

AKI COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name:	Ascot Kindergarten
Site location:	1 West Street, Ascot Vale
Contact person:	Amanda Murray-Alston - President
Contact person phone:	0407 049 066
Date prepared:	7 th August 2020 (Most recent update October 2021)

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none"> Hand sanitiser, soap and paper towels are readily available throughout the service Staff and children are advised to sanitise/wash hands frequently through the session and children are reminded of appropriate times for handwashing eg: before eating, after blowing nose etc. All visitors to be advised to sanitise hands on entry (if applicable) Rubbish bins are available to dispose of paper towels Staff and children have information on how to wash and sanitise their hands correctly
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Windows and doors to the outside area are to be kept open where possible for optimum airflow (Including bathroom and staff areas) Heaters and air conditioners are not to be used at present. Ceiling fans can be used on the summer setting. An indoor/outdoor program is to be operated whenever possible with time outside to be maximised Air purifiers are to be purchased with DET grant ASAP (October 2021)
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.	<ul style="list-style-type: none"> Ascot Kinder will monitor the use of face coverings in all staff, unless a lawful exception applies As per EC requirements staff do not have to wear a face mask when working with children but may choose to do so The employer will provide face masks if needed Staff must wear face masks when not working with children, in the office and where they are unable to socially distance or in confined spaces Staff must observe appropriate hygiene/safety when using masks as per information provided Disposable face masks cannot be work for longer than 4 hours and must be disposed of safely Staff will wear masks at pick up/drop off times

Guidance	Action to mitigate the introduction and spread of COVID-19
<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"> • Staff have been educated on hand and cough hygiene, including how to wash and sanitise their hands correctly • The importance of not attending work if unwell has been reinforced • Staff will sign the COVID Attendance Register daily and in doing so they agree they are exhibiting no symptoms • Signs are visible in the service as a reminder of appropriate hygiene requirements • Email has been sent to all staff regarding correct use and disposal of face masks • Staff have been made aware of risk minimisation plan and requirements for using gloves and masks • Staff have been sent the document "Health and safety advice for early childhood in the context of coronavirus (COVID-19)" and are regularly advised of changes to policy and procedures
<p>Face Masks</p>	<ul style="list-style-type: none"> • Staff will comply with face mask requirements as per Vic DET guidelines • Family members will be advised to comply with all requirements regarding mask wearing including at pick up and drop off. If family members are required to access the service including for volunteer service, then a face mask must be worn at all times.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Paper towel, soap, hand sanitiser and anti-bacterial wipes are available in all areas (kinder room, bathroom, office and kitchen) • Where possible staff will not share items such as phones, keyboards, ipads, desks etc • If items are shared then staff must ensure items are sanitised after use/between uses • Staff have been advised to avoid using mobile phones at work and should sanitise their phones regularly, as well as sanitise hands after using their phone

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<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"> • Shared staff spaces and resources must be cleaned at regular intervals and at least twice per day (eg: phones, iPads, door handles, desks) • High touch surfaces should be cleaned at least once during the session, or more frequently depending on use • Council employed cleaners will clean high touch surfaces daily at the end of each session
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Cleaning products have been changed to provide adequate disinfecting properties • Adequate cleaning supplies have been provided and staff may reorder as necessary • Staff should advise the Director immediately if there are any concerns regarding inadequate supply of cleaning materials or masks • Grants funds from DET will be used to purchase extra cleaning materials if required

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • Employers will not require employees to work on site if that work can be performed from home. • Minimal staff are rostered on to work to meet educator/child ratios • Staffing rosters will remain consistent where possible in order to minimise the number of people accessing the site • Staff who can work from home or who are vulnerable due to personal situations, will work from home • The kinder program will be offered on site for all families under current guidelines as advised by the Victorian Government and DET • Staff who are permitted to work on site have been issued with appropriate permits • If students are permitted to attend work placements they will be issued with appropriate work permits and advised of COVID safe procedures prior to beginning placement
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Employees are required to declare to employers when they are working across multiple sites. <p>Note: Ascot Kindergarten is a one site service</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • The employer will not require employees to work when unwell. • Employees must not attend their workplace if they are being tested for coronavirus and must notify employers if they are a positive case or a close contact of a positive case. Employees who test positive must not work. • Staff must notify the employer immediately if unwell and the employer will arrange a replacement staff member where required • Staff will sign the COVID Attendance Register daily and in doing so agree they are not exhibiting any symptoms. • Family members, visitors and contractors are not allowed on site unless in an emergency situation or to perform authorised duties that are permitted under the current level of restrictions • All visitors and staff must sign in and out of the service each time they attend using the COVID Attendance Register • Ascot Kinder will comply with all restrictions in place with regard to visitors and support staff, as advised by Vic DET
<p>Minimising attendance on site</p>	<ul style="list-style-type: none"> • Ascot Kinder will comply with all requirements regarding child attendance as advised by Vic DET and will advise families as updates are issued
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Staff are advised that only two staff members may utilise the office and kitchen space/s at all times and it is preferable that only one does so where possible. Staff should be encouraged to take breaks outside where possible. • Staff have been advised to use the outdoor space for meetings/discussion where appropriate and to undertake meetings remotely if possible • Reinforce that staff must observe social distancing requirements when working in the kinder room together • Ascot Kinder will comply with all current restrictions and health advice as Advised by Vic DET

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>N/A for staff in the kinder room setting</i>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • <i>N/A for staff in kinder service</i>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Families are advised to adhere to social distancing at pick up and drop off times.</i> • <i>Families will pick up/drop off at the gate and will not enter the kinder building unless permitted under current guidelines</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <i>Staff have been educated about physical distancing requirements</i> • <i>Staff have break one person at a time where possible</i> • <i>Staff have been advised to minimise instances of more than one person using kitchen/office where possible</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • <i>Deliveries are to be left at that gate and staff not to physically sign for deliveries (record name on docket)</i>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • <i>On site staff will meet minimum requirements for operation (educator/child ratio) and safety</i> • <i>Break times will be staggered and only 1-2 person can use common areas at a time)</i>
<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 ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • <i>Clear signage re: social distancing has been attached to the gate/fence for families</i> • <i>Families have been notified of risk minimisation requirements and encouraged to physically distance at drop off and pick up</i> • <i>No kinder areas are open to the public</i> • <i>Ascot Kinder will adhere to social distancing requirements as advised by Vic DET</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> • A COVIDSafe specific attendance register has been established. This sign in sheet should be used by all persons who visit the site. • Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely. • All staff have been notified of the new sign in requirements • MVCC has been advised that the cleaners must use the COVIDSafe sign in sheet when on site • AKI staff and cleaners do not need to include phone number and contact details as these details are held separately and can be accessed if required • Family members picking up and dropping off must use the QR code located near the gate
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • COVID folder and Communication Chart established to provide guidance for staff in the event of a positive COVID test notification • Staff will advise the Director immediately if they have any concerns in relation to OH & S issues in relation to COVID

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> • The Director will arrange replacement staff if needed • COVID folder and Communication Chart have been established for staff to guide them if notified of a positive case. • The Communication Chart outlines individual responsibilities in case of an outbreak/closure and steps to take • Relevant documents such as this COVIDSafe Plan, the Dealing with Infectious Diseases policy and other documents noted in our policies, have been emailed to all staff and Responsible Persons not on site. Updates will be issued as advice changes or is updated. • MVCC will be the first point of contact for any deep cleaning necessary • In the event of a positive case being advised to the kinder the Director will liaise with the President and will act as co-ordinator and communication channel. The Director will follow policies in relation to COVID including Dealing with Infectious Diseases policy and this COVIDSafe Plan. Tasks may be designated to others if required. • Staff will communicate with families as advised in the Dealing with Infectious Diseases policy using templates provided by the DET.
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • The Director or designated person will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should an employee test positive. • The service will maintain visitor record including sign in/out times and areas accessed • A roster of employee times will be included in the COVID folder and will be held by the Director, President and Admin Officer • Employee contact details will be maintained by the Director • Details of cleaner will be maintained by MVCC and the contractor • COVID Communication Chart outlines responsibilities and the Director will designate as required • A template for contact tracing has been provided to the Director and is available online via ELAA

Guidance	Action to prepare for your response
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed. • Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces. • The service will follow the procedures outlined in the Dealing with Infectious Diseases policy (Attachment 6) in relation to closure and cleaning of the service • As advised in the Communication Chart, any cleaning procedures will be undertaken by Moonee Valley City Council. The full details of the cleaning procedure will be determined after consultation with DHSS and MVCC.
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.</p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to follow the latest public health advice.</p> <p>For a suspected case, employers must inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</p> <p>The service will follow the procedures outlined in the Dealing with Infectious Diseases policy (Attachment 6) in conjunction with any instructions provided by DHHS and relevant public health advice.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</p> <p>Contact details for Worksafe are included in the Communication Chart</p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed</p> <p>DET, DHHS and WorkSafe must be notified that the workplace is reopening.</p> <p>The Director will be responsible for informing families and staff when the site can re-open.</p>
<p>Vaccination Requirements</p>	<p>Ascot Kinder will follow guidelines regarding EC staff vaccination requirements, as advised by Vic DET on 3rd October 2021</p> <p>Where relevant, families will be requested to provide COVID vaccination certificates for both parents/carers, to enable their children to attend kinder in line with the guidelines issued by Vic DET on 19th October 2021</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed _____

Name _____

Position _____

Date _____