

## COVID19 SAFETY PROCEDURES

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### 1. National Quality Standards

Quality Area 2: Children's Health and Safety		
Area	Concept	Descriptor
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practice and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Quality Area 7: Governance and Leadership		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### 2. Overview

- 2.1 The purpose of this document is to outline changes to internal Baringa procedures due to the ACT Government's requirements for [managing COVID19 cases in early childhood education and care services](#). These procedures apply from Friday 18 March 2022 and implemented in line with the [Baringa COVID19 Safety Plan](#).

### 3. Notifications, Testing and Quarantine

- 3.1 If a staff or child tests positive to COVID19 and was at the centre during their infectious period (2 days prior to testing positive or experiencing symptoms), Centre Management will identify other staff or children who may have been in the same room/s as the confirmed case during their infectious period.
- 3.2 A letter will be emailed to relevant staff and families to take a Rapid Antigen Test or PCR Test.
- If the test result is negative, they can continue to attend the centre without quarantining.
  - If the test is positive, they are required to follow ACT Health processes, including isolating for 7 days.
- 3.3 If further positive cases occur in the same room/s within 7 days of the first, another letter will be emailed to relevant staff and families to inform them.
- 3.4 If a staff or child is identified as High Risk contact to a confirmed case (such as a household contact) they will be required to follow current ACT Health processes including testing and isolating for 7 days.
- 3.5 If a staff/child is a recovered case of COVID19 (meaning they had COVID19 but have since been cleared), they are not required to test or quarantine unless they experience symptoms, and if the potential exposure is within 8 weeks of being cleared from isolation.

#### **4. Masks**

- 4.1 Masks continue to be mandatory in all indoor spaces at schools and early childhood education and care settings as required by ACT Health.
- 4.2 Masks are no longer mandatory at Baringa's outdoor spaces, however staff may choose to continue to wear them.

#### **5. Cohort Indoor Areas**

- 5.1 As an ongoing precaution to reduce potential transmission of COVID, cohort indoor areas will be maintained with some adjustments.
  - (a) Melaleuca and Hakea Rooms (Babies Building)
  - (b) Acacia and Hibiscus Rooms (including Kitchen & Front Office)
  - (c) Banksia and Grevillea Rooms (including Staff Room & Back Office)
- 5.2 Where possible, staff will continue to be rostered within their cohort areas, including casuals staff. If this may not be possible, staff may be rostered to another cohort area. In the event of a confirmed case of COVID being in the centre, relevant staff who were in the affected cohort area/s will be notified.
- 5.3 While movement between cohort areas is no longer restricted, staff are asked to continue to minimise moving through the areas.
- 5.4 Staff room and study room will be available again to all staff, however if staff need to take off their mask they may like to consider having meals in alternative outdoor areas such as:
  - (a) Front courtyard
  - (b) Grass areas
  - (c) Going for a walk
  - (d) Going for a drive to Spence Shops Cafe.

#### **6. Shift covers**

- 6.1 If a staff cannot do their rostered shift due to testing positive to COVID19, they must email [admin@baringa.org.au](mailto:admin@baringa.org.au), or message the Centre Director as soon as possible. As they will need to isolate for 7 days the Centre Director will find a cover for the rostered shifts.
- 6.2 If a staff cannot do their rostered shift for any other reason, they are asked find their own cover using the process below:
  - (a) Post on the Baringa Staff Facebook Group to ask for a cover. The more notice provided the easier it will be for others to help.
  - (b) Where possible, staff within a cohort area are encouraged to help each other out. This helps continuity for children and minimise staff movement between cohort areas.
  - (c) If staff are still unable to find a cover they must contact the Team Leader in the rostered room to help find a cover.

#### **7. COVID19 Vaccinations**

- 7.1 ACT Health continues to mandate for early child education and care staff to have at least two COVID19 vaccinations.
- 7.2 Booster vaccinations are also available and appointments can be booked via 5124 3999 between 7am and 7pm, daily. Staff who require flexibility to attend vaccine appointments are asked to speak to the Centre Director.