**COVID-19**

**PANDEMIC MANAGEMENT**

**Policy Statement**

**(version 1.3, as at 18th August 2020)**

At Abbotsford Community Centre (ACC), we are constantly monitoring updated advice and alerts to understand our position and potential risk and ensure up to date protocols and practices are implemented to maintain the safety of our children and staff.

In the event of a forced closure as required by the NSW Department of Education, and/or State/Federal Governments, due to events out of our control as a consequence of the current Covid-19 novel coronavirus pandemic, Abbotsford Community Centre will NOT charge families any fees for the period of closure.

In accordance with recommendations from the Department of Education, we at Abbotsford Community Centre (ACC) insist that:

* Any student, parent or staff member who has been overseas or in Victoria, is excluded from Abbotsford Community Centre services for a period of 14 days from the date of their return to Australia or New South Wales. Proof of a negative SARS-CoV-2 test result is required before being allowed to return to the Centre.
* Any confirmed case of COVID-19 will be excluded until they are medically cleared to return i.e. are able to provide proof of a negative SARS-CoV-2 test result.
* Close contacts of a confirmed case of COVID-19 will be excluded for a period of 14 days from the date of their last contact with the confirmed case. The NSW Department of Health has processes in place to identify any close contacts of cases confirmed in Australia. A close contact is a person who has spent significant time, either face-to-face (15 min), or in an enclosed space (two hours or more), with someone who has tested positive for COVID-19. Proof of a negative SARS-CoV-2 test result is required before being allowed to return to ACC.
* Check the <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/cho-advice-education.aspx> link and follow the recommended actions if you have been in a location where there have been confirmed cases of COVID-19. We ask that families and staff follow the relevant health advice if you have been in any of the locations at the specified dates and times.
* Any student, parent or staff member is not to attend ACC if they are unwell, even if they have the mildest flu-like symptoms. ACC will make arrangements for children who present as unwell or have flu-like symptoms to be sent home. Symptoms inclu​de fever (temperature greater than 37.5oC), cough, sore/ scratchy throat, shortness of breath, loss of taste or smell. Proof of a negative SARS-CoV-2 test result must be provided before being allowed to return to Abbotsford Community Centre.

Any child, parent or staff member that has required testing for SARS-CoV-2 infection will not be able to return to Abbotsford Community Centre until a negative test result is confirmed. This is intended to ensure a safe and hygienic environment that will promote the health and wellbeing of the children (‘My Time Our Place” outcome 3). We will take exhaustive steps to prevent and manage the potential spread of COVID-19 virus infection.

**PROCEDURES**

1. **Vacation Care**

The safety of our staff and children is the highest priority at Abbotsford Community Centre. The centre will not be programming excursions outside of our local area, that being within a 5km radius of our service. Local excursions will be assessed on a case-by-case basis according to the risk associated with the destination of any excursion. While on excursion, educators will continue to enforce stringent infection control procedures including regular hand cleaning with hand sanitiser and maintaining physical distancing between staff and staff.

Abbotsford Community Centre will ask external providers to provide their completed Covid-19 infection control training with the Department of Health.

**(b) Attendance Post Travel**

For families and staff who have recently travelled overseas or to Victoria, Abbotsford Community Centre is following the protocols established by the NSW Department of Health for their return to Abbotsford Community Centre.

Current advice from the NSW Department of Health for families and affected staff recommends that:

* Any student, parent or staff member who has been overseas or in Victoria is excluded from Abbotsford Community Centre for 14 days from the date of their arrival in Australia or New South Wales.
* Any confirmed case of COVID-19 will be excluded until they are medically cleared to return.
* Close contacts of a confirmed case of COVID-19 will be excluded for 14 days since the date of their last contact with the confirmed case.
* For all above mentioned occurrences, proof of a negative SARS-CoV-2 test result is required before access to Abbotsford Community Centre will be allowed.

**(c) Forced Closure of Abbotsford Community Centre Due to COVID-19 Outbreak**

In the event of a child, parent or staff member testing positive for the SARS-CoV-2 virus:

1. Families will be notified immediately, via e-mail or phone.
2. Families will be asked to collect their children from the Centre.
3. The children will not be notified by educators but will carry on with their daily activities until they are collected from the Centre.
4. The premises will be professionally cleaned and sanitised before children, parents and staff are allowed to return.
5. Abbotsford Community Centre will NOT charge families from the first full day of closure until the first full day of re-opening.

**(d) Practising Good Hygiene**

We at Abbotsford Community Centre follow procedures outlined in our infectious disease policy. As outlined by the NSW Department of Health, we encourage children and staff to:

* Clean your hands with soap or an alcohol-based hand rub for at least 20 seconds.
* Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow. Immediately discard the tissue and clean your hands as described above.
* Maintain a minimum physical distance of 1.5m between staff/staff
* Avoid contact with anyone with cold or flu-like symptoms.
* Avoid sharing drinks or food.
* Fill water bottles from our water cooler in the back room rather than using the bubbler directly.

As part of our daily routine Abbotsford Community Centre will

* Disinfect sports equipment used in the morning and afternoon session after use.
* Disinfect all books that have been used in the morning and afternoon session after use.
* Disinfect all toys that have been used in the morning and afternoon session after use.
* Disinfect all high use surfaces before and after each morning and afternoon session. This includes, chairs, lounges, light switches, taps, i-pads, phones etc.
* Record all staff and children’s temperatures on arrival to the service at each morning and afternoon session.
* Will follow physical distancing guidelines between staff/staff..
* Will provide face masks to those who request or require them.
* Will carry out committee meetings online

**Please be aware that the implications the status of the Covid-19 pandemic has on the services provided by Abbotsford Community Centre may be subject to change on a daily basis, depending on the relevant State and/or Federal Government Department advice provided. Thus, in the event of any such changes, all families will be notified as soon as possible by email correspondence.**

Resources & References:

# Minimising Risk of COVID-19 Transmission in NSW School Communities

# <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/cho-advice-education.aspx>

**COVID-19 Self Isolation Guidelines and Information**

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/hubei-contacts-and-travellers.aspx>

# Public Health Advice for People Travelling from Victoria

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/interstate-travel.aspx>

**COVID-19 Clinics**

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx>

**Latest COVID – 19 Updates NSW**

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/latest-updates.aspx#stats>

# COVID-19 Frequently Asked Questions

<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>

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| **Education and Care Services National Regulations** | **National Quality Standard** | **Other Service policies/documentation** | **Other** |
| r85, 86, 87, 88 | Standard 2.1 | * Parent Handbook * Staff Handbook * Enrolment and Orientation Policy * Providing a Child Safe Environment Policy * Incident, Injury, Illness and Trauma Policy | * Disability Discrimination Act 1975 * NSW Anti-discrimination Act 1977 * Work Health and Safety Act 2011 * Staying Healthy in Child Care (5thEdition) * NSW Dept. of Health guidelines * Information Pamphlet and Management Guidelines ‘Scratching For Answers’.1 |

**ENDORSEMENT BY THE SERVICE:**

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| **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date for Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |