

COVID19 SAFETY PLAN

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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. Scope

- 2.1 The plan includes prevention measures and risk mitigation strategies. It also outlines action required should a confirmed case of COVID19 occur in connection to the premises. The plan applies to the Board, staff, families, children, students, volunteers, contractors and community members.

3. Implementation

- 3.1 Baringa Early Learning Centre (Baringa) is committed to prioritising the health and wellbeing of children, staff and families. The purpose of this plan to ensure the safety and protection of all stakeholders accessing Baringa in light of the COVID19 pandemic and ensure best practice is implemented to protect the centre and community.
- 3.2 Exclusions and notifications
- If a staff or child becomes a confirmed case of COVID19, ACT Health directions must be adhered to. Please notify admin@baringa.org.au at your earliest convenience.
 - Baringa will maintain a register of persons affected by 3.2(a) and retain documentation. Baringa recognises information obtained in relation to this plan are highly sensitive, as such records will remain confidential and in accordance with the [Privacy Policy](#).
- 3.3 Entering and visiting the premises
- When families, staff and visitors come to Baringa, they may voluntarily wear a mask (for persons aged 12 years and older).
 - When families, staff and visitors come to Baringa, they must:
 - Wash their hands or use hand sanitiser
 - as they enter and leave the centre;
 - as they enter and leave a room;

- Maintain a physical distance of 1.5m from others where reasonably practical;
 - Limit total time at the centre during drop off and pick up where possible;
 - Keep all "home toys" away from the centre (sleeping comfort toys are exempt);
 - Take children's water bottle, milk bottle, clothing and dummies each day; and
 - Encourage safe hygiene practices at home.
- b) Prospective families requesting, or invited to a centre tour must abide by 3.3(b), as well as:
- Adhere to the confirmed date and time allocated of the centre tour, as confirmed by Baringa. If they arrive 10 minutes or later after the allocated time, the centre tour will be rescheduled;
 - Families on the centre tour must have no more than two adults participate in the tour;
 - Limit total time on the premises to no more than 30 minutes; and
 - Baringa will limit the total number of centre tours, and schedule these at quieter times of the day, to minimise the total number of persons on the premises.
- c) Early childhood education students on practical placements, their registered training providers, allied health professionals and support persons must abide by 3.3(b), as well as:
- Request permission in writing to attend the premises. Approval will be provided at Management's discretion for reasons such as, but not limited to the centre's capacity on the requested visitation date and centre activities on the visitation date; and
 - Abide by any mandatory vaccination requirements by the ACT Government.

3.4 Vaccinations

- a) All staff must comply with any mandatory vaccination requirements set by the ACT Government. This direction includes permanent, casual, volunteer and students on practical placements. Staff include educators, administration staff, kitchen staff and others who are in direct contact with children. Staff must provide proof of vaccination status to Management.

3.5 Physical environment

- a) Adequate ventilation and airflow helps to ensure the safety of staff and children. Guidance from the World Health Organisation will be adhered to and implemented as practicable.
- (i) Baringa will liaise with the premises' landlord (ACT Property Group) for ongoing maintenance and ventilation improvement.
 - (ii) Windows will remain open during the day to promote airflow where possible and weather permitting.
 - (iii) For sleep areas, space between cots and sleep mattresses will be maximised where possible.
- b) Heightened hygiene measures will be maintained for staff and incorporated in children's daily routines.
- (i) Hand washing is critical and conducted by families, staff and visitors, on entry to the centre, before and after consuming food and drink, after going to the bathroom, and after cleaning children's faces.
 - (ii) Regular hand washing of all children will occur.
 - (iii) Persons on the premises will be asked to avoid touching eyes, noses mouths, not share food or drink where possible, and if needed, cough into their elbows or a tissue, then place used tissues straight into the bin, followed by hand hygiene.
 - (iv) Indoor and outdoor physical environment checks will include checking of essential supplies.
 - (v) Stock take of personal protective equipment and general hygiene supplies will be reviewed regularly, such as but not limited to facemasks, gloves, sanitizer, cleaning materials, anti-bacterial products, disinfectant and detergent.
 - (vi) Signage will be displayed as provided by ACT Health.
- c) Cleaning: High traffic areas of the centre will be comprehensively cleaned regularly. This includes door handles, doorknobs, coded door entry pads, exit buttons and so on.
- (i) Toys and surfaces will be cleaned regularly.
 - (ii) Within the babies rooms, mouthed toys will be removed immediately when the child is no longer engaged with the item and cleaned thoroughly.

3.6 Education program

- a) Daily education programs and routines:
 - (i) Will maximise children's time in the outdoor education and play spaces, pending weather conditions and adherence to the [Sun Safe Policy](#);
 - (ii) Activities conducted inside will incorporate where possible, small group play, staggered meal times, additional space between tables/chairs, and placement of activities across different areas promoting space between participants.
- b) Children and staff will remain within their designated 'room groups' where possible.

Communications

- a) Baringa will continue to maintain open, clear and timely communication for staff and families, through email, StoryPark, social media and the website.
 - (i) Regular updates will be provided to keep stakeholders informed, including dissemination of information as provided by the ACT Government and/or the Australian Government.
 - (ii) Individual queries regarding this plan should be sent to admin@baringa.org.au and a response will be provided in a timely manner.
- b) Management will be the after-hours emergency contact on the Australian Children's Education and Care Authority (ACECQA) National Quality Agenda IT System (NQAITS).
- c) Baringa will maintain records of:
 - (i) Each child's parent, guardian and authorised emergency persons;
 - (ii) Contact details for ACT Health, the Regulatory Authority and emergency services; and
 - (iii) These contact details will be accessible in case of a critical situation.
- d) Families must keep their emergency contact details updated by notifying admin@baringa.org.au and ensure an authorised person will be available to collect the child at any time while they are enrolled at Baringa.

3.7 In the event of a confirmed case of COVID19

- a) If a staff or child becomes a confirmed positive case of COVID19 the required response will depend on the type of exposure risk. Specific instructions will be provided by ACT Health. This information may also be provided by the ACT Regulatory Authority (Children's Education and Care Assurance, Education Directorate).

4. **Review**

4.1 Families and staff may provide feedback about this plan via admin@baringa.org.au.

4.2 The plan is based on ACT Health advice as of 14 October 2022.

- a) This plan is subject to change as Baringa continues to be responsive to ACT Government and/or Australian Government advice. Information about COVID-19 and government requirements are provided by [ACT Health](#) and [Australian Government Department of Health](#).
- b) Baringa will keep informed from the following sources, update this plan as required.
 - [ACT Health Directorate](#)
 - [Australian Government Department of Health](#)
 - [Australia Health Protection Principal Committee](#)
 - [Safe Work Australia](#)
 - [ACT Education Directorate](#)
 - [Australian Government Department of Education Skills and Employment](#)
 - [ACECQA](#)

5. **Approval**

Approval and Review	Details
Approval Authority	Board
Administrator	Management
Next Review Date	31 December 2023
Approval and Amendment History	Details
Original Approval Authority and Date	19 October 2021
Amendment Authority and Date	15 November 2022
Notes	<p>27 April 2022 – Updated s3.3, s3.7, s4.2 in line with ACT Government requirements.</p> <p>17 March 2022 – Updated s4.3, s4.5, s4.6 in line with ACT Government requirements.</p> <p>13 January 2022 – Updated s4.1, s4.6 and s5.2 in line with ACT Government requirements.</p> <p>15 November 2022 – Updated in line with ACT Government requirements including removal of mandatory isolation for confirmed cases of COVID19.</p>