



COVID-19 SAFE PLAN

Continuity management phase of the COVID-19 pandemic

TINY TIGER ELC WILL CONTINUE TO WORK TOGETHER WITH STAFF TO ADAPT AND PROMOTE COVID-19 SAFETY PRACTICES, CONSISTENT WITH ADVICE FROM HEALTH AUTHORITIES TO ENSURE A COVID-SAFE WORKPLACE WITH EXEMPLARY HYGIENE MEASURES TO ENSURE THE HEALTH AND SAFETY OF ALL CHILDREN, FAMILIES AND STAFF.



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RISK ASSESSMENT



We have undertaken a thorough risk assessment in consultation with Staff and identified possible risks and hazards to our learning environment and practices.

Where possible, we have eliminated or minimised all risks as is reasonably practicable. We will continue to review control measures and address those risks. We have kept all staff and families informed on the changing risks at our workplace and the control measures being implemented to minimise these risks.

We have identified children and adults with compromised immunity or complex health care needs. We have Identified and established a suitable area for children who are displaying symptoms of cold and flu to await pick up by parents/guardians.

STAFF PRE-SCREENING

- Staff have completed a health declaration and/or provided documentation indicating they have not:
 - Returned from a state or territory where border measures are in place and self-isolation orders are imposed; or
 - Have not been in direct contact or close contact with anyone who has a positive COVID-19 diagnosis.
- Staff will have their health monitored through administering temperature checks upon arrival at service
- If a Staff member is feeling unwell and has cold or flu symptoms (i.e. persistent cough, difficulty breathing, fever) they are not permitted to attend work.
- We encourage all Staff to undertake a PCR tested for COVID-19 if they have any cold or flu like symptom.
- All staff will comply with Queensland Government's health directive to be fully vaccinated in order to physically work in a childcare centre.
- We encourage all Staff to undertake COVID-19 booster shots when they are eligible to do so.

STAFF ARRIVAL AND ON-SHIFT PROTOCOLS

- Staff travelling to work:
 - Travelling in their own car is preferable;
 - Requested to avoid stopping at shops / petrol station on the way to work;



- If using public transport, adhere to social distancing measures at all times and bring their work clothes and shoes in a separate bag to change into upon arrival at the Centre and to advise the Centre that their mode of transport to work is via public transport;
- Wear face covering if mandated to do so by Public Health orders when using public transport or in public areas as well as indoor areas;
- Car-pooling is **not** encouraged. If there is no alternative, only have 2 people in a car. The passenger should sit in the back, a face mask should be worn, and windows opened to allow fresh air to circulate or use external airflow rather than recirculation mode on air-conditioning. The car should be cleaned more frequently – wipe down seat belts, door handles, steering wheel, etc. with disinfectant wipes.
- Staff are encouraged to keep their distance from others if possible.
- Staff and Educators must wear face masks unless it severely impedes the ability to provide education and care to the children in the Centre.
- Staff are requested to wash uniform / clothes each day.
- Staff must maintain strict personal hygiene measures (i.e. hand washing, showering, physical distancing from others in public).
- Staff must wash hands thoroughly upon arrival at the Centre with soap and water.
- Staff rosters are staggered for start, finish and break times to reduce number of adults gathered together to the extent possible.
- Staff are reminded to avoid touching their mouth, nose and eyes.
- Staff are to bring as little objects as possible into workspace (i.e. backpacks, handbags, lunch boxes).
- Staff are to clean and disinfect objects that are touched often – mobile phones, keys, wallets, work passes.
- The Centre will ensure to limit adult groupings / interactions where possible.
- The Centre will ensure, so far as reasonably practicable, staff maintain a physical distance of 1.5 metres between each adult in the Centre.
- The Centre will ensure, as far as reasonably practicable, the times for Staff to utilise Staff only facilities are staggered (e.g. lunchroom, kitchen area, office)

PARENT PRE-SCREENING

- Parents are requested to advise the Centre if:
 - They returned from overseas or a state or territory where border measures are in place and self-isolation orders are imposed; and
 - Been in direct contact or close contact with a person who has a confirmed case of COVID-19 or has been directed to self-isolate.
- Families are not permitted to enter the Centre unless this is prearranged with the Approved Provider or Nominated Supervisor (e.g. collection of a sick child, interview for enrolment).
- Where Families need to enter the Centre, the Centre will require:
 - Siting COVID-19 vaccination certificate;
 - Washing and sanitisation of hands;
 - Wearing of face masks;
 - Social distancing;
 - Limiting the time in the Centre.



CHILDREN PRE-SCREENING

- Staff members will use an infrared thermometer to test child's temperature upon their arrival at the Centre if we are aware or the family has advised that there have been symptoms of potential illness or the child is returning to the Centre after an illness.
 - Families may choose to bring in their own thermometer for personal hygiene reasons if preferred.
- A child with a temperature higher than 37.5°C will not be permitted entry to care where this is related to an illness.
- If a child's temperature is over 37.5°C the Nominated Supervisor will meet to discuss with the family whether the child has been ill overnight and look for signs and symptoms that indicate they are not well.
 - A child who has been recently active, teething or unsettled, may have a higher than normal temperature reading but are not in fact unwell. Should this occur, we will re-check the child's temperature after 15 minutes. If the temperature is equal to or greater than 37.5°C on second reading, we will advise the parent to take their child home.

PARENT / CHILDREN ARRIVAL AND SIGN-IN PROTOCOLS

- The Centre requests the parents'/carers' understanding as the COVID-19 situation evolves and the Centre's risk management practices and procedures evolve accordingly.
- The Centre is mandating drop-off and pick-up procedures at the front of the Centre in order to minimise contact points inside the Centre.
 - Parents/carers are invited to come into the Centre foyer to drop-off and pick-up their children if this would provide a more comforting environment for the children to transition from the parents' care into Centre's care.
 - Parents/carers are requested to wear face masks inside the Centre.
 - Parents/carers are requested to sanitise or wash their hands upon entry inside the Centre.
 - Adults to social distance as much as practicable within the space allowed in the Centre foyer.
- The Centre is implementing temperature checks for children entering the Centre under certain circumstances (please refer to the "Children Pre-Screening" section of this plan).
- Parents are invited to come into the foyer of the Centre as we understand this would facilitate a smoother transition for the children.
 - Before entering the Centre, parents are requested to wear appropriately protective face masks. The Centre is able to provide disposable masks to the parents if required.
 - Once inside the Centre, parents are asked to sanitise their hands with the sanitisers provided.
 - Parents are able to sign in their children via the contactless Xplor Kiosk, alternative, the Educators will be able to sign in the children on the parent's/carer's behalf.
 - Parents will be able to say their farewells to their children in the foyer before allowing the children to be led to their rooms by an Educator.
- Social distancing between adults will be maintained wherever possible.
- Any adults over the age of 12 must wear a face mask.
- The Centre foyer is rearranged where possible to encourage families to achieve the maximum space per adult.
- Consideration is made to avoid families queuing in car park and causing traffic congestion.
- Two staff members rostered to greet families as *Family Concierge* to complete drop off / pick up requirements.



- One staff member greets families and completes the sign in process whilst the other assists with supporting child/ren into the Centre.
- Role of greeter to families will change every 15-30 minutes, to the extent possible given Centre resources, to ensure continual exposure to other adults is minimised.
- Staff members will help children sanitise their hands and wipe down their bags with disinfectant wipes upon arrival into the Centre, or if there is congestion in the Centre foyer drop-off area, then immediately upon entry into their respective rooms.
- A separate area is provided if families are required to complete additional paperwork or need to discuss matters with Centre Management in person.
- If families require additional assistance with multiple children, other staff members may be required to assist.
- Families who are front line workers (i.e. doctors, nurses) are requested to have changed from their work uniform after completing their shift before collecting their child.
- The Centre will direct all communication, to the extent reasonable and practicable, via digital means to reduce physically touching pens and paper by adults.
- If families require face-to-face communication, to ensure physical distancing measures are implemented and limit the time of the interaction and discussions where possible.

VISITOR / TRADESMAN ARRIVAL PROTOCOLS

- Visitors to the Centres have been reduced to an absolute minimum.
- all visitors to the Centre must sign-in on the Visitors Log.
- Volunteers and incursions have been cancelled or postponed.
- Deliveries are regularly reviewed, and drop-off organised at a predetermined point outside the Centre to the extent possible.
- Delivery drivers requested to call ahead to notify the delivery time to the extent possible.
- Only a minimum number of Staff members are designated to receive deliveries to reduce risks.
- Electronic paperwork is used where possible.
- Minimise interaction and alternatives to signatures of deliveries received – contactless methods or use own pen.
- Hand sanitiser used before and after receiving any packages and deliveries.
- Contractors are organised to attend the Centre outside of the Centre’s operating hours. Where this is not possible, they are arranged to attend during the period of the day where there is minimal number of adults and children at the Centre.
- Contractors who require entry to the Centre are to adhere to the Centre’s hygiene procedures.
- Clear guidelines are provided to contractors prior to their visit to the Centre regarding physical distancing, hygiene protocols and child protection.
- Handwashing facilities are provided to contractors to ensure they wash their hands thoroughly upon arrival, and wipe any equipment with disinfectant wipes.



EXCLUSION GUIDELINES



Any staff member, child or visitor to the service who presents with any of the following, will be excluded from the service. Any person who:

- Has a temperature over 37.5°C;
- Presents as “unwell” – unexplained or persistent cough, drowsy or unresponsive, shortness of breath, respiratory illness, runny nose, suffering with diarrhea or vomiting, has a persistent headache;
- Has recently travelled overseas or interstate where self-isolation measures are in place;
- Has been in close contact with someone with a confirmed case of COVID-19; or
- Has been requested to self-isolate.

STAFF MEMBER OR CHILD TESTS POSITIVE TO COVID-19

- The Approved Provider will be contacted by the Public Health Unit (PHU) if a staff member or enrolled child tests positive to COVID-19.
- If a staff member or family advises the Approved Provider directly that they have tested positive to COVID-19, contact must be made immediately to the PHU.
- Direction to close the Centre will be made by the PHU.
- The Centre / Approved Provider must notify all families and staff immediately via email and/or phone.
- Ensure the person who tests positive to COVID-19 self-quarantines at home for a minimum of 14 days (or as required by the PHU and latest Government mandates) and does not return to work until they have received a negative COVID-19 result.
- Notify the Regulatory Authority within 24 hours of the serious incident and any closure through the [National Quality Agenda IT System \(NQA ITS\)](#).
- Notify the Department of Education, Skills and Employment (DESE) of Queensland if the Centre is ordered to close from the PHU and report closures (and re-openings) via their third-party software or the Provider Entry Point.
- An investigation will be undertaken by the PHU to identify all potential contact traces including other staff members, children, visitors and families to prevent further transmission of COVID-19.
- All persons who are identified as a close contact will be directed by the PHU to self-isolate for 14 days and closely monitor their symptoms.
- Ensure the Centre is cleaned thoroughly and all areas that may have been contaminated are disinfected. The PHU will advise on any steps that need to be taken.
- Advice regarding re-opening of the Centre will be provided by the PHU to the Approved Provider.
- Notify the Regulatory Authority of the re-opening of the Centre through the NQA ITS.



- Notify the Work Health and Safety regulatory authority for Queensland that the Centre is ordered to close temporarily.
- The Centre will only share identity information with the PHU as per our privacy obligations under the Privacy Act and in accordance with our *Privacy and Confidentiality Policy*.

[Managing a confirmed case of COVID-19 flow-chart](#)

PROCEDURE FOR A CONFIRMED CASE OF COVID-19 IN THE CENTRE

In the event of a confirmed case of COVID-19, the Public Health Unit (PHU) will conduct contact tracing to identify other people and places the person may have had contact with. The PHU will consider each unique context and provide specific requirements for the Approved Provider / Nominated Supervisor to follow.

If a possible contact is from the Centre, the PHU will contact the Approved Provider and provide support and guidelines of the required procedures that will need to be explicitly followed. These may include advice and rules for continued operation, deep environmental cleaning and/or potential closure. No personal information will be shared with the Approved Provider as per Privacy laws.

The Centre will be provided with information about what day the person would have been in the Centre, the time frame and the age of the child if applicable.

Should a parent contact the Centre directly to report that their child or a parent has a confirmed diagnosis of COVID-19, the Approved Provider must contact the PHU immediately. In order to comply with privacy laws, health information should only be shared by employers on a 'need-to-know' basis. This may be due to assist in identifying close contacts within the Centre. The PHU will provide advice and action.

THE PHU WILL:

- Investigate all persons who receive a confirmed COVID-19 test result.
- Determine time frames of contamination and identify all possible places and people where cross contamination could have occurred.
- Conduct detailed contract tracing to identify any people who could have been in contact with the person and determine if this was 'close contact' or 'casual contact'.
- Provide information on the time period where the person would most likely have been contagious.
- Adhere to privacy and confidentiality laws and not identify the person who has been diagnosed with the virus.
- Request information of all persons who would have been in the workplace (service) during this period.
- Determine the next steps for action which could include:
 - closure of one room/area;
 - short term closure of the entire Centre;
 - notification to Queensland regulatory authority, DESE and via third-party software provider or via Operational Details in the [Provider Entry Point \(PEP\)](#);
 - the requirement of a deep clean of the service (Infection Protection Team will assist);
 - COVID-19 testing of employees, children and parents;
 - self-isolation periods of 14 days will be required



- expected date of return to service

'STAY AT HOME' RESTRICTIONS or FORCED SERVICE CLOSURE

State and territory governments may impose restrictions on local communities to slow the spread of COVID-19. This may affect how the services at the Centre is delivered. Advice from the Chief Health Officer of Queensland will provide notification about any *Stay at Home* restrictions due to a COVID-19 outbreak. See: [DESE for further information](#).

The AHPPC and DESE will provide advice if, under these circumstances, the Centre can continue to operate with appropriate risk-mitigation measures in place (unless instructed by the Public Health Unit to close).

If the Centre is directed to close on Public Health Orders due to COVID-19, standard processes for activating a [period of local emergency](#) will be followed. Notification to the regulatory authority, Safe Work Australia and DESE will be made.

HYGIENE AND PREVENTATIVE PRACTICES

- All staff to complete and periodically refresh [COVID-19 infection control training](#).
- The number of visitors entering the Centre has been limited.
- Anyone who is sick may not enter the Centre.
- If a child or Staff member becomes ill whilst at the Centre, they will be sent home as soon as possible (as a precaution, they will be separated from other children whilst waiting to be collected to help prevent the spread of a virus).
- We have enhanced hygiene practices for all Staff, children and visitors – using alcohol-based hand sanitiser or washing hands with soap and water.
- All persons over the age of 12 need to wear a face masks.
- Health and hygiene signs and posters are displayed to remind all Staff and visitors of the measures necessary to help stop the spread of the virus- hand washing, cough and sneeze etiquette.
- Tissues are disposed of in closed bins and followed by washing hands.
- All staff are reminded to avoid touching their face, eyes, nose and mouth.
- Promotion of the annual influenza vaccination for Staff, children and their families.
- Facilitation of robust infection control and cleaning.
- Reminders to Staff to refrain from intentional physical contact – shaking hand, kissing on cheeks, hugging, etc. – of the children unless certain physical contact is required to provide appropriate education and care.
- The Centre has adequate Personal Protective Equipment (PPE) and additional hygiene supplies including:
 - soap
 - hand sanitiser
 - toilet paper
 - paper hand towel
 - tissues
 - disposable gloves
 - masks
 - thermometers
 - rubbish bins with lids/bin liners



- disinfectant wipes
- cleaning detergent / disinfectant / cloths

Handwashing

- We implement strict hand sanitisation and/or hand washing procedures for all Staff, children and visitors.
- All staff have read and acknowledge understanding of the *Hand Washing Policy & Procedure*.
- Hand sanitiser stations are provided at front entry of the Centre and in various locations around the Centre.
- Bathrooms are well stocked with soap, hand wash and paper towel.
- Posters with clear instructions on how to wash hands and/or use hand sanitiser are displayed.
- Photos of children demonstrating each step of hand washing near the sinks are displayed as visual prompts.
- Cough/sneeze etiquette information is displayed and/or modelled:
 - posters demonstrating correct techniques for coughing/sneezing into a flexed elbow are displayed;
 - staff model correct procedures to children;
 - attempts by children are positively reinforced;
 - reminders to wash hands after sneeze, blowing/wiping nose is displayed;
 - reminders to dispose of used tissues in the bins provided are displayed.

Physical distancing

- Where possible, we remain conscious of physical distancing requirements in each enclosed space and limit the number of adults in a space at any one time.
- Staff are reminded to maintain a physical distance of 1.5 metres between other adults.
- Where possible, Staff are requested to use other methods of communication with colleagues rather than congregate together.
- Workstations, desks and tables are spread out.
- Changes have been made to the workplace layout to allow staff and children to enter and exit rooms minimising risk to their health and safety.
- Staff will comply to physical distancing requirements when:
 - eating lunch;
 - discussing children's development;
 - gathering resources; and
 - cleaning.
- As an option, staff use a fold-out table outside for breaks and lunch, weather permitting.

Children do not have to be counted in implementing physical distancing measures in an Early Childhood Education and Care service. However, it is best practice to limit the size of groups and interactions to assist staff implement physical distancing measures. (Safe Work Australia May 2020)

Considerations include:

- Stagger play times for children;
- Organise small groups for indoor and outdoor learning program;
- Utilise the outdoor area as much as possible;



- Rearrange resources in rooms to provide a larger range of small group activities- books in several locations rather than one bookshelf (i.e. several stations for paint, playdough, craft);
- Limit number of chairs at a table;
- Set up activities at the end of tables;
- Limit number of adults sitting at tables with children during mealtimes;
- Maximise the space between children at mealtimes;
- Clean tables and chairs thoroughly between each sitting; and
- Ensure highchairs, cots and bedding are spaced well apart to allow for physical distancing requirements to be managed by Staff.

Food handling and preparation

- Staff have relevant and appropriate training to support safe hygiene practices.
- Staff maintain physical distancing requirements in food preparation areas.
- The kitchen area is only accessed by specific staff during hours of operation.
- Signage is used to remind staff members of how many adults can enter kitchen area at one time.
- Effective hygiene procedures are increased including:
 - Regular handwashing when preparing foods, after going to the bathroom and after touching face or hair;
 - Cleaning and sanitising food preparation areas and equipment; and
 - Sanitising all eating and drinking utensils and food contact surfaces.
- Current practices are used regarding provision of reusable utensils.
- Disposable gloves are used when handling food.
- All meals to children are served by Staff.

Cleaning and disinfecting procedures

- A combination of cleaning and disinfection is used on a daily basis.
- Surfaces are cleaned with detergent and water before disinfecting.
- Adherence to National Health and Medical Research Council (HMRC) childcare cleaning guidelines.
- High touch surfaces are cleaned and disinfected at least twice daily or more frequently if required (i.e. door handles, light switches, tables, chairs, iPads, tablets, keyboards, touch screens, nappy change tables, puzzles).
- Wash and launder toys using the warmest appropriate water setting and dry items completely.
- Maintain a cleaning register of all surfaces and equipment
- Every toy and surface cleaned every day. Toys that are mouthed by infants cleaned and disinfected before other infants have access to the toy.
- Cleaning contractors instructed to hygienically clean the service to ensure risk of contamination is removed as per [Environmental Cleaning and Disinfection Principles for COVID-19](#).
- Staff wear appropriate personal protective equipment (PPE) for cleaning as a precaution.
- Hands washed with soap and water before and after wearing protective equipment.
- Gloves disposed of in leak-proof bag.
- Personal belongings stored in lockers to avoid cross contamination.



Washroom facilities

- All washrooms for staff and children have adequate supplies of soap, liquid handwash, paper towels and warm running water.
- Effective personal hygiene practices are reinforced through posters and fact sheets in prominent positions in the Centre.
- Staff model correct handwashing procedures with children.
- The number of children and adults using washroom facilities is limited at any one time.
- Situations where children are required to queue to use bathroom or wash their hands are avoided.
- All facilities are cleaned and disinfected effectively.
- Bins with lids operated by foot pedals or motion sensors are easily accessed in washrooms.

PHYSICAL SPACE REQUIREMENTS

Indoor and outdoor environments

- Where possible, children are separated into smaller groups than normal throughout the Centre to promote physical distancing for adults
- Ventilation within the Centre is increased by opening windows and doors when weather permits.
- A reduction in cross over of Educators is controlled where possible.
- Where possible, children are seated at opposite ends of a table when playing and eating.
- Usage of small tables spaced apart rather than groups of tables positioned together for activities and eating.
- The amount of rubbish bins is increased so children don't gather in groups.
- Where practical consider moving some table activities outside.
- Rotation of groups for indoor and outdoor play environments ensuring Educator-to-child ratios are maintained.
- Consideration given to limiting numbers of children accessing particular equipment to ensure adequate supervision and adhering to physical distancing for adults as much as possible (e.g. sandpit, climbing equipment)
- All outdoor equipment is regularly cleaned and disinfected.

FAMILY ENGAGEMENT AND COMMUNICATION

- Positive interactions and relationships with children and their families are maintained.
- We provide reliable sources of information to share with families during this pandemic.
- We use trusted sources of information only.
- We use a range of communication methods to ensure all families receive and understand key messages (i.e. Xplor Home messages, emails, phone calls)
- Signage around the Centre for parents and families has been increased providing directions, procedures and reassurance.
- Families are kept informed about CCS and payment of fees.
- Information is provided to families about their responsibilities for updating information to Centrelink through myGov.



- Remain consciously aware of families and children who may be more vulnerable or at risk due to the COVID-19 environment – [National Office for Child Safety](#), [eSafety Commissioner](#), [Kids Helpline](#).
- Continue connecting with children and families who have not yet returned to early learning through online platforms send children a letter each week.
- Continue to maintain positive relationships with all families to encourage participation with the Centre.
- Information provided to children is age appropriate and sensitive to their emotional wellbeing.

CONTINUITY OF EDUCATORS



- We maintain open communication with staff about continuity of employment opportunities at the Centre.
- One-on-one meetings with staff to discuss rosters and availabilities is regular and ongoing.
- Where possible, we have returned to similar rosters and placement of Educators in particular rooms to provide continuity of care for children.
- Staffing rosters meet or exceed Educator-to-child ratios.

COMMUNICATION AND CONSULTATION WITH STAFF

- Regularly consult with staff on health and safety matters relating to COVID-19 on a regular basis by revisiting our risk assessment.
- Routinely discuss the current control measures in place to eliminate or minimise the risk of exposure and review as required.
- Control measures are adjusted to manage risks and change to government requirements as needed. For instance, how and when families may be permitted to enter the Centre in the coming weeks/months? When will our Centre be able to begin incursions again? Staff will be involved in these decisions and this will be fully communicated to parents / carers.
- Routinely communicate and consult with all Staff about any modifications or updates to current policies or procedures that are in place to account for the pandemic conditions.
- Assessment of the adequacy of resources / facilities in the workplace for the welfare of all Staff is routinely applied.
- We maintain regular consultation with Staff about current work, health and safety measures implemented and any changes or additions that may need to be made to ensure the safety for all Staff.
- Consideration is given as to the use of PPE in situations where Staff members are in close contact for longer than the recommended time (i.e. more than 15 minutes face-to-face cumulative over the course of a week or more than 2 hours in a shared closed space).



- If and when required, we consult with staff about changes to work rosters, meet and greet roles, staff meetings, training, assessment and rating.
- Limitations are placed on non-essential meetings, gatherings or training.
- Non-face-to-face methods of communication is used when practical (i.e. digital message via Xplor Home app, emails, and phone calls).

STAFF WELLBEING

- A conscious effort to maintain strong and supportive relationships with all Staff members is made (including Staff on leave).
- Sensitivity and empathy to the feelings of individual staff members is paramount, in particular staff who may be concerned about returning to the workplace.
- We offer opportunities for discussions about the support that is available such as Beyond Blue to help cope with trauma and anxiety.
- Constant reassurance is provided to Staff indicating that we are always working to eliminate or minimise risks to their health and safety in the workplace to help ease their concerns.
- Immediate response is applied to any workplace bullying by following relevant policies and procedures.
- Confidentiality and privacy laws are maintained at all times.
- We foster wellbeing initiatives as suggested by Staff members and professionals within the early childhood education and care sector (i.e. mindfulness, yoga, music).
- All staff take required breaks during the day.
- Opportunities are provided to Staff to engage in online professional development courses and workshops.
- Time is set aside for programming, mentoring sessions and capacity building.

STAFF RETURNING TO WORK

- The Approved Provider will meet with Staff members returning to work to cooperatively plan for transition back to work from leave – long service leave, sick leave or other leave entitlements.
- Discussions may include possible changes that have been implemented to keep the workplace safe, healthy and free of COVID-19.
- Staff pre-screening protocols will apply (i.e. health declaration, temperature check).
- Transition back to work for staff may include:
 - staggering start and finish times;
 - change in work hours/rosters; and
 - scheduling of breaks to avoid crowding.

STAFF TRAINING

- Options for the delivery of refresher training for First Aid and CPR through the [Australian Skills Quality Authority](#) as recommended by ACECQA is made available.



- The range of interactive and online courses offered through professional learning providers is consistently investigated (i.e. webinars, e-learning modules).
- We encourage and support Educators to gain professional learning hours towards teacher accreditation requirements.

VULNERABLE STAFF MEMBERS AND CHILDREN

- Children and staff members with compromised immunity or complex health care needs are identified.
- Vulnerable Staff members will be encouraged to have a COVID-19 vaccination as soon as possible.
- We request staff members with underlying health conditions to seek medical advice from their health practitioner regarding additional measures required to protect themselves whilst at work (i.e. PPE, additional handwashing, less contact with infants or younger children requiring nappy changing).
- Staff who are more vulnerable to COVID-19 may include:
 - Aboriginal and Torres Strait Islander peoples aged 50 years and older with one or more chronic medical condition;
 - people aged 65 years and older with chronic medical conditions; or
 - people with compromised immune systems.
- Families have been requested to update their child's medical management, risk minimisation and communication plans in consultation with their child's health practitioner, including Asthma and Anaphylaxis Management Plans.
- All Staff and children are encouraged to have the annual influenza vaccine if there are no contraindications to do so.

