

BARINGA COVID-19 ACTION PLAN

This Action Plan was approved by the Baringa Board on 16 March 2020 and delegation provided to Centre Management to enact if required and act in accordance to the actions below. Please note this is subject to change as Baringa continues to be responsive to ACT Government and/or Australian Government advice which require to take effect within the timeframes as directed by the ACT Government or Australian Government.

STAGE	CENTRE'S ACTION	OPERATIONS
<p>Prevention Stage There are no COVID-19 cases at the centre, but COVID-19 remains a pandemic and/or the cause of a state of local emergency and/or a state of disaster or catastrophe.</p>	<ol style="list-style-type: none"> 1. Exclude children and staff for 14 days since: <ol style="list-style-type: none"> a. Travelling anywhere outside of Australia. b. Contact with a confirmed case of COVID-19. c. Close contact (e.g. parents, housemates) have travelled anywhere outside of Australia. 2. Request parents and staff to notify centre of requirement to self-isolate. <ol style="list-style-type: none"> a. If during the 14 days self-isolation, the child or staff experience flu-like symptoms such as coughing, sore throat or headaches; or difficulty breathing; or has been requested by a medical professional to be tested for COVID-19; then a medical certificate clearance needs to be provided prior to returning after 14 days. b. As per Fees Policy, fees are payable for the days your child is booked into the centre, including times when your child is absent. c. Permanent staff access available leave entitlements. d. Notifications and medical certificates are recorded. 3. Request staff to notify the centre if they are: <ol style="list-style-type: none"> a. Experiencing flu-like symptoms such as coughing, sore throat or headaches; or difficulty breathing; or b. Has been requested by a medical professional to be tested for COVID-19 4. Disseminate COVID-19 information as provided by ACT Government and/or Australian Government. 	<p>OPEN Centre operates as usual with heightened health and hygiene measures, including extensive daily cleaning by the Baringa cleaners, including use of bleach, with a focus on door handles, surfaces and floors.</p>
<p>Suspected Case There is a staff or child being tested for COVID-19 and awaiting results; and/or a staff or child's close contact is being tested for COVID-19 and awaiting results.</p> <p>A specific area is defined as:</p> <ul style="list-style-type: none"> • Area 1: Melaleuca and Hakea • Area 2: Grevillea and Banksia • Area 3: Acacia and Hibiscus 	<p>In addition to the above actions, implement the following:</p> <ol style="list-style-type: none"> 1. Exclude the child or staff affected until test results have come back negative. <ol style="list-style-type: none"> a. As per Fees Policy, fees are payable for the days your child is booked into the centre, including times when your child is absent or absent due to illness. b. A medical certificate clearance is to be provided before returning. c. Permanent staff access available leave entitlements. d. Notifications and medical certificates are recorded. 2. Parents of children and staff working in the specific area of the child or staff awaiting test results, will be notified by email. 3. Hardcopy notices are placed at the centre as per protocol of other suspected communicable illness. 4. Disseminate COVID-19 information as provided by ACT Government and/or Australian Government. 	<p>OPEN Centre operates as usual with heightened health and hygiene measures.</p>

STAGE	CENTRE'S ACTION	OPERATIONS
<p>Confirmed Case Isolated A suspected case returns with a positive result to COVID-19. The case is a staff or child identified to have had close contacts within one specific area only.</p> <p>A specific area is defined as:</p> <ul style="list-style-type: none"> • Area 1: Melaleuca and Hakea • Area 2: Grevillea and Banksia • Area 3: Acacia and Hibiscus 	<p>In addition to the above actions, implement the following:</p> <ol style="list-style-type: none"> 1. <u>Closure of the specified area for 24 hours</u> from when Centre is notified of the positive result, to allow for extensive cleaning and sanitising of the specific area, as well as extensive cleaning across the centre by the Baringa cleaners, including use of bleach, with a focus on door handles, surfaces and floors. If notification is on a Friday, action will be implemented over the weekend and open again on the Monday. 2. Notify children and staff who have been a close contact. 3. Exclude children and staff who have been a close contact for 14 days. Permanent staff access available leave entitlements. 4. Confirmed case is excluded indefinitely until medical certificate clearance is provided prior to returning. 5. Notify all parents and staff of confirmed case and <u>closure of specified area for 24 hours</u>, and updates provided at least weekly. 6. Notify the Board and Regulatory Authority of the case. 7. Provide educators and staff from outside the specific area with additional precaution measures including additional personal protective equipment and reduction in physical contact. 8. Disseminate COVID-19 information as provided by ACT Government and/or Australian Government. 	<p>CLOSURE of specified area for 24 hours.</p> <p>OPEN Other specified areas of the centre, operate as usual with heightened health and hygiene measures.</p>
<p>Confirmed Case Non-Isolated A suspected case returns with a positive result to COVID-19. The case is a staff or child identified to have had close contacts within more than one specific area, and/or the staff affected is from the kitchen team or front office.</p>	<p>In addition to the above actions, implement the following:</p> <ol style="list-style-type: none"> 1. Voluntary closure of the entire centre for <u>48 hours</u>, from when Centre is notified of the positive result, to allow for extensive cleaning and sanitising of the specific area, as well as extensive cleaning across the centre by the Baringa cleaners, including use of bleach, with a focus on door handles, surfaces and floors. If notification is on a Friday, action will be implemented over the weekend and open again on the Monday. 2. Notify all parents and staff of the <u>48 hours closure</u>, and updates provided at least weekly. 3. Notify the Board and Regulatory Authority of the case and of the voluntary closure. 4. Confirmed case is excluded indefinitely until medical certificate clearance is provided prior to returning. 5. On return, provide educators and staff with additional precaution measures including additional personal protective equipment and reduction in physical contact. 6. Permanent staff access available leave entitlements. 7. Disseminate COVID-19 information as provided by ACT Government and/or Australian Government. 	<p>CENTRE CLOSED for 48 hours</p> <p>During closure period, childcare fees will not be charged, voluntary contributions welcome during this period to assist centre funds.</p>
<p>Mandated Closure ACT Government or Australian Government enforces closure of all childcare centres and/or non-essential businesses.</p>	<ol style="list-style-type: none"> 1. Forced closure of the entire centre as directed by ACT Government or Australian Government. 2. Permanent staff able to access available leave entitlements. 3. Notify all parents and staff of the closure, and updates provided at least weekly. 4. Disseminate COVID-19 information as provided by ACT Government and/or Australian Government. 	<p>CENTRE CLOSED for period as directed by ACT Government or Australian Government.</p> <p>During closure period, childcare fees will not be charged, voluntary contributions welcome to assist centre funds.</p>