

# COVIDSafePlan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

## Our COVIDSafe Plan

Business name: Epping North Pre-school  
 Site location: 378 Findon Road, Epping, 3076  
 Contact person: Kristin Dadd  
 Contact person phone: 9408 8000  
 Date prepared: 28/10/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
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.	<i>Hand Sanitiser and liquid soap is available at entry to pre-school, bathrooms, kitchen and playroom. Individual hand towels are readily available and changed daily.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Doors and windows are open whenever possible.</i>
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.	<i>Every staff members has been supplied with two cloth masks and disposable masks are always available. Masks must be worn when not teaching and when interacting with parents or the general public.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p><i>All educators have an introduction to Covid expectations when any changes occur, or when new educators are introduced to our service.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>All high touch communal items are sanitised as part of our daily cleaning practice.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Cleaning duties have been expanded to include more thorough cleaning of surfaces such as door handles, phones and bench tops. Educators will spot clean as needed.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Cleaning supplies are readily available.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>All educators are given duties to perform from home when this is possible. Zoom meetings are conducted to avoid close contact when available.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Educators are allocated jobs to ensure they are distanced apart as much as possible.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>The front entry to the pre-school is closed so that access is only available to educators and families linked to the program. All adults entering the building must use a QR code or register their details for contact purposes. Only adults who are double vaccinated are permitted to enter Epping North Pre-school. All non-teaching adults are required to wear face masks. All families and educators are to stay at home if they are unwell or have other family members unwell. Covid tests must be taken and isolation rules applied.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<p><i>Workers are available to work in separate rooms or sites. The front entry to the activity centre is locked and children are entered gradually at arrival and pick up times.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Our building is a council site and the council is responsible for this. They have provided a floor sticker.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>Educators are to work separately at times when they are not teaching, or work from home.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p><i>All educators arrive and enter, and depart separately.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>All educators have been trained, and are regularly updated as changes alter regarding distancing from both other educators and parents.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Deliveries are restricted to the front of the activity centre and masks are worn when interacting with delivery persons.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Work rosters are designed to ensure that educators are able to work apart as often as possible. The same few relief educators are employed so that there are less people crossing paths.</i></p>
<p>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 <a href="#">‘four square metre’ rule</a>.</p>	<p><i>The activity centre is closed to the general public. When open posters display the rules related to wearing masks, distancing, QR codes and hygiene practices.</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>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.</p>	<p><i>A QR code system is available for all users of the activity centre. Educators timesheets cover their attendance. A sign-in book is available for visitors who do not have access to a mobile device.</i></p>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>All educators must report to the Director, Kristin Dadd if they have any concerns about their own health, their family members, or other users of our centre.</i>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>Contact numbers are near our telephone to contact for advice in the case of any Covid exposure. We would follow advice from the Health and Education Departments.</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>All educators, families and visitors use the QR code or sign in book so that they can be notified in the case of exposure or contracting Covid. All positive cases are to be reported asap.</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>Department of Education and the Health Department would guide us .</i>
Prepare for how you will manage a suspected or confirmed case in any worker during work hours.	<i>In the event of a worker suspecting that they have Covid they must be tested and have a negative result before they can return to work. If this happens during work hours they would be sent home as soon as this could be arranged.</i>
Prepare to notify workers and site visitors(including close contacts)	<i>In the case of a positive result all workers and site visitors would be notified immediately via our telephone contacts. We would follows instructions from the Health and Education Departments.</i>
Prepare to immediately notify Work Safe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Work Safe would be notified immediately-the number is next to our phones.</i>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p><i>All Educators, workers and users of the centre would be notified following guidelines from DHHS.</i></p>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_