

**COVID Safe Plan Stage 4 Victoria
Chabad Youth
Approved By Moshe Kahn
Date 21/6/21**

Wellbeing of staff, children and families

Review Illness and Infectious Disease Policies and Procedures, including Coronavirus Policy, with staff and families.

Exclude staff, families, children and visitors who are unwell for (at least) recommended minimum exclusion periods.

Take the temperature of all staff, children and family members before they enter the Service and exclude if they have a fever (above 38°C).

Require all staff, families and essential visitors to complete Health Declaration each time they enter Service that they have no symptoms of COVID-19 and will immediately get tested for COVID-19 and isolate at home if they develop symptoms.

Exclude all staff, children and families who are getting tested, or have been tested, for COVID-19 and advise them not to return to the Service until they can provide evidence of a negative test result.

Ensure all staff understand when they should isolate for 14 days and be tested for COVID-19, and that they must not return to work until they provide evidence of a negative test result. This includes:

- when they develop symptoms of COVID-19
- when they have a close contact who's tested positive to COVID-19
- when they visit a COVID-19 'hotspot' or cluster
- if there's a positive test result from an employee, child, family member, visitor to the Service
- if an employee, child, family member, visitor to the Service has been at the Service with symptoms of COVID-19

Make sure staff are aware of leave entitlements including paid pandemic leave

- provide information about the [\\$1500 COVID Worker Support Payment](#) available to staff who have to isolate because of coronavirus (including awaiting test results) and do not have any sick leave left or other income support payments
- provide information about [\\$450 COVID Test Isolation Payment](#)

Maintain designated area to keep sick children and staff isolated from others until they are collected/leave the Service

- staff who develop symptoms of COVID-19, and those assisting children or adults with symptoms must immediately use PPE such as masks if not already doing so
- ensure staff member has transport home or to medical facility. People potentially infected with COVID-19 should avoid public transport where possible

Immediately report confirmed cases of COVID-19, or cases where children, staff or family members develop symptoms of COVID-19, to DHHS including areas of Service person has been in, who they've been in close contact with and for how long. Follow all guidance which may involve service closure for a deep clean, and assistance in contact tracing. Service will also:

- immediately report confirmed cases of COVID-19 to WorkSafe on 13 23 60
- immediately close off affected areas to all children and staff (where possible)
- separate children and staff who have been in close contact with the ill child or adult from others
- ask families to collect their child ASAP

- open outside doors and windows if possible to increase airflow
- advise all staff and families, and visitors within past 48 hours or other period as advised by DHHS, of positive test result from any employee, family member, child or visitor who's attended the Service, advise them to self-isolate and be tested as soon as possible and to advise their close contacts to do the same
- advise all staff and families, and visitors within past 48 hours or other period as advised by DHHS, of suspected case of COVID-19, to be vigilant about the onset of COVID symptoms and to self-isolate at symptom onset and be tested as soon as possible
- clean Service wearing appropriate PPE as outlined in [Department of Health's Environmental Cleaning and Disinfecting Principles](#) , with particular focus on areas where sick child or adult have been, unless advised otherwise by DHHS or other Government officials
- determine if Service should be closed (where not specified by DHHS or WorkSafe).

Physical distancing

Display conditions of entry for all families and visitors on social media and entry points including Stage 4 permitted industries PDF

Comply with current public gathering limits and numbers of people allowed in indoor or outdoor spaces at Service and during excursions or other events (see State Government websites eg [COVID Safe ECEC](#), [COVID Education](#) and Health sites)

Put plans and systems in place to monitor and control the numbers of families and visitors in or around the Service at any one time

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Configure communal areas so there is no more than one worker per four square metres of enclosed space and staff are spaced at least 1.5 metres apart (including at meal breaks).

- stagger lunch times to reduce number of staff in staff room
- stagger seating in staff room so staff are not facing each other
- review location of furniture and equipment in children's rooms to ensure physical distancing

Train staff on physical distancing requirements ie this needs to be maintained while working or taking breaks

Use floor markings in areas where staff are likely to congregate.

Use telephone or video for essential meetings with families and community members where practical.

Review and update work rosters to ensure as few staff as possible start and finish together or take breaks at the same time (while meeting ratio and supervision requirements.)

Review regular deliveries and request contactless delivery and invoicing where practical. Display signage for delivery drivers and identify designated drop off areas (away from main entrance).

Encourage staff to travel directly to and from work, and avoid public transport if possible. If staff need to travel together in the same vehicle:

- encourage passengers and drivers to spread out using front and back seats
- staff to only handle their own bags
- driver to clean the vehicle hand touch areas at the end of each journey with detergent/disinfectant
- encourage staff to set air-conditioning to external airflow rather than recirculation.

Cleaning

Review cleaning procedures and schedules with staff to ensure they're familiar with requirements.

Clean frequently touched areas and surfaces at least twice daily, particular focus on door knobs, bathrooms (eg taps, toilets), tables and chairs, phones, tablets, keyboards and admin areas, toys and equipment including any mouthed toys.

Clean Service as a whole at least once a day.

Clean with detergent and then with an anti-viral disinfectant in line with Service Procedures and the [Department of Health's Environmental Cleaning and Disinfecting Principles](#)

See also DHHS '[Cleaning and disinfecting to reduce COVID transmission](#)' and '[How to clean and disinfect after a COVID-19 case](#)'

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.
Staff wear gloves when cleaning, and wash hands thoroughly before and after with soap and water or hand sanitiser.

Hygiene

Provide hand sanitiser at multiple locations throughout the workplace (ensure at least 60% alcohol)
Place hand sanitiser at front entrance and in each room.

Ensure children's and staff bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to effectively wash hands.

Maintain sufficient quantities of essential items such as gloves, masks, wipes, sanitiser, disinfectant, soap, detergent and hand towels.

Provide sealed bins in bathrooms and rooms and ensure these are emptied daily and when full.

Where possible enhance airflow by opening windows and adjust air-conditioning if used for more fresh air eg set to external airflow rather than recirculation.

Families and visitors must wear masks on premises at all times unless they have medical exemption. Advise families how to correctly put on and remove masks as outlined in Coronavirus Policy

Staff must wear masks at all times when not teaching or caring for children unless they have medical exemption. Train staff to correctly put on and remove masks as outlined in Coronavirus Policy and to dispose of masks hygienically in sealed bin.

Reinforce basic hygiene procedures including:

- review handwashing procedures and when required ie before and after eating or handling food, going to the toilet, changing a nappy, handling play dough, using gloves, after wiping or touching nose and cleaning up spills of body fluids
- ensure staff cover their cough and sneeze to prevent the spread of germs eg cough/sneeze into their inner elbow or use a tissue to cover their mouth and nose
- remind staff to be vigilant in supervising children's hygiene and reminding them to implement hygiene measures
- staff and children carefully dispose of used tissues in sealed bin.

Increase supervision of children in bathrooms and only allow one child at tap at a time to wash hands.

Replace high touch communal items with alternatives where possible including:

- swapping shared coffee and condiments for single service sachets in staff room
- providing staff with own personal equipment labelled with their name where possible
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Record Keeping

Keep name, mobile number or email address, check in and out times and areas visited for all staff including cleaners, families, children and visitors (essential only) attending the premises for 15 minutes or longer. Rosters may be used for staff. Attendance records may be used for children. The Government's [Workplace Attendance Register](#) will be used for visitors and family members who enter the premises. Records not normally retained are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.

Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Approved Provider/Nominated Supervisor cooperate with DHHS if contacted in relation to a positive case of COVID-19. This includes preparing records from 48 hours prior to the onset of symptoms in the suspected case.

Approved Provider/Nominated Supervisor records suspected or confirmed case of COVID-19 (ie Incident Report) and immediately reports confirmed case of COVID-19 to WorkSafe on 13 23 60 , following up in writing within 48 hours

Where Service closed due to confirmed or suspected case of COVID-19, notify DHHS and WorkSafe when you're satisfied all required measures (ie directions/advice from DHHS) have been implemented and you plan to reopen.

Review and update COVID Safe Plan every week or when circumstances, restrictions or public health advice changes.