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| COVIDSafe Plan  |
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*Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Business name: Park Orchards Kindergarten

Site location: 570 Park Rd, Park Orchards

Contact person: Katie Fisher

Contact person phone: 9876 1618

Date prepared: 7 August, 2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** |
| 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.  | *Sanitiser attached to main entry gate with signage to use prior to touching gate. Bulk supply of sanitiser available and dispensed into spray bottles as needed for cleaning purposes. Hand sanitiser pump packs located in foyer, main room and staff room areas. Bulk supplies of soap and paper towel available.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | *Doors into playground can be left ajar where safe to do so with children in attendance. Windows in children’s room can be opened.* |
| 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.  | *Staff wear masks to and from work and whenever children are not in attendance, as directed by DHHS and CHO.* |
| 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). | *Staff aware not to touch face mask when using, videos from CHO regarding use of face masks, disposal, washing of reusable masks. Posters in various locations outlining hand hygiene and general hygiene practices.* |
| Replace high-touch communal items with alternatives. | *High touch areas are wiped regularly with sanitiser/ wipes (e.g. phone, desktop / mouse). Contracted cleaner also does this when cleaning daily.* |

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| **Cleaning** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | *This practice has been in place since April 2020. Staff wipe high touch surfaces between sessions when two groups operate on the same day. Contact cleaner completes clean each night.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *Bulk supplies of cleaning items are on site and supply is maintained by staff. Additional supplies in cleaner’s cupboard in case of emergency.* |

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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can and/or must work from home, do work from home.**  | *Staff advised they are not be on site when children are not in attendance.* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | *Staff work only at Park Orchards Kindergarten. Relief staff form an agency will not be engaged during the pandemic, to reduce this risk.* |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.**  | *Staff must not work when unwell. Visitors are not admitted to Kindergarten currently, unless outside hours of child / staff attendance. No parents are allowed to enter the main Kindergarten room and dismissal is made from the foyer. Temperatures can be checked prior to entry, using no touch thermometer.* |
| **Configure communal work areas and publicly accessible spaces so that:** * **there is no more than one worker per four square meters of enclosed workspace**
* **workers are spaced at least 1.5m apart**
* **there is no more than one member of the public per four square meters of publicly available space.**

**Also consider installing screens or barriers.** | *No entry to foyer area if another adult is already in the space. (Parents check prior to entry) Staff working from home if not teaching, so no additional / non-teaching staff are on site or in office space.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | *No additional staff on site when children are not in attendance. Markers not required.* |
| **Modify the alignment of workstations so that workers do not face one another.** | Staff do not face each other in office area, but are not in attendance when not teaching. Staff maintain physical distancing when teaching. |
| **Minimise the build up of workers waiting to enter and exit the workplace.** | *Only two staff on site at a time. Enter at different times, as start times vary.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | Discussed and clear awareness of need for this. Reminder to wear masks when children are not in attendance, as per any other workplace. |
| Review delivery protocols to limit contact between delivery drivers and staff. | *Parcels dropped to door, rather than brought into Kindergarten. Minimal orders and deliveries being made at present as need for materials is relatively low.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | *Rosters unaffected. Staff working form home when not teaching.* |
| 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 ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | *Signage on door. Signage on gates.* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** |
| **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.**  | *Already in place – staff sign in, visitor sign in, children are signed in (noting which parent / carer was present at the time).* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | *Staff aware of OH&S requirements and who to report incidents to at work (President). Protocol in place from DHHS and DET to report a positive COVID case at the Kindergarten.* |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case**  |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | *In line with funding agreement from DET. Closures must be reported to ACECQA via NQS ITS portal.* |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | *Use of sign in books for staff, children and visitors.* |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.**  | *Following protocol from DHHS. Sourcing advice from DHHS and DET for external company to provide deep cleaning as required.*  |
| **Prepare for how you will manage a suspected or confirmed case in an worker during work hours.** | *Isolation of staff member who is unwell. Contacting parents to collect children present and self isolate. Communication to President, staff with access to NQS ITS portal (AR & JL), possession of contact numbers for COVID line. Follow ongoing and current advice from DHS Coronavirus line.* |
| **Prepare to notify workfers and site visitors (including close contacts)** | Use sign in register and contact details recorded. |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** |  |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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