

COVID-19 Commitment Statement



C&K is committed to supporting the health and wellbeing of everyone sharing our early childhood environment and ensuring children have a positive early education and care experience.

Our COVID-19 Commitment Statement builds on our already robust approach to providing a safe and healthy environment and will be updated as the situation evolves.

Hygiene

C&K commit to

implementing our stringent hygiene processes which are in line with current and best practice Queensland Public Health guidelines.

Families commit to

following our stringent hygiene processes whilst at the Centre.

Cleaning

C&K commit to

implementing all C&K Cleaning Procedures which are in line with current and best practice Queensland Public Health guidelines.

Essential Personal Protective Equipment (PPE)

C&K commit to

having adequate stock of PPE, hygiene, and cleaning supplies to last at least 48 hours.

Attendance

C&K commit to

ensuring that employees will not enter or attend the Centre if they: are unwell, have travelled within the last 14 days, have been directed to self-isolate, are awaiting COVID-19 test results, or have been in contact with a confirmed case of COVID-19.

Families commit to

not entering or attending the Centre if they, their child or siblings in attendance: are unwell, have travelled within the last 14 days, have been directed to self-isolate, are awaiting COVID-19 test results or have been in contact with a confirmed case of COVID-19.

COVID-19 Testing and Confirmed Cases

C&K commit to

following the advice of the Queensland Public Health Unit and implementing the C&K Response Action Plan.

Families commit to

notifying the Centre if they or their child have been tested, are awaiting results, and have received results of a COVID-19 test.

Communication

C&K commit to

communicating with families in a timely, open, and transparent manner. We welcome the input of children, families, employees, and relevant unions.

Social Distancing

C&K commit to

limiting non-essential visitors, suspending all excursions and incursions, and implementing appropriate social distancing.

Families commit to

practicing social distancing of at least 2 metres whilst at the Centre.

Drop Off & Pick Up

C&K commit to

implementing safe drop off and pick up processes that support children's positive transition to and from the Centre.

Families commit to

limiting drop off and pick up time to a maximum of 15 minutes, practicing social distancing of 2 metres and adhering to any drop off and pick up Centre protocols.

Employee Wellbeing & Support

C&K commit to

supporting our employees at all times by facilitating access to leave, providing a free employee assistance program, providing access to influenza vaccinations, taking individualised precautionary measures for at-risk employees and ensuring regulatory teacher/educator to child ratios are always adhered to.

Families commit to

treat our employees with respect and courtesy and raise concerns in an appropriate manner.

Compliance

C&K commit to

supporting our employees to achieve these commitments, monitoring compliance of these commitments and encouraging staff to speak up if they have concerns.

Families commit to

raising concerns with their Centre Director or C&K if they have concerns about compliance with these commitments.

HYGIENE

C&K commit to implementing our stringent hygiene processes.

As part of its compliance with the National Quality Standards, C&K already has in place stringent hygiene processes, which remain in line with current National Health and Medical Research Council best practice and Queensland Public Health advice.

- Display hand washing posters in the Centre. All adults and children are to follow the steps outlined on posters.
- Support and supervise children to wash their hands: before and after eating, after blowing their nose, after using the toilet, after a nappy change, after touching animals, after playing outdoors and if their hands are dirty.
- Wash their own hands on arrival and departure from the Centre.
- Wash their own hands before: eating, handling food, administering medication, and applying sunscreen or other lotions.
- Wash their own hands after: removing gloves, changing a nappy, using the toilet, assisting children with toileting, spending time outdoors, eating or handling food, handling rubbish, contact with bodily fluids, touching animals or cleaning.
- Cover their nose and mouth with a tissue or flexed elbow when coughing and sneezing.
- Dispose of tissues quickly and wash their hands afterwards, and support and supervise children to do the same.
- Store children's bed linen hygienically to avoid cross contamination; bed linen will not be shared between children.
- Incorporate concepts relating to personal hygiene into the curriculum.

Employees will:

- Bring their work clothes and shoes in a bag to change into when they arrive at the Centre if they travel to work on public transport.
- Wash their work clothes prior to wearing them again at the Centre.
- Shower at home before arriving at the Centre and when they return home each day.

Families commit to following our stringent hygiene processes.

- Wash their hands and their child's hands with soap and water upon arrival at and departure from the Centre. Follow the steps outlined in the handwashing poster displayed.
- Apply hand sanitiser before using iCheck-In (iPad sign in/out), if applicable. If hand sanitiser is unavailable, wash hands with water and soap at the nearest hand basin.
- Cover their nose and mouth with a tissue or flexed elbow when coughing and sneezing.
- Dispose of tissues quickly and wash their hands afterwards and support their children to do the same.
- Take their child's linen home at least weekly to be laundered on the warmest setting and dried completely.
- Advise the Centre if they are frontline health workers who have not been able to change their clothes after completing a shift. C&K will assist them to collect their child.

CLEANING



C&K commit to implementing all C&K Cleaning Procedures.

- Each C&K Centre is professionally cleaned each day. Employees undertake incidental cleaning routines regularly throughout the day.
- Consistently implement all C&K Cleaning Procedure tasks and responsibilities as recommended by the National Health and Medical Research Council.
- Clean and disinfect frequently touched surfaces every 2 hours. Surfaces include: door handles, toilet flush handles, drawer handles, gate tops (inside and outside), handrails, iPad and computers - (using a lint free disposable wipe), chair tops, telephones, sign in and out pens, foyer surfaces near the sign in and out records/iCheck-In and door frames.
- Implement a regular schedule of cleaning of children's equipment.
- Immediately clean equipment mouthed by a child, once they have finished using it.
- Wear gloves and use individual use paper towel when cleaning.
- Establish a roster and reminder protocols to ensure all cleaning tasks are consistently completed.
- Immediately notify their C&K Early Childhood Education Manager and the C&K Facilities Team if they are dissatisfied with the standard of cleaning performed by the professional cleaners at the Centre.

ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT (PPE), HYGIENE AND CLEANING SUPPLIES

C&K commit to having adequate stock of PPE, hygiene and cleaning supplies to last at least 48 hours.

C&K will stock the following essential Personal Protective Equipment (PPE):

- Soap
- Disposable gloves
- Thermometers



C&K will stock the following essential hygiene and cleaning supplies:

- Cleaning detergent
- Disinfectant
- Paper towel
- Cleaning mops and buckets
- Toilet Paper
- Nappies
- Tissues

Should a Centre Director be unable to source essential items, they will immediately notify their C&K Early Childhood Education Manager and the C&K Procurement Coordinator for assistance.

ATTENDANCE

C&K commit to ensuring that employees do not enter or work at the Centre if they are unwell.

C&K employees will not enter the Centre if they:

- Are unwell. If they become unwell during a shift, they will immediately notify their Centre Director. Unwell employees will be sent home.
- Have had a consistent or ongoing temperature over 38 degrees in the past 24 hours.
- Present with breathing difficulties e.g. wheezing, persistent coughing or gasping for air (except those that have a known respiratory condition).
- Have a sore throat.
- Returned from overseas and/or interstate travel within the last 14 days.
- Have been directed by a Doctor or Queensland Public Health to self-isolate.
- Have been in contact with a person who has a confirmed case of COVID-19.
- Are waiting for COVID-19 test results.
- Employees should not return to work in accordance with the current Queensland Health Time Out Poster, and until they are no longer exhibiting symptoms.
- We will exclude a child from the Centre if we have a reasonable suspicion that they are unwell with a contagious illness.
- If a child becomes unwell at a C&K Centre, employees will implement the Chief Health Officer School and Early Childhood Service Exclusion Direction (The Direction) and the C&K Exclusion Due to Illness Procedure.
- If teachers/educators/employees have a reasonable suspicion that a child is unwell with a contagious illness, C&K teachers/educators/employees will:
 - Isolate the child (away from other children) in a safe, comfortable, and supervised location.
 - Monitor and appropriately comfort the child and record all actions and illness signs via an Incident Record.
 - Notify the parent/guardian (or authorised emergency contact) and ask them to collect their child as soon as possible.

The Department of Health recommends that anyone entering a Centre as of May 1, 2020 be vaccinated against influenza.



ATTENDANCE

Families commit to not entering or attending the Centre if they, their child or siblings in attendance: are unwell, have travelled within the last 14 days, have been directed to self-isolate, are awaiting COVID-19 test results or have been in contact with a confirmed case of COVID-19.

Children, parents/guardians, or siblings will not enter or attend a C&K Centre if they:

- Are unwell. Families should notify their C&K Centre of any absences.
- Have had a consistent or ongoing temperature over 38 degrees in the past 24 hours.
- Present with breathing difficulties e.g. wheezing, persistent coughing or gasping for air (except those that have a known respiratory condition).
- Have a sore throat.
- Returned from overseas and/or interstate travel within the last 14 days.
- Have been directed by a Doctor or Queensland Public Health to self-isolate.
- Have been in contact with a person who has a confirmed case of COVID-19.
- Are waiting for COVID-19 test results.

When unwell, a child, parent/guardian or accompanying siblings will be excluded from a C&K Centre:

- As per the current Queensland Health Time Out Poster; and
- Until they are no longer exhibiting illness symptoms; and
- If a child with a fever is excluded from a C&K Centre, for 24 hours after the fever has stopped. (A child's normal temperature may vary depending on their age, activity, and the time of the day. A child with a consistent temperature above 38 degree has a fever).

In accordance with the Chief Health Officer, School and Early Childhood Service Exclusion Direction, a child must not return to a C&K Centre until they are well or enough time has passed that they are not contagious. Government penalties apply if parents/guardians fail to comply with a C&K direction to collect a child with a suspected contagious illness without a reasonable excuse (in accordance with The Direction).

The Department of Health recommends that families consider alternative care arrangements for children who are highly vulnerable (e.g. complex health condition, suppressed immune system) to avoid adverse outcomes should they be infected with COVID-19. C&K asks families to seek medical advice for these children.

The Department of Health recommends that anyone entering a Centre as of May 1, 2020 be vaccinated against influenza.

COVID-19 TESTING AND CONFIRMED CASES

C&K commit to following the advice of the Queensland Public Health Unit and implementing the C&K Response Action Plan.

- Follow the advice of the Queensland Public Health Unit.
- Implement the C&K Response Action Plan – A confirmed case of COVID-19, if there is a confirmed case.
- Immediately notify their Centre Director if they have been tested for COVID-19.
- When test results are known and they have received Queensland Public Health advice.

Families commit to notifying the Centre if they or their child have been tested, awaiting results, and received results of a COVID-19 test.

- Families will immediately advise C&K if they have: been tested for COVID-19, awaiting the results of the testing, and/or received any Queensland Public Health advice.

COMMUNICATION

C&K commit to communicating with families in a timely, open, and transparent manner. We welcome the input of children, families, employees, and relevant unions.

- Commit to continuing communication with families and employees in a timely, open, and transparent manner. We welcome the ongoing input of children, families, employees and relevant unions regarding health, safety, and wellbeing matters.
- Listen and respond to children's ideas and concerns relating to COVID-19. Teachers and educators will facilitate age appropriate discussions and incorporate concepts within the curriculum relating to how to keep themselves and others safe and healthy.
- Provide a dedicated email (advice@candk.asn.au) and phone number (3513 2590/3513 2591) for families and employees who have questions related to C&K operations and COVID-19.
- Maintain a resource page on the C&K Website with current and relevant information and resources for families.
- Maintain a Coronavirus Resource Intranet page with links to Government information, FAQs and C&K Resources including Response Action Plans for a variety of scenarios relating to COVID-19 for employees.
- Use appropriate channels to communicate important COVID-19 family, teacher/educator, and employee announcements.

Families commit to treating our employees with respect and courtesy and to raise any concerns in an appropriate manner.





SOCIAL DISTANCING

C&K commit to limiting non-essential visitors, suspending all excursions and incursions, and implementing appropriate social distancing.

- When possible, avoid large groups at mealtimes by staggering or implementing 'rolling' mealtimes (offering meals over a long period of time).
- Place fewer chairs at each table or use more tables for mealtimes and activities.
- Implement small group learning when possible.
- Stagger routines so that small groups of children access hand washing and toileting facilities at any one time.
- When possible, minimise opportunities for children from different groups mixing e.g. rotating the use of a shared playground.
- Spread beds and cots out as much as possible when children need to sleep. Outdoors may be utilised after considering sun safe measures and adequate shade.
- Ensure children spend more time outdoors or implement an indoor/outdoor program – providing more space for children, teachers and educators to access.
- Hold team meetings online where possible. If meeting in person, outdoor meetings are encouraged. At all times comply with social distancing requirements (2 metres apart).
- Suspend all excursions and incursions.
- Limit visitors to essential visits only.
- Open windows and adjust air conditioners to maximise ventilation.
- Employees will work at only one Centre per day. Management and advisory personnel will limit visits to one Centre per day.

Families commit to practising social distancing of at least 2 metres whilst at the Centre.



DROP OFF AND PICK UP

C&K commit to implementing safe drop off and pick up processes that support children's positive transition to the Centre.

It is at the Centre's discretion as to which arrangements are most appropriate with available space and families, however it is preferred that drop off and pick up of children take place in the Centre foyer, where possible. A thorough risk assessment will be documented by C&K employees prior to implementation.

Where possible, the Centre will:

- Use coloured tape to mark 2 metre intervals on the floor of the foyer area and/or iCheck-In station, as appropriate. This reminder of social distancing also includes an extra 0.5 metres to include children.
- Assign a separate area for families who need to complete additional paperwork such as medication forms or temperature checks. This area will be at least 2 metres from the sign in/out location.
- If deemed appropriate by the Centre, we will roster two family greeters to meet families in the foyer (rotated every 15 minutes). One teacher or educator will wait in the foyer while the other teacher or educator supports the child to/from their room.

Families commit to keeping sick children home, limiting drop off and pick up time to a maximum of 15 minutes, practice social distancing and adhering to any drop off and pick up procedures.

- Not administer any fever reducing medication (e.g. paracetamol or ibuprofen) to their child prior to arrival at the Centre.
- At sign in, be required to confirm that their child has not: been unwell prior to arrival, had fever-reducing medication prior to arrival, had a temperature above 38 degrees in the past 24 hours.
- At sign in, agree that they will: follow C&K's hygiene practices, limit drop off times to a maximum of 15 minutes, practice social distancing, and collect their child promptly if they become unwell.
- May request a thermometer to measure their child's temperature upon arrival if they have been unable to do so at home. Thermometers will be made available for families to access with cleaning and sanitising equipment. Thermometers must be cleaned after each use and cleaning material disposed of in bins provided. Please note this is optional.
- Practice social distancing of 2 metres with other families, children and teachers/educators.
- Limit one parent/guardian (or authorised emergency contact) per child at drop off and pick up. We understand that siblings may need to attend at these times, but we ask this be limited wherever possible.
- Make drop off and pick up as quick as possible, with a maximum time of 15 minutes.
- Contact the Centre if a longer chat is needed.

EMPLOYEE WELLBEING & SUPPORT

C&K commit to supporting our employees at all times by facilitating access to leave, providing a free employee assistance program, providing access to influenza vaccinations, taking individualised precautionary measures for at-risk employees and ensuring regulatory teacher/educator to child ratios are always adhered to.

- Facilitate employees to access leave entitlements as per the C&K Leave Policy. Teachers/educators who have exhausted their leave entitlements should email advice@candk.asn.au. Dependent upon the circumstances, C&K may offer up to five days personal leave in advance.
- Continue to offer a free employee assistance program to all employees and their immediate family members as part of our commitment to the psychological health and wellbeing of our people. This includes confidential psychological counselling, holistic, proactive and preventative services and manager support. During this period, C&K also has a dedicated project team working on employee wellbeing and mental health initiatives.
- Maintain regulatory teacher/educator to child ratios and teacher/educator qualification requirements. If regulatory teacher/educator to child ratios and teacher/educator qualification requirements cannot be maintained due to teacher/educator absenteeism, the Centre Director will immediately contact their C&K Early Childhood Education Manager.
- Take individualised precautionary measures for at-risk employees as per Government guidance.
- Provide access to influenza vaccinations for all employees.

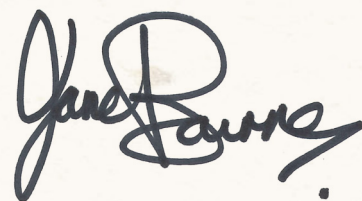
Families will treat our employees with respect and courtesy and raise concerns in an appropriate manner.

COMPLIANCE

C&K commit to monitoring compliance of these commitments, supporting our employees to meet them and encouraging employees to speak up if they have concerns.

- C&K will undertake visits to Centres to monitor compliance and support employees to meet these commitments.
- As per the C&K Code of Conduct, employees are encouraged to speak up if they have any concerns about how the commitments are being implemented and practiced.

Families commit to raising concerns with their Centre Director or C&K if they have concerns about compliance with these commitments.



JANE BOURNE
CHIEF EXECUTIVE OFFICER