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| COVIDSafe Plan |
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*Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Windermere FDC COVIDSafe Plan**

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: \_Updated 05/09/22\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **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 the FDC environment and other locations in the home and ensure adequate supplies of hand soap and paper towels are available. | * *High touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared resources and equipment) are cleaned regularly throughout the day.* * *Identify which products are required for thorough cleaning.* * *Monitor supplies of cleaning products and regularly restock.* * *Enhanced personal hygiene for children, parents and family members.* * *Liquid soap and running water, or alcohol-based hand sanitiser is available at the entrance and throughout the FDC environment.* * *Practice good hand hygiene and respiratory hygiene. This means:*   + *Cover your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow.*   + *Dispose of the tissue into a bin and then wash your hands afterwards.*   + *Wash your hands regularly, especially after coughing, sneezing, wiping your nose, using the toilet and before eating.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | * *Educator will make sure that windows and air conditioning are set for optimum air flow at the start of each workday or session of care.* |
| 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. | * *In ECEC services: it is not mandatory for educators to wear a face covering while working with children, but those who wish to do so can.* * *A person who has a medical condition – including problems with their breathing, a serious skin condition on the face, a disability or a mental health condition – is not required to wear a mask or face covering.* |
| 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). | * *Educator has completed the eLearning course in Infection Control Training: COVID-19.* * *Play items and toys, including washable plush toys, wash and launder as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.* |
| Replace high-touch communal items with alternatives. | * *Care is taken to minimise or regularly clean high-touch points.* |

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| **Cleaning** | |
| Increase environmental cleaning and ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * *High-touch surfaces are cleaned and disinfected at least twice daily (e.g. play gyms, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks).* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * *Identify which products are required for thorough cleaning.* * *Monitor supplies of cleaning products and regularly restock.* |

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| **Physical distancing and limiting workplace attendance** | | |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | | * *Educator excludes all unwell parents, children and visitors.* * *Excursions are conducted in line with Victorian and DET COVIDSafe guidelines.* * *Visitor’s Record is used to record any visitors to the service, including date, time in and out, contact details, reason for visiting and signature.* * *Visitors must use hand sanitiser and maintain social distance of at least 1.5m.* |
| **Configure communal work areas and publicly accessible spaces so that:**   * **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.**   **Also consider installing screens or barriers.** | | * *Parents are encouraged to meet Educator at the door, sign in/out children* * So far as is reasonably practicable, we ensure all adults have 4 square metres of space each and maintain a physical distance of 1.5 metres between each adult in all areas of the FDC environment. This includes at the entrance, areas such as kitchens and in play rooms. * *There are not communal work areas and publicly accessible spaces in this work place.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | | * *Not relevant, one Family Day Care Educator per site.* |
| **Modify the alignment of workstations so that workers do not face one another.** | | * *Not relevant, one Family Day Care Educator per site.* |
| **Minimise the build-up of workers waiting to enter and exit the workplace.** | | * *Not relevant, one Family Day Care Educator per site.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | | * *Not relevant, one Family Day Care Educator per site.* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | * *Educator uses contactless delivery methods.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | * *Social distancing of at least 1.5m is practiced between Educator and parents at all times.* |
| 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) | | * *Relevant to FDC environments when allowed to have visitors in line with Victorian State Government and DET’s COVIDSafe guidelines.* |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **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.** | | * *The service has attendance records for children who attend the service and the parent/guardian attending to dropping off or picking up the child is recorded.* * *Each child attending the service has an enrolment form with contact information.* * *Visitor’s Record is used to record any visitors to the service, including date, time in and out, contact details, reason for visiting and signature.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | * *Windermere provides information to Educators on how to meet OHS requirements, including recording information about any incidents and illnesses (Procedure 2.23).* * *Follow Windermere Family Day Care’s Incident Reporting Procedure (7.03), including COVID-19.* |

| **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 workplace.** | * *Windermere will support Educators if there is a need to close the FDC service due to a COVID-19 outbreak, i.e. notification to authorities, communication with families and process for cleaning.* |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | * *Report any COVID-19 cases, including children and adults in contact with the service that:*   + *Have tested positive for COVID-19.*   + *Educators to test using a RAT for the next 5 work days – inform Windermere if test positive.* |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | * *The decision to close will be based on advice from Windermere FDC and relevant authorities.* * *Where a case is confirmed to have been in the FDC environment, cleaning must be undertaken in accordance with DHHS guidance.* |
| **Prepare for how you will manage a suspected or confirmed case in a worker during work hours.** | * *Not relevant - If educators or any of their family members have been tested for COVID-19 they unable to provide care until a negative result has been received. The action below covers notification requirements if there is/has been a confirmed case.* |
| **Prepare to notify workers and site visitors (including close contacts)** | * *Phone and / or email contact with Windermere Coordination Unit, consumers and visitors where there is or has been a confirmed case via phone.* * *Regularly update and manage a list with the contact details and date of attendance of children, families and visitors to the workplace, including delivery and maintenance workers.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | * *Educators must notify Windermere FDC immediately of a confirmed case. If after business hours, use the emergency on call phone number: 0408 591 457.* * *Windermere must immediately notify WorkSafe of a confirmed case by calling the mandatory incident notification hotline and providing formal written notification within 48 hours.* |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge and understand my responsibilities and have implemented this COVIDSafe plan in my FDC environment.