IV. Sources (see Policy for further detail)

- NSW Department of Health
 - <https://www.nsw.gov.au/covid-19>
 - <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>
- ACI Risk Assessment Pandemic - COVID-19
 - <https://aci.health.nsw.gov.au/networks/eci/news-and-events/press-releases/novel-coronavirus-2019-covid-19-case-definition>
- COVID-19 Early Childhood Education and Care Relief Package
 - <https://www.education.gov.au/news/covid-19-early-childhood-education-and-care-relief-package-monday-6-apriladditional-support>

V. Getting Help

Questions about this Procedure

...the Director, Liz Treadwell: elizabeth.t@wemoosh.com.au

...the Coordinator, Kylie Henderson: kylie.h@wemoosh.com.au

Internal Complaints

...the Director, Liz Treadwell: elizabeth.t@wemoosh.com.au

External Complaints

...ECECD: [eecd@det.nsw.edu.au](mailto:eccd@det.nsw.edu.au)

...ACECQA: enquiries@acecqa.gov.au