

Our COVID Safe Plan

Business name:	Mentone Preschool
Site location:	6 Station Street Mentone
Contact person:	Josie Milner
Contact person phone:	
Date prepared:	26/10/2020

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.	<p>Parents/guardians are to drop off children at the door without entering the Preschool, hand sanitiser if provided at front gate with signage. Staff member signs the book and another helps with hand washing.</p> <p>Children are supervised and supported in using appropriate towels.</p> <p>Children's hand towels are washed at the end of every session by staff. Children's hand towels are clearly labelled with names and pictures to support children's in using appropriate towels.</p> <p>Follow cleaning guidance according to the situation of the case. If a child spreads droplet (e.g. by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.</p> <p>Toys such as puzzles are cleaned during the session and additional cleaning is completed after the session by cleaners.</p> <p>Disinfecting doors, chairs, taps, tables, and surfaces.</p> <p>Staff must always wash hands with soap and water or use a hand sanitiser before and after performing routine care.</p> <p>Standard precautions should be adopted when providing first aid, e.g. gloves when dealing with blood or body fluids/substances. Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.</p> <p>Commonly shared equipment is washed during sessions when possible or after each session.</p> <p>Surfaces such and tables and equipment are cleaned during sessions. Additional time is to be allocated to cleaner at the end of each day to disinfect surfaces such as taps, door handles, benches chairs and tables etc.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Staff will ensure windows are slightly open during sessions.</p> <p>A large amount of time is provided for outdoor programs. Indoor and outdoor programs at the same time will also be encouraged when there are large numbers of children at the Preschool at one time.</p>
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	<p>The Preschool has provided staff with reusable masks and disposable masks.</p> <p>Staff will ensure that face masks are worn at pick up and drop off times.</p> <p>Staff will also wear masks during noncontact times, when completing administration tasks with other staff if in office space. Office area will be</p>

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available to staff that do not have their own.	reduced to 2 staff members at any time. During session times with the children staff are permitted to not wear masks but social distancing and hygiene measures will be practised.
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).	Staff have been emailed appropriate practises in utilising and disposing of face masks, gloves, and hand washing practises.
Replace high-touch communal items with alternatives.	Staff will evaluate the cleaning requirements of equipment used by children and how to minimise communal contact as much as is reasonably possible in the Preschool environment. E.g. individual play dough containers will be provided for children instead of sharing or children will be required to wash hands before engaging with play dough. Textas, construction activities, puzzles will be disinfected each session.
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> - Children are supervised and supported in using appropriate towels. - Children's hand towels are washed at the end of every session by staff. - Children's hand towels are clearly labelled with names and pictures to support children's in using appropriate towels. <p>Staff will clean surfaces such and table and equipment during sessions. Additional time is to be allocated to cleaner at the end of each day to disinfect surfaces such as taps, door handles, benches chairs etc</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Purchasing officer will monitor and order cleaning supplies as required.
COVID-19 testing protocols	All staff who display any symptoms of the COVID-19 virus are required to stay away from the Preschool until they have been COVID-19 tested. Staff who have undergone COVID-19 testing must not attend the Preschool until they have a negative result. Attendance to the Preschool will not be allowed until a negative result has been provided.
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	Admin staff are working from home and teachers and educators are working from home when possible. Staff and committee meetings are conducted via Zoom. Interviewing for new staff has also been completed via zoom.
Establish a system that ensures staff members are not working across multiple settings/work sites.	Staff have been replaced by regular relievers who are well known to the Preschool and work in limited work workplaces or solely for Mentone Preschool. A relief teacher from an agency has been employed to regularly replace a teacher who is vulnerable and unable to work. The teacher works in one other preschool in a permanent teaching role. During stage four restrictions specialist will not be allowed to enter the Preschool for individual children. During stage four restrictions only current staff or known relievers will be used if they are not attending other services. If staff cannot be replaced sessions will be cancelled.

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Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Staff will not be allowed to attend work if showing any signs of being unwell or if they have come in contact with anyone who has tested positive to COVID-19.
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.	<p>Staff will wear masks during noncontact times, when completing administration tasks with other staff in office space. Office area will be reduced to 2 staff members at any time.</p> <p>The storeroom will only have 1 person in at a time.</p> <p>During session times with the children staff are permitted to not wear masks but social distancing and hygiene measures will be practised.</p> <p>Parents/guardians are to drop off children at the door without entering the Preschool, hand sanitiser if provided at front gate with signage. Staff member signs the book and another helps with hand washing.</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<p>Signs and communication to families regarding social distancing will be displayed.</p> <p>Drop off and pick ups are staggered to reduce groups gathering in one place. Consider the purchase and use of social distancing spots for drop off and pick up areas.</p>
Minimise the build up of employees waiting to enter and exit the workplace.	Staff usually arrive at different times and are aware of social distancing if they arrive at the same time as parents or other staff members.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Staff meetings have acknowledged these requirements and Department requirements have been passed on to all staff.
Review delivery protocols to limit contact between delivery drivers and staff.	Staff have discussed and displayed signs for procedures for delivery people and visitors who are not to enter the Preschool.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Staff who can work from home will do so and only staff who are required to attend under child to staff ratios will be at the Preschool.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>Staff sign in on arrival and out before leaving the Preschool.</p> <p>Staff sign children in on arrival and out before leaving the Preschool.</p> <p>The limited Visitors (specialist) that attend complete a form on the day they attend and sign in and out.</p> <p>During stage 4 restrictions no visitors other than staff will be allowed to enter the Preschool.</p>

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.	Staff and committee of management will follow department guidelines if an outbreak occurs within the Preschool.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Staff, visitors, and children's attendance are recorded at the Preschool.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	The Preschool will follow DHHS procedures if we receive a positive case, contacting DHHS, the Department of Education and Training and Worksafe Victoria.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p>A committee representative must notify WorkSafe immediately after becoming aware that:</p> <p>an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19), and</p> <p>they have attended the workplace within the relevant infection period.</p> <p>The infectious period begins 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first).</p> <p>Employers must notify WorkSafe immediately after becoming aware that:</p> <p>an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19), and they have attended the workplace within the relevant infection period.</p> <p>The infectious period begins 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first).</p> <p>The Preschool will follow DHHS procedures if we receive a positive case, contacting DHHS, the Department of Education and Training and Worksafe Australia. The Preschool will follow the advice of DHHS regarding closure and close contact tracing.</p>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	If there is a confirmed case within the Preschool a nominated representative of the Committee of Management will contact and inform the staff and families of the Preschool.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p>If there is a confirmed case within the Preschool a nominated representative of the Committee of Management will contact and inform Worksafe Victoria.</p> <ul style="list-style-type: none"> • Report to WorkSafe by calling 13 23 60.
Confirm that your workplace can safely re-open and workers can return to work.	Nominated representative of the Committee of Management will confirm with DHHS requirements for the Preschool to reopen to families and Staff.



Resources

Up to date information and further details can be found at <https://www.coronavirus.vic.gov.au/managing-confirmed-case-coronavirus-covid-19?Redirect=1>

Authorisation

This policy was adopted by the Approved Provider of Mentone Pre-School on 26 October 2020.

Review date: 26/10/2021



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

Signed _____

Name _____

Date _____