



## Capturing Kids' Minds

*Building Brainpower*

# CORONAVIRUS (COVID-19) MANAGEMENT POLICY

**(Effective from 13 August 2020)**

### Introduction

COVID-19 is a new strain of coronavirus that was originally identified in Wuhan, Hubei Province, China in December 2019. The World Health Organization (WHO), has declared that COVID-19 outbreak as a 'pandemic' - a Public Health Emergency of International Concern (effective 11 March 2020). This is mainly due to the speed and scale of transmission of the virus in countries around the world, including Australia.

COVID-19 is transmitted from someone who is infected with the virus to others in close contact through contaminated droplets spread by coughing or sneezing or by contact with contaminated hands or surfaces. According to Department of Health, the time of exposure to the virus and when symptoms first occur is anywhere from 2-14 days.

Symptoms can range from a mild illness, similar to a cold or flu, to pneumonia. People with COVID-19 may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

The [Australian Government](#) is constantly updating the current status of COVID-19 including health recommendations, travel restrictions, and a vast collection of resources and information to help people make informed decisions.

As this information is changing rapidly, our Service is monitoring health alerts and implementing measures suggested by key health experts to minimise the transmission of COVID-19.

Our Service has a range of comprehensive policies in place to guide best practice in relation to health and safety, dealing with infectious diseases and maintaining a child safe environment. Our duty of care and

responsibilities to children, parents, families and all staff to provide a safe environment is of utmost importance.

The evolving nature of COVID-19 and the unprecedented steps required to protect our community as recommended by the Australian Government, has resulted in the development of a specific policy to assist our Service manage this pandemic.

This policy will change as required to ensure the protective measures against COVID-19 as advised by our Government are implemented by our Service

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
93	Administration of medication
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

**RELATED POLICIES**

Control of Infectious Diseases Policy	Medical Conditions Policy
Family Communication Policy	Nappy Change & Toileting Policy
Hand Washing Policy	Payment of Fees Policy
Health and Safety Policy	Privacy and Confidentiality Policy
Immunisation Policy	Physical Environment Policy
Incident, Illness, Accident & Trauma Policy	Sick Children Policy
Interactions with Children, Families and Staff Policy	Work Health and Safety Policy

**PURPOSE**

Our Service will minimise our staff and children's exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government- Department of Health and local Public Health Units to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive to having COVID-19. Our Service will implement effective hygiene practices as per our existing policies and procedures and increase the frequency of cleaning and disinfecting high touch areas as per SafeWork Australia recommendations.

Our Service will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government, Department of Health and state Ministry of Health about COVID-19 as it becomes available. Recommendations and health measures mandated by the Federal Government Department of Health will be strictly adhered to at all times.

As recommended, our Service has a COVIDSafe Plan in place.

**SCOPE**

This policy applies to children, families, staff, management, and visitors of the Service.

**IMPLEMENTATION**

Our Service is committed to minimise the spread of the COVID-19 virus by implementing recommendations provided by the [Australian Government- Department of Health](#) and Safe Work Australia.

Our Service implements procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Service.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction under the Public Health Act. COVID-19 is a notifiable condition in all states and territories of Australia.

The Public Health Unit may contact the Approved Provider in the event of any child, educator, staff member or visitor who has attended our Service, and has tested positive to COVID-19. Contact tracing will be conducted by the PHU and further advice provided.

National Coronavirus (COVID-19) Health Information Line
<b>1800 020 080</b> Call 131 450 for translating and interpreting service
Health Direct <b>1800 022 222</b>
<a href="#">Public Health Unit- Local state and territory health departments</a>

This policy must be read in conjunction with our other Service policies:

- Sick Children Policy
- Incident, Illness, Accident and Trauma Policy and
- Medical Conditions Policy
- Handwashing Policy
- Health and Safety Policy
- Interactions with Children, Families and staff Policy
- Payment of Fees Policy

## Minimising the transmission of COVID-19

### Risk Management

Our Service has effective and systematic risk management processes in place to identify any possible risks and hazards to our learning environment and practices related to COVID-19. Where possible, we have eliminated or minimised these risks as is reasonably practicable. Control measures are reviewed in consultation with staff members. Due to the constant changes in managing our Service during the pandemic, our approach to risk management is ongoing and fluid.

Effective 15 March 2020, the [Australian Health Protection Principal Committee](#) made recommendations to the general public to help manage the spread of COVID-19. These measures include implementing good hygiene, self-isolation and social distancing.

Amendments to this statement have been updated regularly and include recommendations for risk mitigation measures such as:

- exclusion of unwell staff, children and visitors
- reducing mixing of children by separating cohorts
- enhanced personal hygiene for children, staff and parents
- full adherence to the NHMRC childcare cleaning guidelines and cleaning and disinfecting high touch surfaces at least twice daily, washing and laundering play items and toys
- discouraging excursions to local parks, public playgrounds and
- recommending influenza vaccination for children, staff and parents.

Parents of children with a current Asthma Action Plan are advised to update this if needed in consultation with their child's health care professional. Updated plans should be provided to management for distribution to relevant staff members. (Asthma Australia).

Staff with compromised immune systems are also requested to seek medical advice whilst working in early education and care during the pandemic. The AHPPC reiterates the need to practise physical distancing, practise good cough and hygiene and consider downloading the COVIDSafe app.

[\(AHPPC Statement 6 July 2020\)](#)

### Infection Control Training

Our staff are committed to assist in infection prevention controls and have completed [COVID-19 infection control training](#).

Whilst there is no vaccination for COVID-19, we **strongly** recommend that all staff, children and families receive the seasonal influenza vaccination.

### Hygiene practices

Our Service will ensure [signs and posters](#) remind employees and visitors of the risks of COVID-19 and the measures that are necessary to stop its spread including hand washing and hand rub procedures and information about COVID-19.

[Coronavirus \(COVID-19\)- Help stop the spread- resource for early childhood education and care providers and services](#)

These will also be communicated to families through email, newsletters and social media. Alcohol-based hand sanitiser will be kept out of reach of young children and only available for adults to use. If parents decide to apply this to their child, they must supervise the child to avoid rubbing it into their eyes or a child swallowing the gel/liquid. Our Service will supply disposable tissues and have bins available with plastic liners available in several locations for disposing used items.

Information provided to families may include:

- symptoms of COVID-19
- transmission of the virus
- self-isolation and exclusion
- prevention strategies- including hand hygiene and self-isolation
- contact details for health assistance
- CCS and ACCS information
- Public Health Orders (if required)

**The Approved Provider, Nominated Supervisor, educators, staff, families and visitors will comply with the following:**

#### **Exclusion/ Self-isolation/ Self-quarantine**

Our Service has an obligation to ensure the health and safety of employees, children and visitors in our workplace, so far as reasonably practicable. We may therefore collect information from visitors about their potential exposure to COVID-19 in order to identify, assess and control risks of infection in line with Department of Health guidelines. Information collected will only be viewed by designated staff members **Nominated Supervisor** and will be stored securely. To comply with privacy laws, personal information will only be disclosed on a 'need to know' basis to the Public Health Unit to prevent and manage COVID-19 if required. (ACTU Privacy at work)

- any person visiting our Service- including families 'dropping off' children, must sign the Parent/Visitor Health Declaration confirming that they have not come into *close contact* with anyone with a positive COVID-19 diagnosis in the past 14 days or travelled interstate in the past 14 days.

[Please note: interstate self-isolation only applies to some states and territories. Some people may be exempt from this restriction]

From Wednesday 8 July, the NSW border with Victoria will be temporarily shut. Under the Public Health Order 2020, only people who:

- hold a current entry permit

- are authorised to enter under the order
- are accompanying someone allowed to enter as a dependent or to provide care or support to them

Any NSW resident returning to NSW from Victoria after **Friday 7 August** must arrive in NSW only by flying to Sydney Airport and will then be required to quarantine at a quarantine facility for 14 days.

All of Victoria, New South Wales and the Australian Capital Territory are now COVID 19 hotspots and entry to Queensland is restricted to people who are border zone residents, essential workers and truck drivers. Mandatory quarantine will apply

(source: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/border-restrictions>)

- o effective 28 March 2020, **any person** entering Australia from any destination will be required to undertake 14-day quarantine at designated facilities (Australian Government)
- o

Temperature reading	Required action
Less than 37.5°	Child able to attend service.
Equal to or greater than 37.5° on first reading	The child should be asked to wait in a separate room and have their temperature re-checked in 15 minutes. If the child is wearing outerwear, the educator should suggest the child remove this once they are indoors.
Equal to or greater than 37.5° on second reading	The child should return home with their parent/carer. If their parent/carer is not present, the child will need to be isolated and the parent/carer contacted to collect them from the service as soon as possible. Families should be encouraged to seek the advice of their healthcare professional who can advise on next steps and coronavirus (COVID-19) testing.

Source: Victoria State Government Education and Training

- o any person who has been in close contact with someone who has a positive diagnosis must self-isolate for 14 days (see: [Quarantine for coronavirus \(COVID-19\)](#))
- o household members of a person who has a confirmed case (including children) of COVID-19 must also be isolated from the childcare Service and general public
- o the Public Health Unit will provide further information on a case-by-case basis as to the length and place of isolation. (see: [COVID-19 self-isolation](#))
- o in the event of a staff member, parent, child or visitor being diagnosed with COVID-19 the Public Health Unit will conduct contact tracing and provide further advice to our Service as required
- o any person (employee, enrolled child, parent, caregiver, visitor or contractor) who is displaying symptoms such as: **fever, coughing, sore throat, fatigue and shortness of breath**, should be tested either by visiting a free COVID-19 respiratory clinic or contacting their GP to arrange a test for COVID- 19 and not attend our Service **under any circumstance**

## Implement effective hygiene measures

The national campaign *Help Stop The Spread and Stay Healthy*, launched by the Australian Government has emphasised that effective handwashing is a vital strategy to help reduce the spread of the COVID-19 virus. Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet is recommended.

Our Service will adhere to National Regulation requirements and Government guidelines to ensure all educators, children, families and visitors to the Service implement best practice.

Department of Health units in states/territories may introduce various measures to help slow the spread of coronavirus during the pandemic. For example: effective 11.59pm 22 July, people living and working in **Melbourne and the Mitchell Shire (Victoria)** will be required to wear a face covering whenever they leave their home (including travelling by public transport). Educators and carers working in early childhood are not required to wear a mask whilst educating and caring for children. Staff are required to wear face coverings whilst completing other duties in within the ECEC service.

Our Service will ensure:

- all employees, parents, children and visitors must wash their hands with soap and water or use the alcohol-based hand sanitiser provided upon arrival to the Service
- a workplace attendance register is maintained for all staff, parents, visitors at all times (including contact phone numbers)
- all persons over the age of 12 use a face covering if mandated by the Public Health Unit
- hands must be thoroughly dried using disposal paper and disposed of in the bin provided
- disposable tissues must be used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands must be washed following the use of tissues
- hands must be washed thoroughly using soap and water before and after using the toilet
- cough and sneeze etiquette must be used- cover your cough and sneeze with your hand or elbow
- educators and staff must adhere to our *Handwashing Policy* at all times
- children are supervised when washing hands
- educators and staff must adhere to effective food preparation and food handling procedures
- educators will wash their hands or use alcohol-based sanitiser, before wearing gloves and wash their hands after wearing gloves



- educators and staff must adhere to our *Health and Safety Policy* for cleaning and disinfecting surfaces and equipment (such as toys, puzzles, outdoor toys, bedding, playdough etc) as per *Staying healthy: Preventing infectious diseases in early childhood education and care services* recommendations
- staff will maintain a cleaning register of all surfaces and equipment conducted
- equipment, resources and surfaces including high-touch surfaces- taps, door handles, light switches, nappy change areas, toys, keyboards and laptops/iPads will be cleaned more frequently as required using detergent and water followed by disinfectant
- cleaning contractors hygienically clean the Service to ensure risk of contamination is removed as per [Environmental Cleaning and Disinfection Principles for COVID-19](#) or [Cleaning and disinfecting after a confirmed case of coronavirus \(COVID-19\) factsheet](#)
- washroom facilities for employees have adequate supplies of soap, toilet paper and alcohol-based sanitiser

NOTE: According to the World Health Organisation, COVID-19 may survive on surfaces for a few hours or up to several days. (March 14 2020)

### Social/Physical distancing in childcare

Social or physical distancing is important because COVID-19 is most likely spread from person-to-person through close contact with a person while they are infectious, close contact with a person with a confirmed infection who coughs or sneezes or from touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your nose or mouth. (source: Australian Government Department of Health. Coronavirus disease)

Social or physical distancing in early childhood education and care is not feasible for educators to perform their job, however we will implement measures to minimise the risk of exposure as *reasonably practicable*.

Early Childhood Education and Care services are not subject to restrictions on how many people (adults or children) can be on the premises at one time. Our Service will encourage educators to apply physical distancing measures where possible and not gather in groups or encourage groups of parents to congregate. (SafeWork NSW, AHPPC)

To reduce the spread of COVID-19 parents are reminded of the following:

- if your child is sick, do not send them to our Service
- do not visit our Service if you or another family member is unwell

- sanitise your hands at regular intervals throughout the day
- avoid physical contact with other people who may be sick- such as older people and people with existing health conditions
- clean and disinfect high touch surfaces regularly (door handles, car seats, mobile phone, toys, dummies)
- promote strictest hygiene measures when preparing food at home and at the Service

**To minimise the risk of exposure to COVID-19 our Service will:**

- undertake a risk assessment to identify potential risks and mitigate with consideration risks to children and staff
- revisit the risk assessment whenever new risks or potential risks are identified and adjust our management plan
- restrict the number of visitors to our Service (including students, delivery of goods)
- restrict the number of family members visiting our
  - parents not coming into the Service at all- parents are to call using mobile phone to alert the Service that they have arrived and are ready to collect children
  - Educator signs children in and out of care
- restrict the number of educators using the staff room at any one time
- where possible, outdoor play will be promoted within our Service to provide children with additional personal space
- large groups will be monitored to provide flexible learning to ensure groups are smaller in both the indoor and outdoor environment
- mixing of staff and children between rooms should be avoided where possible
- office staff should, where reasonable practical use separate areas or separate themselves as much as possible from one another
- increase ventilation within the Service
- seat children at opposite ends of a table when playing and eating
- staff should serve children food and avoid children to self-serve from a shared plate
- avoid any situation when children are required to queue- waiting their turn to use bathroom for handwashing or toileting, waiting their turn to use a piece of equipment etc.
- contact parents of children who have chronic medical conditions or immunosuppression as they may be at an increased risk of disease and require additional support/care

- cancel all group outings to public places (excursions to local shops, schools, libraries, aged care facilities)
- cancel large group celebrations
- discourage use of public transport by staff if possible and recommend that staff:
  - travel directly from home to work (avoid stopping at shops or petrol station)
  - wash hands with soap and water for at least 20 seconds or sanitise hands with alcohol-based sanitiser before and after travelling to work
  - if using public transport, maintain physical distancing measures during any trip
  - request staff to wear face coverings whilst travelling on public transport

### Suspected cases of COVID-19 at our Service

As per our *Sick Child Policy* we reserve the right to refuse a child into care if they:

- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature/fever, or vomiting in the last 24 hours
- have had diarrhoea in the last 48 hours
- have been given medication for a temperature prior to arriving at the Service
- have started a course of anti-biotics in the last 24 hours or
- if we have reasonable grounds to believe that a child has a contagious or infectious disease (this includes COVID-19)

If a child becomes ill whilst at the Service, educators/staff will respond to their individual symptoms of illness and provide comfort and care. The child will be cared for in an area that is separated from other children in the service to await pick up from their parent/carer.

Educators will take the child's temperature. If the temperature is above 37.5°C parents will be contacted immediately and required to collect their child within 30 minutes. If they are unable to collect their child, an emergency contact person/authorised nominee will be contacted, and they must collect your child within 30 minutes. [ NSW Health recommends anyone with a temperature above 37.5°C should be tested for COVID-19 June 2020]

**Coronavirus Disease 2019 (COVID-19)** CDNA National Guidelines for Public Health Units  
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

Educators will attempt to lower the child's temperature by:

- removing excessive clothing (shoes, socks, jumpers)
- encourage the child to take small sips of water

- move the child to a quiet area where they can rest whilst being supervised

Educators will wear disposable gloves and a face mask to avoid possible contamination. All items/resources touched by the child will be cleaned and disinfected to avoid possible cross contamination.

Educators will keep accurate records of the child's temperature, time taken, time parent/s were contacted, staff member's name and time of collection.

All information will be recorded in our *Incident, Illness, Accident and Trauma* Record. Parents will be required to sign this record upon collection of their child.

Parents are reminded to ensure their contact details are current and emergency contact details are updated if required.

Our Service also reserves the right to prevent employees, parents, family members or visitors to enter our premises if the Approved Provider or Nominated Supervisor suspects instances of COVID-19 due to symptoms being displayed.

### **Notification**

The Approved Provider or Nominated Supervisor is mandated by law to notify the Public Health Unit or [Health Information hotline](#) on 1800 020 080 of any confirmed case of COVID-19. In addition, the Approved Provider must also notify the [Regulatory Authority](#) in their state or territory within 24 hours.

Management reserves the right to request employees to self-isolate if they suspect they have come into contact with someone who has a confirmed COVID-19 infection.

At all times, privacy laws must be adhered to and information about individuals must not be shared without permission.

### **Talking to children about COVID-19**

As per our *Interactions with Children, Families and Staff Policy*, our Service is committed to maintaining positive interactions and relationships with children and their families. Information provided to children about COVID-19 will be age appropriate and sensitive to their emotional wellbeing. Educators will both acknowledge children's concerns and be open to discussions about COVID-19.

Educators will inform children about the virus and emphasise preventative measures such as handwashing, use of tissues, cough and sneeze techniques and limiting touching other children's faces.

Posters to demonstrate correct handwashing methods will be referred to and educators will model techniques.

Children's emotional well-being will be closely monitored by all educators and staff and any concerns communicated with parents and families. Children's questions will be respected and supported.

Staff will be supported in professional learning to help children deal with trauma related to COVID-19 through resources, webinars and online modules. (Emerging Minds, beYou)

In the event of the Service being closed as a precaution to limit the spread of the virus, information will be provided to parents/families to help explain the situation to young children.

### Payment of Fees

Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS) will recommence on **Monday 13 July 2020** following the end of the ECEC relief package funding. Under Family Assistance Law, parents who receive CCS are required to make a co-contribution to their childcare fees (Gap Fee). Fees are not to be increased, service offerings amended, or new administrative fees added. (until 28 September 2020).

As per our Payment of Fees Policy, fees are payable in advance of your child's attendance.

From 13 July 2020 until 4 October 2020, changes to the activity test have been made to assist families who can no longer engage in the same hours of work, training, study or other activity prior to the COVID-19 crisis. Families may meet the requirements to access 100 hours of subsidised childcare per fortnight for up to 12 weeks. Families will need to update their activity levels through [myGov](#).

Children must continue to meet immunisation requirements.

CCS hourly rate caps will be adjusted from 13 July 2020. see: [Child Care Subsidy rates](#)

### Families receiving Additional Child Care Subsidy

If a family's current ACCS determination continues past the end of the above package period, they will return to ACCS entitlement. If, however this determination expires during the period, our service will need to apply for determination to ensure ACCS continues to flow when the system return to normal ie: Child Care Subsidy from 13 July 2020.

Families may be eligible for [Additional Child Care Subsidy](#) due to temporary financial hardship.

Applications can be made via [myGov](#).

### Children considered at risk

Where a child is enrolled and is considered 'at risk' of serious abuse or neglect, our Service will refer the child or family to the appropriate support agency in order to comply with the legislative requirements.

### Allowable Absences from childcare

Effective 1 July 2020, 42 initial absence days will come into effect for the 2020/21 financial year.

The Approved Provider is obliged to recover gap fees for absence days once CCS recommences from 13 July 2020 unless the service is forced to close on public health advice as a result of COVID-19 (until 31 December 2020).

**Allowable Absences Provisions** will also take effect on 13 July 2020. This allows families to receive CCS for absences up to seven (7) days before a child's first physical attendance at a service and seven (7) days after a child's last physical appearance where they have been booked in for care for a set of predetermined reasons. Further information can be found at: [additional absence reasons](#)

**Session reports** to the Child Care Subsidy System will recommence from 13 July 2020.

### Return to Stage 3 or Higher 'Stay at Home' restrictions 13 July until 31 December 2020

Should our service be located in an area of Stage 3 or higher 'stay at home' restrictions, we will remain open to provide education and care to children. During this period of restrictions, gap fees **will** be waived, and an absence recorded. If we are directed to close by the Public Health Office, families will be notified immediately. (see below)

### What happens if our Service is forced to close?

The decision to close our Service will be made, and advised, by relevant state and territory governments PHU or the Regulatory Authority. This may be due to a confirmed case of COVID-19 in our Service community.

Should this occur, all families will be notified immediately via email and/or phone.

The Approved Provider must notify the [Regulatory Authority](#) within 24 hours of any closure via the [NQA IT System](#) the Regulatory Authority for Work Health and Safety in their state/territory (Safe Work Australia) **and** the Department of Education, Skills and Employment (DESE) in their state or territory. In addition, Services that need to temporarily close for COVID-19 related reasons must now also report closures (and re-openings) via your third party software or the [Provider Entry Point \(PEP\)](#).

New South Wales and Australian Capital Territory: [CCSAssessments-NSWACT@dese.gov.au](mailto:CCSAssessments-NSWACT@dese.gov.au)

Victoria: [CCSAssessments-VIC@dese.gov.au](mailto:CCSAssessments-VIC@dese.gov.au)

Queensland: [CCSAssessments-QLD@dese.gov.au](mailto:CCSAssessments-QLD@dese.gov.au)

Western Australia: [CCSAssessments-WA@dese.gov.au](mailto:CCSAssessments-WA@dese.gov.au)

South Australia: [ChildcareSA@dese.gov.au](mailto:ChildcareSA@dese.gov.au)

Tasmania: [ChildcareTasmania@dese.gov.au](mailto:ChildcareTasmania@dese.gov.au)

Northern Territory: [ChildcareNT@dese.gov.au](mailto:ChildcareNT@dese.gov.au)

Our Service will receive a 'deep clean' to ensure all areas are cleaned and disinfected.

We will continue to keep families informed as to when we are expected to re-open as advised by the Public Health Unit.

If our Service is forced to close on public health advice as a result of COVID-19, out of pocket fees **will** be waived for the period 30 June until 31 December 2020.

From 13 July 2020, should our Service be directed to shut down due to COVID-19, or a fire, flood or other local emergency, our standard local emergency procedures will be followed. Activating a **period of local emergency** will allow families access to additional absences if the initial 42 absence days per child per financial year have been used. Additional absences days claimed due to COVID-19 related reasons, do not require a medical certificate (until 31 December 2020).

### Staff entitlements if sick or suspected to have COVID-19

Under workplace health and safety laws, our Service must ensure the health and safety of all employees.

#### Confirmed COVID-19

If an educator or staff member is confirmed to have COVID-19, they are unable to attend the workplace and cannot return to work until they have completed a period of self-isolation of at least 14 days.

Employees must make a declaration that they are *fit for work* and have no symptoms of COVID-19 for the past 72 hours (3 days). A doctor's certificate or clearance is not required.

Full and part-time employees who cannot attend work due to illness can take paid sick leave.

As per our privacy obligations under the *Privacy Act*, the identity of a person with a confirmed case of COVID-19 will only be shared with Public Health and/or on a strictly 'need to know' basis. Access to personal or medical information can only be shared with the consent of the employee.

#### Caring for a family member or emergency

If an employee cannot attend work due to caring for a family member due to COVID-19, they are entitled to take paid carer's leave. Casual employees are eligible to have 2 days unpaid carer's leave per occasion.

See **Fair Work Act** for entitlements for casual, part time and full-time employees. Reasonable evidence is required to justify the absence.

### Self-isolation due to travel or returning from interstate where borders are closed

As per Australian Government's new measures for COVID-19 effective 28 March 2020, any person returning from overseas will be mandated to isolate in a designated facility. The employee **is not entitled** to be paid (unless they use paid leave entitlements- annual leave.) Employees are not entitled to use personal sick leave as they are not 'sick'. Employers may choose to adopt an option to satisfy both parties. (See: [Australian Business Lawyers and Advisors](#) for further information)

Similarly, any person required to self-isolate due to travel restrictions within Australia are not entitled to be paid. Employees can access up to 2 weeks of unpaid pandemic leave if they can't work. (until 30 September 2020) see below.

### Self-Isolation Unpaid Pandemic Leave

Effective 8 April 2020, employees who are required to self-isolate by government or medical authorities or acting on advice of a medical practitioner may access unpaid [pandemic leave](#). (effective 8 April to 30 September-2020). Pandemic leave needs to start before 31 July 2020 but can finish after this date. The agreement has to be in writing and the employer needs to keep it as a record.

This leave provides employees with:

- 2 weeks of unpaid pandemic leave
- the ability to take twice as much annual leave at half their normal pay if their employer agrees.

### Self-Isolation directed by Service

Where an employee is directed by the Approved Provider to stay home and self-isolate as they have shown symptoms of a flu-like illness, and the employee is not sick and able to work, **our Service will continue** to pay the employee as per their contract. The employee will be requested to complete work from home negotiated with the Approved Provider.

### Self-isolation as a precaution

If an employee wants to stay home as a precaution of contracting COVID-19 they **may negotiate** to take unpaid leave, annual leave or long service leave with Management



### Transition Payment

All approved early childhood education and care services can receive a Transition Payment, calculated up to 25 per cent of the revenues in the reference period or to the existing hourly rate cap, whichever is lower. This payment will be paid weekly from 13 July until 27 September 2020 (with the last two payments in the period brought forward).

The **Transition Payment** will be paid as a grant under the Community Child Care Fund. For more information see: [Grant Agreement Template](#) with terms and conditions and [Transition Payment Guidelines](#). In order to receive the Transition Payment, services must maintain employment of their team of staff and not increase fees (includes: educators, centre directors and managers, administration staff, cooks and cleaners).

### Waivers

In the event of staff members requiring to self-isolate due to possible infection of COVID-19, the Approved Provider will apply to the Regulatory Authority for waivers for qualifications and/or ratios to minimise disruptions to our provision of care. (Payment for waivers must be paid, however will be reimbursed by the regulatory authority)

### Communicating with families

Our Service will establish continue regular communication channels with families and share information about COVID-19 as required.

Due to the fluid nature of COVID-19 and the necessity of self-isolation for some staff members, our Service will endeavour to inform parents and families of any staff changes on a daily basis.

Staff who have approved leave will be replaced with casual staff and families will be informed as per our usual practices to ensure continuity of care where possible.

As restrictions continue to be lifted across all states and territories, our risk mitigation measures **may** also be eased. Any changes to our current organisational plans will be communicated clearly with families.

### Caring for our community

We understand that the outbreak of COVID-19 and the constant amount of information received through the media may be very stressful to young children and parents. The anxiety about this virus may be overwhelming and cause fear and anxiety to some people, especially children.

Our Service is committed to continue to provide quality education and care to all children and support families responsibly during this unprecedented challenge with the COVID-19 outbreak.

Knowing how to look after yourself, and others is very important during this crisis.

We will promote a safe and supportive environment by:

- reassuring children they are safe
- acknowledging and listening to children's questions
- promoting and implementing hygiene routines for handwashing and cough and sneezing
- keeping regular and familiar routines within our Service
- ensuring children eat well throughout the day
- engaging children in play, games and other physical activities
- being alert to children's level of anxiety and provide quiet and relaxing activities
- ensuring children are provided with rest and sleep when needed
- providing information to families and support services as required

**Dr Michelle Dickinson**- Video for kids about COVID-19

<https://youtu.be/OPsY-jLqaXM>

**Emerging Minds**- Talking to Children about Natural Disasters, Traumatic Events or Worries About the Future

<https://emergingminds.com.au/resources/supporting-children-during-the-coronavirus-covid-19-outbreak/>

**Play School**- Hello Friends! (A COVID-19 Special)

<https://www.abc.net.au/abckids/shows/play-school/covid-19/12114308>

**UNICEF**- [How to talk to your child about COVID-19](#)

In Home Care Support Agency resources – [Talking to children about COVID-19](#)

Asthma Australia- [What does Coronavirus \(COVID-19\) mean for people with Asthma](#)

## Disclaimer

The information contained in this 'draft' policy is based on current information from the Australian Government Department of Education, Skills and Employment, Australian Government Department of Health, Australian Government- The Treasury, Family Assistance Law and Fairwork Ombudsmen (13 August 2020)

Services are requested to check with the ATO and their financial advisors or accountants for more detailed information and advice regarding [JobKeeper and Transition Payment](#).

More information and resources

[Child Care Centre Desktop- COVID-19 Support Module and Resources-available on our home page](#)

[Australian Business Lawyers & Advisors](#)

[Australian Government Department of Education Skills and Employment- Coronavirus \(COV-19\) information sheet regarding periods of local emergency and absences for child care providers and services](#)

[Australian Government Department of Education Skills and Employment Coronavirus \(COVID-19\) information for early childhood education and care providers and services from 6 April 2020](#)

[Australian Government Department of Health Australian Health Protection Principal Committee \(AHPPC\) Children in early childhood and learning centres](#)

[Australian Government Department of Health Australian Health Protection Principal Committee \(AHPPC\) Recommendations for managing of health risk as COVID-19 measures lift](#)

[Beyond Blue Coronavirius \(COVID-19\) Supporting educators, children and young people](#)

CCS Helpdesk 1300 667 276

[Coronavirus \(COVID-19\) frequently asked questions](#)

[Coronavirus \(COVID-19\) resources Australian Government](#)

[COVID-19 Infection control training](#)

[Emerging Minds Community Trauma Toolkit](#)

[Fairwork Australia- Coronavirus and Australian workplace laws](#)

[Healthdirect Coronavirus hub](#)

[Home Isolation Information](#)

[Information for people with a suspected case](#)

[Information for employers](#)

[Information on Social distancing](#)

[Local state and territory health departments](#)

[Raising Children](#)

[Safe Work Australia](#)

[Victoria State Government Coronavirus \(COVID-19\) advice for early childhood services](#)

[Victoria Department of Education and Training Health and safety advice for early childhood education and care services in the context of coronavirus \(COVID-19\)](#)

[Victoria Department of Education and Training Coronavirus: Early Childhood Education and Care Services Initial Closure Communications Communication Pack](#)

NSW Health. COVID-19 symptoms and testing. (reference re: fever and temperature)

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/posters-and-print.aspx#symptoms>

## State and Territory specific information

[ACT Health- Latest information about COVID-19](#)

[NSW Health alert COVID 19](#)

[Northern Territory Government Department of Health](#)

[Queensland Health – Novel coronavirus \(COVID-19\)](#)

[SA Health – Coronavirus disease 2019 \(COVID-19\)](#)

[Tasmanian Government Department of Health – Coronavirus](#)

[Victorian Government Department of Health and Human Services – Coronavirus disease \(COVID-19\)](#)

[Western Australian Government Department of Health – Coronavirus \(COVID-19\)](#)

## Source

Australian Council of trade unions Coronavirus (COVID-19) Privacy at work <https://www.actu.org.au/coronavirus>

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Health *Health Topics* [Health Topics Coronavirus COVID-19](#)

Australian Government Department of Health Coronavirus (COVID-19) advice for travellers

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Australian Government Fair Work Ombudsman *Coronavirus and Australian workplace laws* (updated 13 March

2020) <https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

Australian Government Department of Education, Skills and Employment

Australian Government The Treasury [JobKeeper payment](#)

Australian Government Department of Health

Fair Work Ombudsman Coronavirus and Australian workplace laws (2020)

<https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

(2017).

Guide to the National Quality Standard. (2020)

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

*Public Health Act 2010*

*Public Health Amendment Act 2017*

Public Health and Wellbeing Regulations 2019 Victoria

The Australian Parenting website Raisingchildren <https://raisingchildren.net.au/guides/a-z-health-reference/coronavirus-and-children-in-australia>

Revised National Quality Standard. (2018).

Safe Work Australia (2020)

## REVIEW

POLICY REVIEWED	AUGUST 2020	NEXT REVIEW DATE	As required
UPDATED 13 AUGUST	<ul style="list-style-type: none"> <li>Recommendation of COVIDSafe Plan added</li> <li>Workplace attendance register</li> <li>Border restrictions for Queensland services, NSW services</li> </ul>		
UPDATED 26 JULY	<ul style="list-style-type: none"> <li>Definition of a fever as per Coronavirus Disease -CDNA National Guidelines for Public Health Units</li> <li>Posters for NSW</li> </ul>		
UPDATED 21 JULY	<ul style="list-style-type: none"> <li>Information about JobKeeper deleted</li> <li>email addresses for DESE for each state/territory added</li> <li>Introduction of Victorian health orders to wear face covering in Melbourne CBD and Mitchell Shire</li> <li>Temperature checks- information and posters from Department Education and Training Victoria</li> <li>communication pack for families added in case of forced closure (Department of Education and Training Victoria)</li> </ul>		
UPDATED 10 July	<ul style="list-style-type: none"> <li>updates re: border closures NSW/VIC and self-isolation requirements</li> <li>waive of gap fees during forced closure or during Stage 3 or higher 'stay at home' restrictions</li> <li>updates regarding service closures due to COVID-19 re: local emergency procedures</li> <li>extension to pandemic leave</li> <li>links to posters from DESE</li> </ul>		
UPDATED 17 June	<ul style="list-style-type: none"> <li>Updates to AHPPC health recommendations</li> <li>amendments to Payment of Fees</li> <li>reintroduction of CCS and ACCS from July 13 2020</li> <li>changes to Activity Test for families</li> <li>changes to absences updated</li> <li>cessation of JobKeeper and introduction of Transition Payment for services</li> </ul>		
UPDATED 15 May	<ul style="list-style-type: none"> <li>Slight amendments to physical distancing requirements as per AHPPC guidelines</li> <li>Updated health plan reminders</li> <li>deletion of resources no longer available/or moved</li> <li>clarification of resources covered in 'no fee' from parents</li> <li>sick child additional information</li> </ul>		
UPDATED 04 May	<ul style="list-style-type: none"> <li>Added a section at the top of page 5 relating to privacy laws</li> <li>Updates from the April 30 review remain highlighted – see below</li> </ul>		
UPDATED 30 April	<ul style="list-style-type: none"> <li>Risk assessment and risk management plan information updated</li> <li>Consideration included for children with chronic medical conditions or immunosuppression</li> <li>Updated recommendations from Australian Health Protection Principles Committee</li> <li>Additional information related to Exceptional Circumstances Supplementary Payment</li> <li>additional resources for supporting families and educators</li> </ul>		

UPDATED 16 April	<ul style="list-style-type: none"> <li>• Additional information for JobKeeper- nomination acceptance form</li> <li>• Fair Work Australia laws- direction to perform different duties</li> <li>• Self-isolation and Pandemic leave</li> <li>• Additional information regarding children 'at risk' notification</li> <li>• Additional resources added as highlighted</li> </ul>
UPDATED 5 April	<ul style="list-style-type: none"> <li>• Major changes to Payment of fees related to CCS and ACCS</li> <li>• introduction of Early Childhood Education and Care Relief Package payments (effective 6 April)</li> <li>• introduction of JobKeeper Payments</li> <li>• removal of 'stand down' information</li> <li>• addition of Safe Work Australia suggestions</li> <li>• amendment to return to work requirements for positive COVID-19 employees requiring a medical certificate</li> <li>• additional information about staff travel to and from work</li> </ul>
UPDATED 28 March	<ul style="list-style-type: none"> <li>• changes to reflect changes in periods of local emergency and absences</li> <li>• new isolation restrictions for people travelling interstate</li> <li>• small edits to leave entitlements for staff</li> <li>• Fair Work information added- employee entitlements, stand down</li> </ul>
UPDATED 24 March	<ul style="list-style-type: none"> <li>• updated effective 24 March 2020</li> <li>• changes due to Ministerial update re: increase in absences for children to receive CCS payments and CCS payments if services are forced to close</li> <li>• new information for CCCF funding for COVID-19</li> <li>• modification to staff requested to be isolated from Service due to flu-like symptoms</li> <li>• modifications of entitlements relating to sick pay if employees are forced to be self-isolated</li> <li>• additional resources for state/territory specific information</li> </ul>
16 March 2020	<ul style="list-style-type: none"> <li>• original policy drafted</li> </ul>