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| COVID Safe plan  |
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*Guidance on how to prepare your COVID Safe plan is available here.*

**Our COVID Safe Plan**

Business name: ‘*Insert Educators business name here’*

Site location: ‘*Educators address’*

Contact person: *‘Educators name’*

Contact person phone: *‘Educators contact’*

Date prepared: 7 AUGUST 2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **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.  | * *Hand Sanitiser is available and placed at the f****r****ont entrance to be used prior to entering.*
* *Soap and paper towel is provided in the designated handwashing area.*
* *Signage on how to correctly wash hands is displayed to remind adults and children to regularly wash/sanitise hands.*
 |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | * *Adjust air conditioning or prop windows open regularly to enhance airflow.*
 |
| 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.  | * *Early childhood educators are not required to wear face coverings when working with children.*
* *On greeting families at the front door, I will wear a face covering and reduce time of interaction.*
 |
| Provide training to Educators on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | * *I have been provided with specific and current information to support good hygiene practices and slow the risk of spreading Covid 19.*
* *I have completed covid 19 training*
 |
| Replace high-touch communal items with alternatives. | * *Children use their own mealtime equipment like drink bottle, drinks cups, plates, lunchboxes, and are supervised to avoid sharing.*
* *Resources, toys and high touch areas are regularly cleaned.*
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| **Cleaning** |
| Increase environmental cleaning, ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * *I clean and disinfect the enviroment regularly throughout the day and between each day of care provided.*
* *Areas cleaned include high touch surfaces like tables, benchtops, flooring, equipment and toys.*
* *Toys and objects put in mouth are immediately removed and cleaned and disinfected effectively.*
* *The nappy change area is disinfected after each use.*
 |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * *I have adequate cleaning products available including detergent, disinfectant, and alcohol wipes.*
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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all educators that can work from home, do work from home.**  | * *All care provided is in my approved residence.*
* *No excursions or routine outings are taking place.*
* *Only myself, my immediate family and my care children are permitted in the residence.*
 |
| **Establish a system that ensures educators are not working across multiple settings/work sites.** | * *I am only providing care in my approved residence.*
* *No excursions or routine outings are taking place during stage 4*
 |
| **Establish a system to screen visitors before accessing the workplace. Services cannot require contractors to work when unwell.**  | * *No visitors to the premises are permitted during stage 4 restrictions*
* *I will not provide care if I am unwell*
 |
| **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.** | * *I adhere to distancing requirements with families at drop off and collection times and are the only sole worker on the premises.*
 |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | * *Not required for Family Day Care residence*
 |
| **Modify the alignment of workstations so that employees do not face one another.** | * *Not required for Family Day Care residence*
 |
| **Minimise the build up of families waiting to enter and exit the home.** | * *I encourage families to drop off at different times or wait in car until any other families have left the premises.*
 |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | * *Not required for Family Day Care residence*
 |
| Review delivery protocols to limit contact between delivery drivers and Educator. | * ***Contactless acceptance of deliveries. Deliveries are placed at the front door. I collect after delivery has been dropped off.***
 |
| Review and update drop off and pick up times where possible to ensure temporal as well as physical distancing. | * *I encourage families to drop off at different times or wait in car until other families have left the premises.*
 |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | * *Not required for Family Day Care residence*
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| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** |
| **Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist educators to identify close contacts.**  | * *Children are signed in and out by families on ‘Harmony” which documents the authorised person attending.*
* *All visitors use a sign in book to document their details including name, contact number, address, time of arrival and departure.*
* *Currently with stage 4 restrictions, visitors are prohibited entry.*
 |
| **Provide guidance to Educators on the effective use of the workplace OHS reporting system (where available).** | * *Covid risk assessments are in place and are available.*
* *I have access and information regarding service policies and procedures for OHS reporting.*
* *I read the regular service newsletters to keep me up to date*
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| **Guidance** | **Action to prepare for your response** |
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| **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 FDC home.** | * *I will update this plan as circumstances change.*
* *I am aware of my requirement to keep Bambini up to date of any changes that occur in my FDC home*
 |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | * *I will provide details of families attending the service, visitor records and details of any other close contacts as required.*
 |
| **Prepare to undertake cleaning and disinfection at your FDC premises. Assess whether the home or parts of the home must be closed.** | * *Increased daily cleaning and disinfecting of the FDC premises is currently being undertaken.*
* *The premises would need to be closed for deep cleaning if a case was suspected or confirmed.*
 |
| **Prepare for how you will manage a suspected or confirmed case in an educator or family member during work hours.** | * *If I or a family member living in my FDC residence have symptoms and take a covid test I will self-isolate until I have the result*
* *If I or a family member living in my FDC residence test Positive I will immediately self-isolate until well and return a negative result.*
* *I will work closely with DHHS, DET and Bambini to inform families and close contacts.*
 |
| **Prepare to notify Bambini and site visitors of a confirmed or suspected case.** | * *If I or a family member living in my FDC residence have symptoms and take a covid test I will self-isolate until I have the result*
* *If I or a family member living in my FDC residence test Positive I will immediately self-isolate until well and return a negative result.*
* *I will work closely with DHHS, DET and Bambini to inform families and close contacts.*
 |
| **Prepare to immediately notify Bambini if you have a confirmed COVID-19 case at your workplace.** | * *I am required to notify Bambini of any confirmed positive cases within their service.*
 |
| **Confirm that your FDC can safely re-open and families can return to care.** | * *Confirmation to reopen premises would be in consultation with Bambini Child Care Services and require Service Scheme and DHHS approval.*
 |

Signed:

Name: EDUCATORS NAME

Date:

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.