

COVID -19 Safety Plan for Schools as Community Centre – 29 October 2020

WELLBEING of Staff and SaCC Families	
Exclude staff, visitors, parents and or children who are unwell	<p>Any staff member, child or visitor to the SaCC Centre who presents with any of the following, will be excluded from the centre:</p> <ul style="list-style-type: none"> • presents as ‘unwell’ – unexplained or persistent cough, drowsy or unresponsive, shortness of breath, respiratory illness, runny nose, suffering with diarrhoea 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 • has been requested to self-isolate • visited a ‘Hot Spot’ or been in contact with anyone from an identified ‘Hot Spot’ • (has a temperature over 37.4) N/A <p>https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw</p> <p><i>**In any circumstance where the SaCC Facilitators decision to exclude based on the exclusion guidelines is disputed, refer immediately to an executive staff member.</i></p>
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> • Direct staff to https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training for training on COVID 19 infection control. • Checklist for groups to include cleaning, signing in, distancing protocols • Local testing facilities listed and displayed. <p>https://www.health.nsw.gov.au/Infectious/covid19/Pages/clinics.aspx</p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> • Special leave is available for staff; notice should be displayed near the sign in book.
Display conditions of entry for any customers or visitors (website, social media and entry points).	<ul style="list-style-type: none"> • Before entry, every person must either sanitise using the provided hand sanitiser or wash hands as per recommendations (following the Washing hand guidelines.) Hand washing and hand sanitiser and hygiene posters are displayed around the SaCC venue and staff will verbally remind families of this requirement.

	<ul style="list-style-type: none"> Each visitor must sign in with times noted and confirm acceptance to follow recommendations by signing the Departments- External Visitor to Site Form upon EACH visit.
Ventilation	<ul style="list-style-type: none"> Air conditioners are set at 23 degrees and /or use available sources of ventilation (windows, doors).
PHYSICAL DISTANCING	
Put plans and systems in place to monitor and control the number of staff, volunteers, parents and children on site at any given time to allow for physical distancing.	<ul style="list-style-type: none"> The current requirement is 4 square metres per person. That is 2m x2m = 1 person including children. Room F008: L 9.85 X W 6.151 = 60.67sqm / 4 Capacity = 15 Kitchen: L 3.65 X W 2.5 = 9.125sqm / 4 Capacity = 2 Childminding room L 7.26 X W 6.5 = 47sqm / 4 Capacity = 11 The number of people per 4square metre includes staff, volunteers, visitors, adults and children.
Where reasonably practical, ensure participants maintain 1.5 metres physical distancing at all times (including staff at meal breaks)	<ul style="list-style-type: none"> Display posters and signage outlining the requirement to maintain 1.5 metres physical distancing at all times. Staff, parents and children to monitor social distancing at a 1.5m distance. Members of the same household do not need to adhere to 1.5m physical distancing. Different household groups must adhere to 1.5m physical distancing. Remove and/or re-arrange furniture to help maintain social distancing. During group activities such as story-time, singing, dancing and movement, ensure physical distancing is maintained and that participants are arranged so that they do not face other participants ie. arrange in a line (NOT circle) with a spacing of 1.5m between participants and at least 1.5m between lines. Facilitators who are facing and leading the group should maintain a distance of at least 3m away from participants. Ensure activities are spaced out in the room to allow participants from different households to physically distance.
Arrival and departure times	<ul style="list-style-type: none"> Plan arrival and departure times to avoid school break times. Signage is provided with markers on the floor in areas where people may need to queue at the front door/main centre/childcare room and the veranda. Limit group duration to no more than 2hours for indoor. No limit for outdoor.
Have strategies in place to manage	<ul style="list-style-type: none"> Discourage gatherings immediately outside SaCC venues. Inform and remind SaCC families, visitors and staff to leave

gatherings that may occur immediately outside the premises.	the SaCC premises and school grounds immediately at the conclusion of the group/meeting/event.
Consider signage near all SaCC venues, kitchen and wash areas directing staff, visitors, parents and children to maintain physical distancing wherever practical.	<ul style="list-style-type: none"> • Provide and display in all areas of the SaCC venues, posters and signs outlining the • requirement for adults/non-same household groups to maintain 1.5m physical distancing at all times including staff and volunteers. • Demonstrate and encourage new alternative ways to say hello ie. foot five, waves or elbow.
Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> • Staff will not attend non-essential face to face meetings. • Where possible meetings to be held via telephone or video-conferencing. • Team meetings and internal meetings will be held via Zoom or with a combination of onsite and Zoom participation to ensure physical distancing, compliance with 4m2 requirements and ensure higher risk staff are able to participate safely.
If staff or workers need to travel together in the same vehicle:	<ul style="list-style-type: none"> • Staff will be mindful of physical distancing when in the vehicle. • Staff will only handle their own handbags and files. • All staff will be issued with their own pack containing hand sanitiser, masks, gloves, disinfectant wipes and a can of disinfectant spray in the car ensure the vehicle including steering wheel, gear sticks, knobs and door handles are wiped down after use. • Staff are encouraged to use the air conditioner on external airflow if there is a need to have it on.
HYGIENE AND CLEANING	
Provide hand washing facilities including soap, running water and paper towel	<ul style="list-style-type: none"> • Ensure soap, running water and paper towels are provided to wash hands. • Display Hand Washing Posters. • Follow guidelines for Handwashing: • Follow these five steps every time. • Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. • Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. • Scrub your hands for at least 20 seconds. Need a timer? • Hum the “Happy Birthday” song from beginning to end twice. • Rinse your hands well under clean, running water. • Dry your hands using a clean towel or air dry them.
Provide hand sanitiser at multiple locations throughout the workplace.	<ul style="list-style-type: none"> • Ensure quality alcohol based hand sanitiser is provided in multiple safe and accessible locations in the SaCC venue. • Display hand sanitising posters • Follow guidelines for hand sanitising:

	<ol style="list-style-type: none"> 1. Clear your hands of all visible dirt and debris and jewellery. 2. Squirt the hand sanitizer into the palm of one hand. Be generous with the amount of sanitiser applied. At minimum, you should use an amount that is about the size of a 10cent piece 3. Rub your hands together gently. Be sure to cover the surfaces of both of your hands, including fingers and around your fingertips and nails and thumbs. You should also rub in the sanitizer about 5cm up each wrist. 4. Let your hands dry off. After about 30 seconds of rubbing, your skin should have absorbed the sanitiser. If your hands are still a little wet, face your palms downward and let them dry in the air until they are no longer wet.
<p>Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.</p>	<ul style="list-style-type: none"> • Ensure all bathrooms used by SaCC Families, staff and volunteers are well stocked with soap and paper towel and display posters with 'How to Wash Hands' instructions
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily, first with detergent and then disinfect. Clean frequently touched areas and surfaces. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<p>Before</p> <ul style="list-style-type: none"> • Target areas include high-touch areas and other hard surfaces, door handles, lockers, light switches and handrails in stairways and movement areas will be wiped with disinfectant before each group session. <p>During</p> <ul style="list-style-type: none"> • Make available disinfectant wipes, gloves for use as necessary. <p>After</p> <ul style="list-style-type: none"> • Tables, chairs and communal surfaces will be cleaned with disinfectant after each group has finished and the room sprayed with disinfectant spray. All benches and communal areas (including door handles, fridge handle, stair rails and light switches) will be wiped down at the end of each group session
<p>Clean toys, resources and equipment frequently</p>	<ul style="list-style-type: none"> • Plan activities that allow equipment to be cleaned between uses by different children. Used equipment to be wiped with disinfectant wipes or disinfectant spray made up to manufacturer's directions. Parents wipe equipment after use by their child. Gloves and disinfectant wipes to be provided for parent use. • The playgroup facility must be cleaned and sanitised after EACH playgroup. All surfaces must be wiped down, including benches, tables, chairs, light switches, door handles, sinks and toilets. • Toys and resources must be cleaned/sanitised at the end of each playgroup, and if possible, used on rotation ie. after

	<p>sanitisation the item is put away and not used again for 48-72 hours. If you have a number of groups using the playgroup facility on consecutive days, place a post-it note with the date of sanitisation on the toy/item so that others know when it can be safely used again. Indoor toys/resources should be sanitised and wiped down with a cloth, however outside toys such as climbing frames, trikes etc can be sprayed with sanitiser and left to air dry after each playgroup.</p> <ul style="list-style-type: none"> • For books, wipe the cover and pages if possible and then put that book in a container for minimum 24 hours before use again. The coronavirus is not reported to live on printed paper and cardboard after 24 hours. • Soft toys and fabric resources such as doll clothes, blankets etc must be washed after each use. It may be useful to reduce the number of soft/fabric items we have available, however it is important to note that soft materials and toys are beneficial to children, so best practice would be to arrange a rotation of items rather than removing them all together.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	<ul style="list-style-type: none"> • When using chlorine based disinfectant products ensure appropriate ventilation and use appropriate personal protective equipment.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> • All SaCC staff and volunteers are to wear gloves when cleaning and thoroughly wash hands before and after cleaning. Gloves will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> • Wash all cutlery and tableware in a commercial grade dishwasher if available. Alternatively wash with detergent and hot water.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical. If food is provided, or share-style, one person should be allocated to serve food and practise hand hygiene before and after service	<ul style="list-style-type: none"> • Families are encouraged to bring their child/ren fruit/vegetables for morning tea. Families will not be sharing food during COVID-19. Families will be encouraged to bring fruit/vegetables ready to eat to minimise food preparation. • Staff will wear gloves and use wipes to disinfect tables before and after morning tea
Provide detergent/disinfectant surface wipes to clean	<ul style="list-style-type: none"> • Provide disinfectant surface wipes and clean workstations, laptops, monitors, keyboards, phones, mouse and any other devices regularly

workstations and equipment such as monitor, phone, keyboard and mouse.	
All staff complete COVID-19 Infection Control	<ul style="list-style-type: none"> • Online training https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-trainingind
RECORD KEEPING	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely	<p>Follow DoE guidelines.</p> <ul style="list-style-type: none"> • Provide 'sign in' sheet including name, contact details (phone and email), arrival and departure times and ensure all visitors are included. • 'External Visitors to School Site Form' will be completed each time all visitors/families enter the SaCC room. • Pens used for filing forms should be wiped with antiseptic wipes between use. • Provide the completed 'External Visitor to School site form' and a copy of all sign in sheets to the school office for record keeping.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if require	<ul style="list-style-type: none"> • Staff advised of the COVIDSafe App and requested to download this on their work phone.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.	<ul style="list-style-type: none"> • Cooperate with NSW Health and follow DoE guidelines and liaise with School Principal/site manager with regard to a positive case of COVID-19 at a SaCC venue. With guidance from the Principal, use appropriate methods to notify SafeWork NSW on 131050.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	<ul style="list-style-type: none"> • It will be recommended that families download the COVIDSafe app. Posters will be displayed to support families.
<p>References and Links:</p> <p>https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules</p> <p>https://www.nsw.gov.au/covid-19/latest-news-and-updates</p> <p>https://education.nsw.gov.au/covid-19/advice-for-families</p> <p>https://www.health.gov.au/resources/apps-and-tools/covidsafe-app</p> <p>https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</p> <p>Documents to support the SaCC COVID-19 Safe Plan:</p> <ul style="list-style-type: none"> • Checklist • Parent Information and Support Document • External Visitors to School Site Form • Posters/signs 	

Canterbury Rd, Punchbowl NSW 2196

PHONE: 9750 5055 • FAX: 9740 4242 • EMAIL: punchbowl-p.school@det.nsw.edu.au

punchbowl-p.schools.nsw.gov.au