

CORONAVIRUS (COVID-19) MANAGEMENT POLICY

COVID-19 is a new strain of coronavirus that was originally identified in Wuhan, Hubei Province, China in December 2019. The World Health Organization (WHO), has declared that COVID-19 outbreak as a 'pandemic'- a Public Health Emergency of International Concern (effective 11 March 2020). This is mainly due to the speed and scale of transmission of the virus in countries around the world, including Australia.

COVID-19 is transmitted from someone who is infected with the virus to others in close contact through contaminated droplets spread by coughing or sneezing or by contact with contaminated hands or surfaces. According to Department of Health, the time of exposure to the virus and when symptoms first occur is anywhere from 2-14 days.

Symptoms can range from a mild illness, similar to a cold or flu, to pneumonia. People with COVID-19 may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

The [Australian Government](#) is constantly updating the current status of COVID-19 including health recommendations, travel restrictions, and a vast collection of resources and information to help people make informed decisions.

As this information is changing rapidly, our Centre is constantly monitoring health alerts and implementing measures suggested by key health experts to minimise the transmission of COVID-19.

Our Centre has a range of comprehensive policies in place to guide best practice in relation to health and safety, dealing with infectious diseases and maintaining a child safe environment. Our duty of care and responsibilities to children, parents, families and all staff to provide a safe environment is of utmost importance.

The evolving nature of COVID-19 and the unprecedented steps required to protect our community as recommended by the Australian Government, has resulted in the development of a specific policy to assist Jannali East Before and After School Care manage this pandemic.

This policy will change as required to ensure the protective measures against COVID-19 as advised by our government are implemented by our Centre.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
93	Administration of medication
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

RELATED POLICIES

Control of Infectious Diseases Policy Family Communication Policy Hand Washing Policy Health and Safety Policy Immunisation Policy Incident, Illness, Accident & Trauma Policy Interactions with Children, Families and Staff Policy	Medical Conditions Policy Payment of Fees Policy Physical Environment Policy Sick Children Policy Work Health and Safety Policy
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PURPOSE

Jannali East Before and After School Care will minimise our staff and children's exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government- Department of Health and local Public Health Units to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive to having COVID-19. Our Centre will implement effective hygiene practices as per our existing policies and procedures.

Jannali East Before and After School Care will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government, Department of Health and state Ministry of Health about COVID-19 as it becomes available. Recommendations and health measures mandated by the Health Department will be strictly adhered to at all times.

SCOPE

This policy applies to children, families, staff, the Committee, and visitors of the Centre.

IMPLEMENTATION

Jannali East Before and After School Care is committed to minimise the spread of the COVID-19 virus by implementing recommendations provided by the [Australian Government- Department of Health](#).

Our Centre implements procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Centre.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units (PHU) in our jurisdiction under the Public Health Act. COVID-19 is a notifiable condition in all states and territories of Australia.

The Public Health Unit may contact the Approved Provider in the event of any child, educator, staff member or visitor who has attended our Centre, and has tested positive to COVID-19. Contact tracing will be conducted by the PHU and further advice provided.

National Coronavirus (COVID-19) Health Information Line
1800 020 080
Call 131 450 for translating and interpreting service
Health Direct
1800 022 222
Public Health Unit- Local state and territory health departments

This policy must be read in conjunction with our other Service policies:

- Sick Children Policy
- Incident, Illness, Accident and Trauma Policy and
- Medical Conditions Policy
- Handwashing Policy
- Health and Safety Policy
- Interactions with Children, Families and staff Policy
- Payment of Fees Policy

Minimising the transmission of COVID-19

Risk Management

Our Service has effective and systematic risk management processes in place to identify any possible risks and hazards to our learning environment and practices related to COVID-19. Where possible, we have eliminated or minimised these risks as is reasonably practicable. Control measures are reviewed in consultation with staff members. Due to the constant changes in managing our Service during the pandemic, our approach to risk management is ongoing and fluid.

Effective 15 March 2020, the *Australian Health Protection Principal Committee* has made recommendations to the general public to help manage the spread of COVID-19. These measures include implementing good hygiene, self-isolation and social distancing.

Amendments to this statement were made on April 6 and included recommendations for risk mitigation measures such as:

- exclusion of unwell staff, children and visitors
- enhanced personal hygiene for children, staff and parents

- full adherence to the NHMRC childcare cleaning guidelines and cleaning and disinfecting high touch surfaces at least twice daily, washing and laundering play items and toys

The AHPPC also notes that alternative arrangements should be considered for highly vulnerable children.

Parents and carers of children with complex medical needs are encouraged to seek medical advice from their health practitioner to support decision-making regarding the suitability of their child accessing on-site education. Although this statement directly relates to primary schools, our Centre recommends families to seek medical advice and relay this information to management. (AHPPC 24 April)

Parents of children with a current Asthma Action Plan are advised to update this if needed in consultation with their child's health care professional. Updated plans should be provided to management for distribution to relevant staff members. (Asthma Australia).

Staff with compromised immune systems are also requested to seek medical advice whilst working in early education and care during the pandemic. The AHPPC reiterates the need to practise physical distancing, practise good cough and hygiene and consider downloading the COVIDSafe app.

Immunisation

Whilst there is no vaccination for COVID-19, we strongly recommend that all staff, children and families receive the seasonal influenza vaccination.

Hygiene practices

Jannali East Before and After School Care will ensure hand hygiene posters and procedures (including alcohol-based hand sanitiser) and information about COVID-19 is clearly displayed at the front entry and communicated to families through email, newsletters and social media. Alcohol-based hand sanitiser will be kept out of reach of young children and only available for adults to use. If parents decide to apply this to their child, they must supervise the child to avoid rubbing it into their eyes or a child swallowing the gel/liquid.

[Coronavirus \(COVID-19\)- Help stop the spread- resource for early childhood education and care providers and services](#)

These will also be communicated to families through email, newsletters and social media. Alcohol-based hand sanitiser will be kept out of reach of young children and only available for adults to use. If parents decide to apply this to their child, they must supervise the child to avoid rubbing it into their eyes or a child swallowing the gel/liquid. Our Centre will supply disposable tissues and have bins available with plastic liners available in several locations for disposing used items.

Information provided to families may include:

- symptoms of COVID-19
- transmission of the virus
- self-isolation and exclusion
- prevention strategies- including hygiene and self-isolation
- contact details for health assistance
- payment of fees

Our Centre will supply disposable tissues and have bins available with plastic liners available in several locations for disposing used items.

The Committee, Nominated Supervisor, educators, staff, families and visitors will comply with the following:

Exclusion/ Self-isolation/ Self-quarantine

Our Centre has an obligation to ensure the health and safety of employees, children and parents in our workplace, so far as reasonably practicable. We may therefore collect information from visitors about their potential exposure to COVID-19 in order to identify, assess and control risks of infection in line with Department of Health guidelines. Information collected will only be viewed by the Co-Ordinator and will be stored securely. To comply with privacy laws, personal information will only be disclosed on a 'need to know' basis to the Public Health Unit to prevent and manage COVID-19 if required. (ACTU Privacy at work)

- any person visiting our Centre- including families 'dropping off' children must sign the Parent/Visitor Health Declaration confirming that they have not come into *close contact* with anyone with a positive COVID-19 diagnosis in the past 14 days or travelled interstate in the past 14 days.
- From Wednesday 8 July, the NSW border with Victoria will be temporarily shut. Under the Public Health Order 2020, only people who:
 - hold a current entry permit
 - are authorised to enter under the order
 - are accompanying someone allowed to enter as a dependent or to provide care or support to them
- Any NSW resident returning to NSW from Victoria after Friday 7 August must arrive in NSW only by flying to Sydney Airport and will then be required to quarantine at a quarantine facility for 14 days.

- The Queensland Government has implemented strict border control measures effective 8 August 2020.
- All of Victoria, New South Wales and the Australian Capital Territory are now COVID 19 hotspots and entry to Queensland is restricted to people who are border zone residents, essential workers and truck drivers. Mandatory quarantine will apply. (source: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/border-restrictions>)
- effective 28 March 2020, **any person** entering Australia from any destination will be required to undertake 14-day quarantine at designated facilities (Australian Government)
Source: Victoria State Government Education and Training
- any person who has been in close contact with someone who has a positive diagnosis must self-isolate for 14 days
- household members of a person who has a confirmed case (including children) of COVID-19 must also be isolated from the childcare Service and general public
- the Public Health Unit will provide further information on a case-by-case basis as to the length and place of isolation. (see: [COVID-19 self isolation](#))
- families must immediately advise the Centre if they, or anyone in their family, develops any symptoms of the virus or receives a positive result of the virus whilst in isolation
- any person (employee, enrolled child, parent, caregiver, visitor or contractor) who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath, must seek urgent medical attention to determine if they need to be tested for COVID-19 and not attend our Service **under any circumstance**

Implement effective hygiene measures

The national campaign *Help Stop The Spread and Stay Healthy*, launched by the Australian Government has emphasised that effective handwashing is a vital strategy to help reduce the spread of the COVID-19 virus. Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet is recommended.

Jannali East Before and After School Care will adhere to National Regulation requirements, and Government guidelines to ensure all educators, children, families and visitors to the Centre implement best practice.

Our Centre will ensure:

- all employees, parents, children and visitors must wash their hands with soap and water or use the alcohol-based hand sanitiser provided upon arrival to the Centre

- hands must be thoroughly dried using disposal paper and disposed of in the bin provided
- disposable tissues must be used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands must be washed following the use of tissues
- hands must be washed thoroughly using soap and water before and after using the toilet
- cough and sneeze etiquette must be used- cover your cough and sneeze into a tissue or elbow
- educators and staff must adhere to our *Handwashing Policy* at all times
- children are supervised when washing hands
- educators and staff must adhere to effective food preparation and food handling procedures
- educators will wash their hands or use alcohol-based sanitiser, before wearing gloves and wash their hands after wearing gloves
- educators and staff must adhere to our *Health and Safety Policy* for cleaning and disinfecting surfaces and equipment (such as toys, puzzles, outdoor toys, playdough etc) as per *Staying healthy: Preventing infectious diseases in early childhood education and care services* recommendations
- staff will maintain a cleaning register of all surfaces and equipment conducted
- equipment, resources and surfaces including high-touch surfaces- taps, door handles, light switches, keyboards and laptops/iPads will be cleaned more frequently as required using detergent and water followed by disinfectant.

NOTE: According to the World Health Organisation, COVID-19 may survive on surfaces for a few hours or up to several days. (March 14, 2020)

Social/physical distancing in childcare

Social or physical distancing is important because COVID-19 is most likely spread from person-to-person through close contact with a person while they are infectious, close contact with a person with a confirmed infection who coughs or sneezes or from touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your nose or mouth. (source: Australian Government Department of Health. Coronavirus disease)

Social or physical distancing in before and after school care is not feasible for educators to perform their job, however we will implement measures to minimise the risk of exposure as *reasonably practicable*. Guidelines have been developed according to Safe Work Australia.

Care services are not subject to restrictions on how many people (adults or children) can be on the premises at one time. Our Centre will encourage educators to apply physical distancing measures where possible and not gather in groups or encourage groups of parents to congregate. (SafeWork NSW, AHPPC)

To reduce the spread of COVID-19 parents are reminded of the following:

- if your child is sick, do not send them to our Centre
- do not visit our Centre if you or another family member is unwell
- sanitise your hands at regular intervals throughout the day and when entering our Centre
- avoid physical contact with other people who may be sick- such as older people and people with existing health conditions
- clean and disinfect high touch surfaces regularly (door handles, car seats, mobile phone, toys)
- promote strictest hygiene measures when preparing food at home and at the Centre

To minimise the risk of exposure to COVID-19 our Centre will:

- undertake a risk assessment to identify potential risks and mitigate with consideration risks to children and staff
- revisit the risk assessment whenever new risks or potential risks are identified and adjust our management plan
- restrict the number of visitors to our Centre (including students, delivery of goods)
- restrict the number of family members visiting our Centre for example:
 - parents not coming into the Centre at all
 - install signage and markings on the floor near the front entry indicating a 1.5 metre mark for parents/families to use
- where possible, outdoor play will be promoted within our Centre to provide children with additional personal space
- large groups will be monitored to provide flexible learning to ensure groups are smaller in both the indoor and outdoor environment
- staff should, where reasonable practical use separate areas or separate themselves as much as possible from one another
- increase ventilation within the Centre
- staff should serve children food and avoid children to self-serve from a shared plate
- avoid any situation when children are required to queue- waiting their turn to use bathroom or handwashing or toileting, waiting their turn to use a piece of equipment etc.

- contact parents of children who have chronic medical conditions or immunosuppression as they may be at an increased risk of disease and require additional support/care

Suspected cases of COVID-19 at our Centre

As per our *Sick Child Policy* we reserve the right to refuse a child into care if:

- we have reasonable grounds to believe that a child has a contagious or infectious disease (this includes COVID-19)
- they are unwell and unable to participate in normal activities or require additional attention
- they have had a temperature/fever, or vomiting in the last 24 hours
- they have had diarrhoea in the last 48 hours
- they have been given medication for a temperature prior to arriving at the Centre
- they have started a course of anti-biotics in the last 24 hours

If your child becomes ill whilst at the Centre, educators/staff will respond to their individual symptoms of illness and provide comfort and care. You will be contacted immediately and required to collect your child within 30 minutes. If you are unable to collect your child, an emergency contact person will be contacted, and they must collect your child within 30 minutes.

Educators will wear disposable gloves and a face mask to avoid possible contamination.

All information will be recorded in our *Incident, Illness, Accident and Trauma* Record. Parents will be required to sign this record upon collection of their child.

Parents are reminded to ensure their contact details are current and emergency contact details are updated if required.

Jannali East Before and After School Care also reserves the right to prevent employees, parents, family members or visitors to enter our premises if the Nominated Supervisor suspects instances of COVID-19.

Notification

The Nominated Supervisor is mandated by law to notify the Public Health Unit or [Health Information hotline](#) on 1800 020 080 of any confirmed or suspected cases of COVID-19. In addition, the Nominated Supervisor must also notify the [Regulatory Authority](#) in their state or territory within 24 hours.

The Committee reserves the right to request employees to self-isolate if they suspect they have come into contact with someone who has a confirmed COVID-19 infection.

At all times, privacy laws must be adhered to and information about individuals must not be shared without permission.

Talking to children about COVID-19

As per our *Interactions with Children, Families and Staff Policy*, our Centre is committed to maintaining positive interactions and relationships with children and their families. Information provided to children about COVID-19 will be age appropriate and sensitive to their emotional wellbeing. Educators will both acknowledge children's concerns and be open to discussions about COVID-19.

Educators will inform children about the virus and emphasise preventative measures such as handwashing, use of tissues, cough and sneeze techniques and limiting touching other children's faces.

Posters to demonstrate correct handwashing methods will be referred to and educators will model techniques.

Children's emotional well-being will be closely monitored by all educators and staff and any concerns communicated with parents and families.

Children's questions will be respected and supported.

In the event of the Centre being closed as a precaution to limit the spread of the virus, information will be provided to parents/families to help explain the situation to young children.

Payment of Fees

Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS) will recommence on **Monday 13 July 2020** following the end of the ECEC relief package funding. Under Family Assistance Law, parents who receive CCS are required to make a co-contribution to their childcare fees (Gap Fee). Fees are not to be increased, service offerings amended, or new administrative fees added. (until 28 September 2020).

As per our Payment of Fees Policy, fees are payable in advance of your child's attendance.

From 13 July 2020 until 4 October 2020, changes to the activity test have been made to assist families who can no longer engage in the same hours of work, training, study or other activity prior to the COVID-19 crisis. Families may meet the requirements to access 100 hours of subsidised childcare per fortnight for up to 12 weeks. Families will need to update their activity levels through [myGov](https://my.gov.au).

Children must continue to meet immunisation requirements.

CCS hourly rate caps will be adjusted from 13 July 2020. see: [Child Care Subsidy rates](#)

Families receiving Additional Child Care Subsidy

If a family's current ACCS determination continues past the end of the above package period, they will return to ACCS entitlement. If, however this determination expires during the period, our service will

need to apply for determination to ensure ACCS continues to flow when the system return to normal ie: Child Care Subsidy from 13 July 2020.

Families may be eligible for [Additional Child Care Subsidy](#) due to temporary financial hardship.

Applications can be made via [myGov](#).

Children considered at risk

Where a child is enrolled and is considered 'at risk' of serious abuse or neglect, our Centre will refer the child or family to the appropriate support agency in order to comply with the legislative requirements.

Allowable Absences from childcare

Effective 1 July 2020, 42 initial absence days will come into effect for the 2020/21 financial year.

The Approved Provider is obliged to recover gap fees for absence days once CCS recommences from 13 July 2020 unless the service is forced to close on public health advice as a result of COVID-19 (until 31 December 2020).

Allowable Absences Provisions will also take effect on 13 July 2020. This allows families to receive CCS for absences up to seven (7) days before a child's first physical attendance at a service and seven (7) days after a child's last physical appearance where they have been booked in for care for a set of predetermined reasons. Further information can be found at: [additional absence reasons](#)

Session reports to the Child Care Subsidy System will recommence from 13 July 2020.

What happens if our Service is forced to close?

The decision to close our Centre will be made, and advised, by relevant state and territory governments or the Regulatory Authority. This may be due to a confirmed case of COVID-19 in our Centre community.

Should this occur, all families will be notified immediately via email and/or phone.

The Coordinator must notify the [Regulatory Authority](#) within 24 hours of any closure via the [NQA IT System](#) the Regulatory Authority for Work Health and Safety in their state/territory (Safe Work Australia) **and** the Department of Education, Skills and Employment (DESE) in their state or territory. In addition, Services that need to temporarily close for COVID-19 related reasons must now also report closures (and re-openings) via your third party software or the [Provider Entry Point \(PEP\)](#).

New South Wales and Australian Capital Territory: CCSAssessments-NSWACT@dese.gov.au

Our Centre will receive a 'deep clean' to ensure all areas are cleaned and disinfected.

We will continue to keep families informed as to when we are expected to re-open as advised by the Public Health Unit.

If our Centre is forced to close on public health advice as a result of COVID-19, out of pocket fees will be waived for the period of that closure.

From 13 July 2020, should our Centre be directed to shut down due to COVID-19, or a fire, flood or other local emergency, our standard local emergency procedures will be followed. Activating a period of local emergency will allow families access to additional absences if the initial 42 absence days per child per financial year have been used. Additional absences days claimed due to COVID-19 related reasons, do not require a medical certificate (until 31 December 2020).

Staff entitlements if sick or suspected to have COVID-19

Under workplace health and safety laws, our Centre must ensure the health and safety of all employees.

Confirmed COVID-19

If an educator or staff member is confirmed to have COVID-19, they are unable to attend the workplace and cannot return to work until they have completed a period of self-isolation of at least 14 days. Employees must make a declaration that they are *fit for work* and have no symptoms of COVID-19 and have been advised they no longer need to be in isolation from their doctor or public health unit. (updated 3 April).

Full and part-time employees who cannot attend work due to illness can take paid sick leave.

As per our privacy obligations under the *Privacy Act*, the identity of a person with a confirmed case of COVID-19 will only be shared with Public Health and/or on a strictly 'need to know' basis. Access to personal or medical information can only be shared with the consent of the employee.

Caring for a family member or emergency

If an employee cannot attend work due to caring for a family member due to COVID-19, they are entitled to take paid carer's leave. Casual employees are eligible to have 2 days unpaid carer's leave per occasion. See Fair Work Act for entitlements for casual, part time and full-time employees. Reasonable evidence is required to justify the absence.

Self-isolation due to travel or returning from interstate where borders are closed

As per Australian Government's new measures for COVID-19 effective 28 March 2020, any person returning from overseas will be mandated to isolate in a designated facility. The employee is not entitled to be paid (unless they use paid leave entitlements- annual leave.) Employees are not entitled

to use personal sick leave as they are not 'sick'. Employers may choose to adopt an option to satisfy both parties. (See: [Australian Business Lawyers and Advisors](#) for further information)

Self-Isolation Unpaid Pandemic Leave

Effective 8 April 2020, employees who are required to self-isolate by government or medical authorities or acting on advice of a medical practitioner may access unpaid [pandemic leave](#). (effective 8 April to 30 June 2020)

This leave provides employees with:

- 2 weeks of unpaid pandemic leave
- the ability to take twice as much annual leave at half their normal pay if their employer agrees.

Self-Isolation directed by Service

Where an employee is directed to stay home and self-isolate as they have shown symptoms of a flu-like illness, and the employee is not sick and able to work, our Centre will continue to pay the employee as per their contract.

Self-isolation as a precaution

If an employee wants to stay home as a precaution of contracting COVID-19 they may negotiate to take unpaid leave, annual leave or long service leave with The Committee.

Transition Payment

All approved early childhood education and care services can receive a Transition Payment, calculated up to 25 per cent of the revenues in the reference period or to the existing hourly rate cap, whichever is lower. This payment will be paid weekly from 13 July until 27 September 2020 (with the last two payments in the period brought forward).

Waivers

In the event of staff members requiring to self-isolate due to possible infection of COVID-19, the Nominated Supervisor will apply to the Regulatory Authority for waivers for qualifications and/or ratios to minimise disruptions to our provision of care. (Payment for waivers must be paid, however will be reimbursed by the regulatory authority)

Communicating with families

Our Centre will establish continue regular communication channels with families and share information about COVID-19 as required.

Due to the fluid nature of COVID-19 and the necessity of self-isolation for some staff members, our Centre will endeavour to inform parents and families of any staff changes on a daily basis.

Staff who have approved leave will be replaced with casual staff and families will be informed as per our usual practices to ensure continuity of care where possible.

Caring for our community

We understand that the outbreak of COVID-19 and the constant amount of information received through the media may be very stressful to children and parents. The anxiety about this disease may be overwhelming and cause fear and anxiety to some people, especially children.

Jannali East Before and After School Care is committed to continue to provide quality education and care to all children and support families responsibly during this unprecedented challenge with the COVID-19 outbreak.

Knowing how to look after yourself, and others is very important during this crisis.

We will promote a safe and supportive environment by:

- reassuring children they are safe
- acknowledging and listening to children's questions
- promoting and implementing hygiene routines for handwashing and cough and sneezing
- keeping regular and familiar routines within our Centre
- ensuring children eat well during breakfast and afternoon tea sessions
- engaging children in play, games and other physical activities
- being alert to children's level of anxiety and provide quiet and relaxing activities
- ensuring children are provided with rest when needed
- providing information to families and support services as required

Dr Michelle Dickinson- Video for kids about COVID-19

<https://youtu.be/OPsY-jLqaXM>

Emerging Minds- Talking to Children about Natural Disasters, Traumatic Events or Worries About the Future

<https://emergingminds.com.au/resources/supporting-children-during-the-coronavirus-covid-19-outbreak/>

Play School- Hello Friends! (A COVID-19 Special)

<https://www.abc.net.au/abckids/shows/play-school/covid-19/12114308>

[UNICEF- How to talk to your child about COVID-19](#)

In Home Care Support Agency resources – [Talking to children about COVID-19](#)

Asthma Australia- [What does Coronavirus \(COVID-19\) mean for people with Asthma](#)

Disclaimer

The information contained in this 'draft' policy is based on current information from the Australian Government Department of Education, Skills and Employment, Australian Government Department of Health, Australian Government- The Treasury, Family Assistance Law and Fairwork Ombudsmen (13 August 2020)

Services are requested to check with the ATO and their financial advisors or accountants for more detailed information and advice regarding JobKeeper and Transition Payment.

More information and resources

[Australian Business Lawyers & Advisors](#)

[Australian Government Department of Education Skills and Employment- Coronavirus \(COV-19\) information sheet regarding periods of local emergency and absences for child care providers and services](#)

[Australian Government Department of Education Skills and Employment Coronavirus \(COVID-19\) information for early childhood education and care providers and services from 6 April 2020](#)

[Australian Government Department of Health Australian Health Protection Principal Committee \(AHPPC\) Children in early childhood and learning centres](#)

[Australian Government The Treasury JobKeeper payment](#)

[Beyond Blue Coronavirus \(COVID-19\) Supporting educators, children and young people](#)

CCS Helpdesk 1300 667 276

[Coronavirus \(COVID-19\) frequently asked questions](#)

[Coronavirus \(COVID-19\) resources Australian Government](#)

[COVID-19 Infection control training](#)

[Emerging Minds Community Trauma Toolkit](#)

[Fairwork Australia- Coronavirus and Australian workplace laws](#)

[Healthdirect Coronavirus hub](#)

[Home Isolation Information](#)

[Information for people with a suspected case](#)

[Information for employers](#)

[Information on Social distancing](#)

[Local state and territory health departments](#)

[Raising Children](#)

[Safe Work Australia](#)

[Victoria State Government Coronavirus \(COVID-19\) advice for early childhood services](#)

Posters and Visuals

[COVID-19 coronavirus in pictures](#)

[Manuela Moina- Children's book- "Hello! I am the Coronavirus"](#)

[Simple Steps To Help Stop The Spread Poster](#)

NSW Health. COVID-19 symptoms and testing. (reference re: fever and temperature)

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/posters-and-print.aspx#symptoms>

State and Territory specific information

[NSW Health alert COVID 19](#)

Source

Australian Council of trade unions Coronavirus (COVID-19) Privacy at work <https://www.actu.org.au/coronavirus>

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Health *Health Topics* [Health Topics Coronavirus COVID-19](#)

Australian Government Department of Health Coronavirus (COVID-19) advice for travellers

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Australian Government Fair Work Ombudsman *Coronavirus and Australian workplace laws* (updated 13 March

2020) <https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

Australian Government Department of Education, Skills and Employment

Australian Government The Treasury [JobKeeper payment](#)

Australian Government Department of Health

Fair Work Ombudsman Coronavirus and Australian workplace laws (2020)

<https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

(2017).

Guide to the National Quality Standard. (2020)

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*

Public Health Act 2010

Public Health Amendment Act 2017

Public Health and Wellbeing Regulations 2019 Victoria

The Australian Parenting website Raisingchildren <https://raisingchildren.net.au/guides/a-z-health-reference/coronavirus-and-children-in-australia>

Revised National Quality Standard. (2018).

Safe Work Australia (2020)

REVIEW

POLICY REVIEWED	SEPTEMBER 2020	NEXT REVIEW DATE	DECEMBER 2020
Updated 4 September	<ul style="list-style-type: none"> • Added “The Public Health Unit may contact the Approved Provider in the event of any child, educator, staff member or visitor who has attended our Centre, and has tested positive to COVID-19. Contact tracing will be conducted by the PHU and further advice provided.” • Added “Health Direct 1800 022 222” • Changes to reflect the fluid nature of COVID in Risk Management. • Add “full adherence to the NHMRC childcare cleaning guidelines and cleaning and disinfecting high touch surfaces at least twice daily, washing and laundering play items and toys” • Removed “The AHPPC also notes that alternative arrangements should be considered for highly vulnerable children. • Parents and carers of children with complex medical needs are encouraged to seek medical advice from their health practitioner to support decision-making regarding the suitability of their child accessing on-site education. Although this statement directly relates to primary schools, our Centre recommends families to seek medical advice and relay this information to management. (AHPPC 24 April)” • Updated asthma action plans and staff with compromised immune systems. • Added link to ‘Stop the spread’ resource and how the information will be communicated with families ect. • Updated information about NSW and VIC borders • Updated information about QLD borders • Updated social distancing to social/physical distancing • Added “At all times, privacy laws must be adhered to and information about individuals must not be shared without permission.” • Updated childcare fees • Updated Families receiving Additional Child Care Subsidy • Updated Allowable Absences from childcare • Updated if our Centre is forced to close • Updated Self-isolation due to travel or returning from interstate where borders are closed • Added Transition Payment • Removed Employees who are stuck overseas or in quarantine 		

	<ul style="list-style-type: none"> • Removed JobKeeper • Removed Employees Entitlements- Fair Work Commission (new flexibility laws and changes) • Updated Disclaimer • Updated Posters and Visuals • Added NSW Health link • Added State and territory specific information
UPDATED 10 June	<ul style="list-style-type: none"> • Removed “seat children at opposite ends of a table when playing and eating”
UPDATED 18 May	<ul style="list-style-type: none"> • Slight amendments to physical distancing requirements as per AHPPC guidelines • Updated health plan reminders • deletion of resources no longer available/or moved • clarification of resources covered in ‘no fee’ from parents • sick child additional information • Added a section at the top of page 5 relating to privacy laws • Updates from the April 30 review remain highlighted – see below • Risk assessment and risk management plan information updated • Consideration included for children with chronic medical conditions or immunosuppression • Updated recommendations from Australian Health Protection Principles Committee • Additional information related to Exceptional Circumstances Supplementary Payment • additional resources for supporting families and educators • Additional information for JobKeeper- nomination acceptance form • Fair Work Australia laws- direction to perform different duties • Self-isolation and Pandemic leave • Additional information regarding children ‘at risk’ notification • Additional resources added as highlighted • Major changes to Payment of fees related to CCS and ACCS • introduction of Early Childhood Education and Care Relief Package payments (effective 6 April) • introduction of JobKeeper Payments • removal of ‘stand down’ information • addition of Safe Work Australia suggestions • amendment to return to work requirements for positive COVID-19 employees requiring a medical certificate • additional information about staff travel to and from work
UPDATED 31 March	<ul style="list-style-type: none"> • changes to reflect changes in periods of local emergency and absences • new isolation restrictions for people travelling interstate • small edits to leave entitlements for staff • Fair Work information added- employee entitlements, stand down
MODIFICATIONS	<ul style="list-style-type: none"> • New policy developed dedicated to management of COVID-19