

COVID-19 Commitment Statement



Our centre 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

Our centre commits to

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

Families and visitors commit to

following our stringent hygiene processes whilst at the centre.

Cleaning

Our centre commits to

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

Essential Personal Protective Equipment (PPE)

Our centre commits to

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

Attendance

Our centre commits to

ensuring that employees will not enter or attend the centre if they: are unwell, have returned from overseas within the last 14 days or returned from particular areas of Australia (as per current Queensland Health Direction: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>) within the last 14 days, have been directed to self-isolate, are awaiting COVID-19 test results, or have been in close contact with a confirmed case of COVID-19.

Families and visitors commit to

not entering or attending the centre if they, their child or siblings in attendance: are unwell, have returned from overseas within the last 14 days or returned from particular areas of Australia (as per Queensland Health Direction) within the last 14 days, have been directed to self-isolate, are awaiting COVID-19 test results or have been in close contact with a confirmed case of COVID-19.

COVID-19 Testing and Confirmed Cases

Our centre commits to

following the advice of the Queensland Public Health Unit and implementing an appropriate Response Action Plan.

Families and visitors 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

Our centre commits to

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

Social Distancing

Our centre commits to

implementing social distancing appropriate for an early childhood education and care centre.

Families commit to

practising social distancing of at least 1.5 metres whilst at the Centre.

Drop Off & Pick Up

Our centre commits 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, practising social distancing of 1.5 metres and adhering to any drop off and pick up centre protocols.

Employee Wellbeing & Support

Our centre commits to

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

Families and visitors commit to

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

Compliance

Our centre commits to

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

Families and visitors commit to

raising concerns with their Centre Director or Committee if they have concerns about compliance with these commitments.



HYGIENE

Our centre commits to implementing our stringent hygiene processes.

As part of our compliance with the National Quality Standards, our centre 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.

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 signing 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. Our centre will assist them to collect their child.

CLEANING



Our centre commits to implementing all Cleaning Procedures.

- Our centre is professionally cleaned each day. Employees undertake incidental cleaning routines regularly throughout the day.
- Consistently implement all Cleaning Procedure tasks and responsibilities as recommended by the National Health and Medical Research Council.
- 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 committee 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

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

Our centre will stock the following essential Personal Protective Equipment (PPE):

- Soap
- Disposable gloves
- Thermometers

Our centre will stock the following essential hygiene and cleaning supplies:

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

If we are unable to source essential items, we will immediately notify our Committee for assistance.

ATTENDANCE

Our centre commits to ensuring that employees do not enter or work at the centre if they are unwell.

Our 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 required to go 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 within the last 14 days.
- Returned from particular areas of Australia (as per current Queensland Health Direction: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>) within the last 14 days.
- Have been directed by a Doctor, Queensland Public Health or Queensland Police 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 our centre employees will implement the Chief Health Officer School and Early Childhood Service Exclusion Direction (The Direction) and our Exclusion Due to Illness Procedure.
- If teachers/educators/employees have a reasonable suspicion that a child is unwell with a contagious illness, our 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 1 May 2020 be vaccinated against influenza.

ATTENDANCE



Families and visitors commit to not entering or attending the centre if they, their child or siblings in attendance: are unwell, have returned from overseas within the last 14 days or returned from particular areas of Australia (as per Qld Health Direction) 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 our centre if they:

- Are unwell. Families should notify their our 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 within the last 14 days.
- Returned from particular areas of Australia (as per current Queensland Health Direction: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>) within the last 14 days.
- Have been directed by a Doctor, Queensland Public Health or Queensland Police 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 our 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 our 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 our 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 our direction to collect a child with a suspected contagious illness without a reasonable excuse (in accordance with The Direction).

The Department of Health advises that families should ask their health practitioner whether it is appropriate for children with complex medical needs to attend an early childhood education and care centre.

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

COVID-19 TESTING AND CONFIRMED CASES

Our centre commits to following the advice of the Queensland Public Health Unit and implementing the an appropriate Response Action Plan.

- Follow the advice of the Queensland Public Health Unit.
- Implement an appropriate Response Action Plan – A confirmed case of COVID-19, if there is a confirmed case.
- Employees will immediately notify the 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 centre if they have: been tested for COVID-19, awaiting the results of the testing, and/or received any Queensland Public Health advice.

COMMUNICATION

Our centre commits 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.
- Our Committee, staff and families can access a dedicated C&K email (advice@candk.asn.au) and phone number (3513 2590/3513 2591) if they have questions related to our centre operations and COVID-19.
- Use appropriate channels to communicate important COVID-19 family, teacher/educator, and employee announcements.

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





SOCIAL DISTANCING

Our centre commits to implementing appropriate social distancing measures.

- 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.
- Comply with social distancing requirements (1.5 metres apart) where possible.
- Incursions will follow all health, hygiene and social distancing requirements.
- All visitors will follow our centre's health, hygiene and social distancing requirements (where possible).
- Open windows and adjust air conditioners to maximise ventilation.

Families commit to practising social distancing (all adults 1.5 metres apart) whilst at the centre.



DROP OFF & PICK UP

Our centre commits to implementing safe drop off and pick up processes that support children's positive transition to the centre. As the year progresses, kindergarten children who have become more independent may wish to establish routines which are likely to be more like what children will experience at school.

In consultation with families, the centre will:

- Determine an appropriate approach for drop off and pickup routines.
- Welcome families into the centre to engage with children in their learning environment.

Where appropriate, the centre will:

- Use coloured tape to mark 1.5 metre intervals on the floor of the foyer area and/or iCheck-In station, as appropriate.
- Assign a separate area for families who need to complete additional paperwork such as medication forms or temperature checks.

Families commit to keeping sick children home, limiting drop off and pick up time to a maximum of 15 minutes, practising 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 our hygiene practices, limit drop off times to a maximum of 15 minutes, practise 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, measuring your child's temperature upon arrival is optional unless otherwise advised.
- Practising social distancing of 1.5 metres with other families, children and teachers/educators.
- Limit one parent/guardian (or authorised emergency contact) per child at drop off and pick up. Siblings are permitted to attend these times.
- 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

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

- 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.
- 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 committee.
- Take individualised precautionary measures for at-risk employees as per Government guidance.

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

COMPLIANCE

Our centre commits to monitoring compliance of these commitments, supporting our employees to meet them and encouraging employees to speak up if they have concerns.

- Our Committee will undertake visits to Centres to monitor compliance and support employees to meet these commitments.
- Employees are encouraged to speak up if they have any concerns about how the commitments are being implemented and practised.

Families and visitors commit to raising concerns with their Centre Director or Committee if they have concerns about compliance with these commitments.