

POLICY/PROCEDURE NAME & REVIEW PROCESS	<p>COVID-19 POLICY</p> <p>This policy and procedure have been created to provide our stakeholders with clear guidelines and transparency to our practices.</p> <p>We welcome feedback and input from all our stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	<p>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</p> <p>2.1 Health</p> <p>2.1.1 Wellbeing and comfort.</p> <p>2.1.2 Health practices and procedures.</p> <p>2.1.3 Healthy lifestyle.</p>
NATIONAL LAW AND REGULATIONS	<p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p>
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Risk assessment record
SCOPE OF POLICY	<p>This policy applies to all children, educators, staff, families, management, students, volunteers and visitors at our service.</p>
AIM OF POLICY	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding safe practices and procedures regarding Covid-19 for all stakeholders who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
SERVICE IMPLEMENTATION	<p>Implementation</p> <p>Coronavirus (COVID-19) is a respiratory illness caused by a new virus that appeared in the world on the 11th of March 2020 and was declared a worldwide pandemic. Symptoms range from a mild cough to pneumonia. Some people recover easily, others may get extremely sick very quickly. There is evidence that it spreads from person to person. Good hygiene can prevent infection. This policy will change as required to ensure the protective measures against COVID-19 as advised by our government are implemented by the service. Strict rules and lockdowns are hopefully outdated, and we are now learning to live with Covid-19.</p> <p>Symptoms of Covid- 19</p> <ul style="list-style-type: none"> ▪ Fever. ▪ Coughing. ▪ Sore throat. ▪ Shortness of breath. ▪ Runny nose or congestion ▪ Headache or fatigue ▪ Muscle or joint pains ▪ Nausea or loss of appetite ▪ Diarrhoea or vomiting ▪ Temporary loss of smell or altered sense of taste. <p>Serious symptoms of Covid -19</p> <ul style="list-style-type: none"> ▪ Difficulty breathing. ▪ Blue lips or face. ▪ Pain or pressure in the chest. ▪ Cold and clammy, or pale and mottled, skin. ▪ Fainting or collapsing. ▪ Being confused. ▪ Becoming difficult to wake up. ▪ Little or no urine output. ▪ Coughing up blood. <p>How does it spread:</p> <ul style="list-style-type: none"> ▪ Direct contact such as touching each other. ▪ Indirect contact such as by touching contaminated objects or surfaces. ▪ When people with the virus sneeze, cough or touch surfaces, they may leave infected droplets on these surfaces.

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- Close contact through mouth or nose secretions of infected people. These secretions are released from the mouth or nose of an infected person when they cough, sneeze, speak or sing.

Methods to avoid the spread of Covid-19

- Vaccination.
- Maintain physical distance by staying at least 1.5 metres away from others.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitiser that contains at least 60% alcohol.
- Cover your mouth with a tissue or bent elbow when sneezing or coughing.
- Clean surfaces regularly.
- Wear an optional mask.

Cleaning

Safe Work Australia highly recommends that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances.

Cleaning with detergent and water is usually sufficient for routine cleaning. However, for frequently touched surfaces, disinfection in addition to regular cleaning is recommended.

Once clean, surfaces that are of high volume will be disinfected. Surfaces such as counter tops, iPad for signing children in and out, doorknobs and handles, entry keypads. These surfaces will be cleaned more regularly.

Cleaning is physically removing germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work. Cleaning of regularly touched surfaces should be completed at least daily more frequently for high volume use – example kiosks, door handles light switches, lift buttons, desks, toilets taps. Cleaning is most effective when done with warm water and detergent. Please note using other products for cleaning will not be effective- example water and vinegar.

Disinfecting

Means using chemicals to kill germs on surfaces. It’s important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

In most cases in the service cleaning with a detergent is sufficient HOWEVER in the case of an outbreak or suspicion of Covid-19 it is necessary to CLEAN and the DISINFECT because cleaning alone will not work.

Sanitiser is NOT a disinfectant and therefore should not be used when instructed to disinfect.

- Gloves must be worn by all staff whilst cleaning is conducted.
- When conducting regular cleaning with reusable cleaning cloths etc, once you have completed cleaning it is recommended that these cloths, are washed in the washing machine using the warmest cycle possible. Try not to let them sit for too long before cleaning and avoid shaking them out prior to placing in washing machine. It is essential that the laundry basket also receives a regular clean and if unable to due to its fabric, replace with a plastic one or line with a plastic removable bag.
- Ensure paper towel bins that are used for drying hands are regularly emptied throughout the day and not left overflowing.

Unwell Children

Children who are unwell will be refused entry or sent home if they present with any of the following symptoms.

- Children who are visibly ill or have a temperature.
- Children who have vomiting or diarrhoea. If commences at service will be excluded for 24 hours and if at home will need to be excluded for 24 hours.
- If a child falls ill or has a temperature over 38 degrees throughout the day parents will be contacted to pick up the child, we then ask that they are excluded for 24 hours.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

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- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research and best practice.

The Nominated Supervisor

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research and best practice.
- Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Ensure they are regularly washing hands and encouraging children to do the same. Please refer to the handwashing posters within the service if you are unsure of correct procedure.
- Will have hand sanitisers available for families and visitors to your rooms and keep this topped up and or replaced when empty.
- Complete all cleaning practices thoroughly – don’t cut corners. Ensure that you use gloves and correct cleaning products at all times.
- Ensure that children’s rooms and bathrooms are cleaned regularly. Take into account all areas that children touch, remove toys that have been mouthed or overused, ensure playdough is a single use, clean doorknobs and light switches, taps and sinks regularly.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

Families

- Please do not attend service if you are unwell or have been in contact with covid- 19 OR have Covid 19.

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	<ul style="list-style-type: none"> Please do not send children in unwell or dose them with panadol to mask any symptoms.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Feedback will be considered from stakeholders and educators and may result in a change in policy. Policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. In the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
KEY TERMS	<ul style="list-style-type: none"> Stakeholder - a person or group of people who have an interest in a business a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. Covid-19 -is a contagious disease caused by a virus, the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first known case was identified in Wuhan, China, in December 2019. The disease spread worldwide, leading to the COVID-19 pandemic.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA Australian Government Department of Health www.health.gov.au/health-topics/novel-coronavirus-2019-ncov#what-is-coronavirus-covid19 Code of Ethics Department for Education Non-Employee COVID Vaccination Policy South Australia Education and Care Services National Law Act 2010. Education and Care Services National Regulations. Education.gov.au Fair work Australia Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. Health Direct.gov.au

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- Health NSW.gov.au
- National Quality Standard.
- NSW Department of Education COVID-19 Management of confirmed case in early childhood education and care services NSW Department of Education
- Queensland Department of Education. COVID-19 Confirmed case management process- early childhood education and care services. QLD Department of Education
- Safe Work Australia
- United Convention on the Rights of the Child

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