

# COVID Health & Safety Management Plan

**Centre Name:** Keilor Heights Early Learning Centre  
**Address:** 41-43 Henry St Keilor Heights  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Hygiene</b></p> <p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser stations will be located at the entry point of the Centre. We will ensure signage is displayed to remind visitors, staff and children to sanitise prior to entering the service.</li> <li>• Hand sanitiser will be available in all bathrooms, rooms and high traffic areas.</li> <li>• All hand washing basins will have soap and paper towels available for staff and visitors.</li> <li>• All children’s hand washing basins will be equipped with soap and paper towels. Staff will ensure these are always replenished when finished.</li> <li>• Staff will include education to children on the importance of hand washing within the service curriculum. Staff will remind children throughout the day, e.g. to wash their hands-on arrival, during mealtimes, after toileting and on departure.</li> <li>• Hand washing procedures will be displayed with visuals at every hand washing basin.</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Whenever possible the centre windows will remain open to increase ventilation. This will allow fresh air to circulate throughout the service.</li> <li>• If the natural temperature is not appropriate for children and staff, the Centre will maintain the room temperature via air conditioning or heating. At least one window will remain open slightly in each room to ensure airflow is still maintained.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<ul style="list-style-type: none"> <li>• The Centre will always have adequate face coverings available for staff, families and visitors.</li> <li>• Staff will always wear adequate face coverings.</li> <li>• Staff will ensure families and visitors are wearing adequate face coverings when entering the Centre.</li> <li>• PPE will be available at the Centre for use, staff will be encouraged to use PPE when necessary.</li> </ul>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> <li>• All staff will complete COVID-19 Infection control training by the Australia Government Department of Health. If required staff will be offered time and support to complete this training.</li> <li>• Staff will be supported by the Centre to complete any training based on COVID-19</li> <li>• Management will continue to source appropriate training on COVID-19 and provide this information to staff.</li> <li>• Display posters promoting respiratory hygiene: <ul style="list-style-type: none"> <li>- Cover your cough and sneeze</li> <li>- Dispose of tissues</li> <li>- Avoid contact with others (touching, shaking hands or hugging)</li> <li>- Social distancing rules</li> </ul> </li> </ul>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> <li>• Leave doors open when possible</li> <li>• Remove communal pens when not necessary, ask staff to carry their own.</li> <li>• Remove use of communal items in staff rooms such as coffee mugs and cups</li> <li>• Disinfect tablets and computer regularly throughout the day</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Cleaning</b></p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> <li>• Ipads used for families to sign children in and out will be disinfected every 15 minutes during peak times.</li> <li>• All surfaces will be disinfected in intervals 3 times a day or when necessary</li> <li>• Children’s bathrooms will be disinfected 3 times a day or when necessary</li> <li>• Bathroom’s will be disinfected 3 times a day or when necessary</li> <li>• Reminder posters will be displayed in strategic locations throughout the Centre to ensure cleaning is completed</li> <li>• Staff will complete relevant cleaning checklists</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"><li>• Staff will have access to cleaning products, detergent and disinfectant.</li><li>• Staff will notify the Centre Manager if product stocks are low and the Centre Manager will replenish these when necessary</li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p>Not Applicable.</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>Casual Staff members will be allocated to individual services and will not work across other Centres.</li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>Staff, children, families and visitors to the Centre will have their temperatures checked and recorded</li> <li>Staff, children, families or visitors that are unwell will be instructed to return home and not enter the Centre.</li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>Communal work areas like the office, staff room and kitchen will be modified to ensure staff have enough space to socially distance 1.5m. If this cannot be done, limits to rooms will be in place.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>Floor markings will be displayed as per physical distancing guides in the foyer when families are signing in and out</li> <li>Floor markings will be displayed in all hallways and thoroughfares throughout the Centre.</li> </ul>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>Office space and staff room will be aligned to ensure workstations do not face one another (if applicable).</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>Rosters will be staggered to ensure that limited staff members enter and exit the workplace at one time.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>Centre Manager will conduct training to staff on physical distancing expectations, this will be documented, and staff will be regularly reminded.</li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>Contactless delivery will always be conducted.</li> </ul>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>- Not Applicable.</p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>Clear and visible signage will be displayed at the entrance of the service and throughout that specifies the maximum occupancy of that specific space. Staff will ensure this are followed.</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> <li>Staff will prompt all visitors to complete their information on arrival, this must be completed prior to entering the Centre.</li> <li>The Centre will track visitor’s information on a visitor log. Staff will ensure this is completed accurately.</li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>The Centre is supported by Early Learning Management, staff will be guided to use the reporting system when necessary.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Business continuity Plans will be reviewed by Early Learning Management to include the impact of COVID-19.</li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Staff and visitor records will be filed appropriately by the Centre Manager to ensure these are easily accessible if required.</li> </ul>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>• If the Centre had to undertake cleaning and disinfection it would have to close during this process.</li> <li>• Communication would be sent to families and staff detailing the closing and re-opening date.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>Action Plan for Staff who suspect that they might have COVID-19:</p> <ol style="list-style-type: none"> <li>1. If the employee developed symptoms, they must immediately isolate themselves and seek medical attention.</li> <li>2. They should call WorkSafe Victoria on 132360. Healthdirect on 1800 022 222 who will be able to direct them on next steps.</li> <li>3. Inform the Emergency helpline when they call if they have travelled and where they have been.</li> <li>4. It is important to remind staff that they should not come to work, use the public transport or go to any public area.</li> <li>5. Ensure that they wear a surgical mask while on their way to attend their medical test.</li> <li>6. Inform work by phone/email but continue to self-isolate until the test clears them and/or incubation period is over.</li> </ol> <p>If there is a confirmed case of COVID-19 at work:</p> <ol style="list-style-type: none"> <li>1. Staff member is to immediately self- isolate for 14 days</li> <li>2. Operations Manager – Kelly Dixon will contact the Coronavirus Helpline (1800 020 080) who will engage to identify any persons at the workplace who may have had close contact with the confirmed case. Ensure that all staff cooperate with the health officers and provide them with necessary information and assistance.</li> <li>3. Operations Manager – Kelly Dixon will contact the Early Childhood Directorate and make a report of the confirmed case</li> <li>4. Operations Manager – Kelly Dixon will prepare relevant communication with families and visitors.</li> <li>5. The Centre will close for cleaning, Operations Manager – Kelly Dixon will work organise a thorough cleaning and disinfecting of the Centre.</li> </ol>

Guidance	Action to prepare for your response
	<p>This will be completed in consultation and accordance to healthy authority guidelines.</p> <ol style="list-style-type: none"> <li>6. Operations Manager – Kelly Dixon will advise the Centre Manager.</li> <li>7. Centre Manager is to regularly keep in contact with the confirmed case and ensure support if given to them from a mental health perspective.</li> <li>8. After the isolation period the person/child will need a medical clearance to return to work.</li> </ol>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>• Centre Manager will refer to the visitor log and notify all visitors of the confirmed case</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• This is included in the above action plan.</li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• Operations Manager – Kelly Dixon will communicate with families, staff and visitors when it is safe to re-open Centre.</li> </ul>

