

# ST JOSEPH'S PRESCHOOL



ST JOSEPH'S CATHOLIC SCHOOL  
WEST HINDMARSH

## POLICY DOCUMENT

### CORONAVIRUS



# CORONAVIRUS

## NQS

QA2	2.1.2	Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented.
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## National Law

Section	167	Offence relating to protection of children from harm and hazards
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## National Regulations

Reg	77	Health, hygiene and safe food practices
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## Aim

To ensure all employees and families implement appropriate risk management procedures to prevent the spread of coronavirus or reduce the potential for the illness to spread.

## Related Policies

Excursion Policy

Fees Policy

Health Hygiene and Safe Food Policy

Food, Nutrition & Beverage Policy

Incident, Injury, Trauma and Illness Policy

Infectious Diseases Policy

Medical Conditions Policy

Relationships with Children Policy

Sleep, Rest, Relaxation and Clothing Policy

Work, Health and Safety Policy

# Implementation

Coronavirus (COVID-19) can cause illnesses similar to the common cold, but it can also cause more serious respiratory diseases. Most people displaying symptoms such as fever, cough, sore throat, tiredness or shortness of breath are likely suffering with a cold or other respiratory illness—not coronavirus. However, the threats posed by the virus mean serious steps must be taken to stop the spread of the disease.

As outlined in our Infectious Disease and Health, Hygiene and Safe Food Policies, the Approved Provider, Nominated Supervisor, educators and staff implement strict hygiene and infection control procedures at all times to prevent or minimise the spread of contagious illnesses. Hygiene measures and exclusion principles outlined in these policies continue to apply, and will be informed by current guidance on coronavirus issued by relevant Commonwealth and State/Territory Governments including:

- [Federal Department of Health coronavirus health alerts](#) which are updated daily
- [State/Territory Education Departments](#) which may issue coronavirus updates directly to service providers. Latest updates and resources can also be reviewed online
- [Federal Department of Education, Skills and Employment](#). Subscribe to email updates
- [Federal Department of Health](#) coronavirus Information Sheets which include:
  1. [‘Information for schools and early childhood centres, students and their parents’](#) which covers when children and staff cannot attend, what home isolation means, what happens if children and staff become sick while in isolation, and how to help prevent spread of Coronavirus (available in Chinese and Farsi)
  2. [‘Isolation guidance’](#)
  3. [‘Home isolation guidance when unwell \(suspected or confirmed cases\)’](#)
  4. [‘Coronavirus what you need to know’](#)
  5. [‘Information on the use of surgical masks’](#)
  6. [Environmental Cleaning and Disinfection Principles for COVID-19](#)
  7. [COVID-19-Frequently Asked Questions](#)
  8. [Information on social distancing](#)
  9. [‘Information for employers’](#) which covers when staff cannot go to work, what to tell staff, cleaning precautions and how to help prevent spread of Coronavirus.

If in doubt about current coronavirus guidance, the Approved Provider or Nominated Supervisor will contact the **Federal coronavirus hotline on 1800 020 080** or their State/Territory health Department.

## What must employees and families do?

### Comply with government guidance

The Approved Provider, employees and volunteers and families must:

- **comply with guidance issued by Government agencies, including in relation to attendance, quarantine and self-isolation.** This includes:
  - ensuring they/a child/a family member comply with isolation requirements and stay home for 14 days where required eg arriving in Australia from overseas or close contact with someone who has the virus
  - ensuring they/a child/a family member stays at home if unwell
- **seek medical attention** if they develop a fever, cough, sore throat or shortness of breath within 14 days of arriving in Australia or last contact with a confirmed case. Call ahead before visiting the doctor/hospital to advise them of your symptoms, and wear a surgical mask when visiting the medical facility

- **comply with all service policies including Infectious Diseases Policy** which requires ill children and adults to remain at home and comply with relevant Exclusion periods. Note employees, volunteers and families must comply with any isolation/exclusion periods in relation to coronavirus implemented by the Approved Provider or Nominated Supervisor including periods which exceed government requirements.
- **advise the service** if they develop symptoms of the virus or are confirmed to have the virus while in isolation. This is particularly important if they have been at the service before isolation
- **provide written clearance** from a doctor after a period of isolation or quarantine confirming they/child/family member are not contagious and may return to the service.
- **complete a Health Declaration** if requested by staff declaring they are healthy and do not have any symptoms of coronavirus before entering the service.

### **Implement effective hygiene process**

The coronavirus is most likely to spread from person-to-person through droplets of saliva produced when a person coughs or sneezes. Droplets cannot go through skin and people can only be infected if they touch their mouth, nose or eyes once their skin (ie hands) is contaminated. Droplets usually travel no farther than 1 metre through the air. This means the transmission of droplets can occur when people:

- have direct close contact with a person while they are infectious
- have close contact with a person with a confirmed infection who coughs or sneezes
- touch objects or surfaces like door handles or tables contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Employees and volunteers will ensure they continue to implement hygiene processes outlined in the Health, Hygiene and Safe Food Policy to ensure high standards of hygiene and infection control at all times. This includes ensuring they and where relevant, children will:

- wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, changing a nappy, handling play dough, using gloves, and after wiping or touching nose and cleaning up spills of body fluids
- cough and sneeze into their inner elbow, or use a tissue to cover their mouth and nose and placing tissues in the bin immediately after use

In addition, the Nominated Supervisor will ensure cleaning requirements are documented and completed more frequently than usual. Cleaning staff, including contracted cleaning staff, will implement the procedures outlined in the ['Information for employers'](#) and [Environmental Cleaning and Disinfection Principles for COVID-19](#) Information Sheets including:

- wearing gloves and using alcohol-based hand sanitiser before and after wearing gloves
- wearing surgical masks and eye protection if person with the virus or in isolation has been in the area being cleaned or there are spills of body fluids which could be infected with the virus
- disinfecting surfaces with an anti-viral disinfectant after cleaning with detergent and water.

The Nominated Supervisor will ensure hand hygiene posters are displayed in areas which can easily be seen by families, including the front entrance, and require all employees and families to wash hand on entering the Service. They will also place signs and posters about physical distancing around the Service like those from Safework Australia.

## **Social distancing**

We are also implementing the following social distancing strategies where possible to limit the potential spread of the infection:

- requiring essential visitors to sign a COVID-19 declaration that they are healthy and do not have any symptoms of the virus
- increasing the use of technology like SEESAW and Microsoft Teams to ensure children can continue to communicate with community members in a protected environment
- ceasing activities which may have a higher risk of infection including play dough, cooking and dress up activities
- providing children with resources rather than letting children select from communal resources
- opening windows and adjusting air-conditioning for more fresh air
- conducting more learning and activities outside

## **Information and notification requirements**

The Approved Provider or Nominated Supervisor will:

- report instances of (suspected) coronavirus to the local state/territory health department
- comply with notification requirements for serious incidents which include:
  - any incident involving serious illness of a child at the Service where the child attended, or should have attended, a hospital
  - any emergency where emergency services attended ie there was an imminent or severe risk to the health, safety or wellbeing of a person at the service
- comply with notification requirements including:
  - notifying the Regulatory Authority within 24 hours if directed to close or closing voluntarily because of coronavirus.
  - Notifying the Regulatory Authority within 7 days about any changes to service days or operating hours
- apply for waivers from ratio and qualification requirements if required where staff are required to self-isolate
- provide families with current information about the coronavirus including current Information Sheets numbered 1- 8 above.

## **Interactions with Children**

Where appropriate, educators will speak with children about the coronavirus in ways that do not alarm them or cause unnecessary fear or distress. Educators may, for example, discuss with children their feelings in relation to the virus, remind children that the risk of catching the illness is very low, review hygiene measures they can take to reduce the risk of infection, discuss some of the good things happening in the world, or implement other strategies outlined in our Relationships with Children Policy. Educators will be careful not to speak to others in an alarmist way about the coronavirus if children are present or within hearing.

## **Excursions**

To further protect the service and local communities, the Approved Provider, Nominated Supervisor and educators will ensure excursions which may expose children, staff or vulnerable community members, including those in aged care facilities, to higher risks of contracting coronavirus do not occur while coronavirus infection control measures are in place.

## Source

Education and Care Services National Law and Regulations  
Fair Work Ombudsman 'Coronavirus and Australian Workplace laws'  
Federal Department of Health coronavirus information sheets  
Federal Department of Education, Skills and Employment coronavirus information sheets  
National Quality Standard  
Work, Health and Safety Laws and Regulations

## Review

The policy will be reviewed annually by the Approved Provider, Supervisors, Employees, Families and any committee members.



**Chairperson**  
*Richard Ellerman*

**Dated:** 2<sup>ND</sup> June 2020



**Principal**  
*Maria D'Aloia*

**Dated:** 2<sup>ND</sup> June 2020