

WOODRIDGE PRESCHOOL COVID-19 PROCEDURES & COVID SAFE PLAN

PREAMBLE:

The global Coronavirus pandemic has seen significant changes to operating procedures of most businesses and organisations throughout Australia and in particular Victoria. These have included but are not limited to encouraging people to work from home, wearing masks outside of the home and reducing the amount of face to face contact people are exposed to through social distancing measures.

The COVID-19 virus is highly contagious and people with pre-existing medical conditions and older people can be especially vulnerable to severe side effects. Considering this Woodridge Pre-School will implement a comprehensive set of procedures to ensure that it will be safe to send children to the Pre-school and ensure the safety of staff, children and their families. This document will outline procedures for students on arrival and some processes in which staff can help support and manage students and parent's anxiety around the COVID19 virus.

COVID19 PROCEDURES

3YO GROUPS

- 3YO class time, Mon & Wed (Green) 8:30am – 1:00pm and Tues & Thurs (Purple) 8:30am – 1:00pm.
- Morning drop off (8:30am) will be conducted through the door into the garden/outdoor play area. Parents are then asked to promptly exit the yard back through the garden door (ensuring it closes behind you).
- All late arrivals are to enter via the deck, ring the bell and wait for an educator to collect your child, this will be from 8.45am.
- Afternoon pick up (1.00pm) will be conducted via the deck. Parents are to line up on the deck (using markers to ensure spacing). Before entering families are required to sanitise their hands and an educator will then let you into the building to pick up your child. You will exit through the same door, take your time to ensure social distancing.
- When entering the building you **must** scan in using the QR code and wear a fitted face mask. If unable, your child will be brought to the door.
- The educator will sign your child/ren in and out.
- Parents **MUST** be contactable and come immediately, if contacted by educators notifying them that their child is sick.
- There will be a lower threshold of tolerance for children with any flu like symptoms than under normal operating processes due to COVID-19.
- Parents are asked to be patient and follow staff guidelines each morning and afternoon at drop off and pick up.
- Children are discouraged to bring soft toys or any other items from home, so please ensure you clean out their kinder bags before coming.
- Families are asked to bring along a morning tea snack as shared fruit is not allowed at this time and water bottle.

- Parent helpers will be welcomed back term 2 for the last hour of the session. Please speak with your teacher if you are interested, it is preferred if siblings don't attend.

4YO GROUPS

- 4YO class time, Mon & Wed (Navy) 8:30am – 4:00pm, Tues & Thurs (Blue) 8:30am – 4:00pm with 4:00pm – 6:00pm aftercare.
- Morning drop off (8.30am) and afternoon pick up (4pm) will be conducted via the deck.
- In the morning parents and children are to line up on the deck (using markers to ensure spacing). When you reach the front door, please sanitise both your hands and your child/ren's. An educator will meet you at the front door to welcome your child into the pre-school. Parents are then to exit promptly back via the desk.
- All late arrivals are to enter via the deck, ring the bell and wait for an educator to collect your child.
- In the afternoon parents are to line up on the deck (using markers to ensure spacing). Before entering families are required to sanitise their hands and an educator will then let you into the building to pick up your child. You will promptly exit through the emergency door on the far side of the 4YO room.
- When entering the building you **must** scan in using the QR code and wear a fitted face mask. If unable, your child will be brought to the door.
- AKC parents are permitted to enter the building at pick up.
- The educator will sign your child/ren in and out.
- Parents are asked to be patient and follow staff guidelines each morning and afternoon at drop off and pick up.
- Parents **MUST** be contactable and come immediately, if contacted by educators notifying them that their child is sick.
- There will be a lower threshold of tolerance for children with any flu like symptoms than under normal operating processes due to COVID19.
- Children will be discouraged from bringing soft toys or any other items from home, so please ensure you clean out their kinder bags before coming.
- Families are asked to bring morning tea/snack as well as their lunch and water bottle.
- At this stage we are working through when is the best time for parent helpers to participate in the 4YO program as to not unsettle the children.

ADDITIONAL PRECAUTIONS WITHIN THE PRE-SCHOOL THROUGHOUT PANDEMIC:

- Children will wash hands before and after eating, after coughing, sneezing, blowing/wiping nose and as required (frequently) and/or noticed by staff.
- There will be regular intentional teaching about hygiene and COVID-19 through stories, demonstrations, songs etc.
- Children's water bottles and food to be kept in the lunch lockers.
- Extra soap will be available and children and staff will use it more frequently than usual.
- Fruit will no longer be shared amongst the children.
- Children will have their own water bottles. Water bottles are filled during the session as required.
- Children will be unable to share cakes/other food for birthday celebrations as may normally occur, individually wrapped treats for the educators to circulate is fine.

- Hygiene habits will be specifically taught and will be a focus of the Pre-school program each week.
- All parent/teacher discussions will need to be done via phone and email, or conducted briefly at a distance of 1.5m.
- A higher standard and more regular cleaning of the Pre-school will be conducted to ensure lower risk of virus transmission.
- Use this document in conjunction with the COVID-19 Risk Assessment.

EDUCATORS:

- Like all members of the community educators can and will have concerns about the COVID-19 virus. Educators will be supported in this time and concerns about their wellbeing will be addressed where possible through adjustments in the Pre-school program.
- Educators like children must not attend if unwell and should remain home if unwell and get tested.
- Educators are to maintain physical distance with other adults.
- Maintain high cleaning standards to all areas of the service.
- COVID safe training has been completed by all educators.

POSITIVE CASES:

- If an educator or attending children are found to have contracted COVID-19 the Pre-school will be closed for an undisclosed period until the safety of those attending can be assured.
- Arrangements will be made for a deep clean of the pre-school during the shut down period.
- Report any positive cases of coronavirus (COVID-19) to DHHS (1300 651 160), Worksafe (13 23 60 or via online form) and notify the staff and families.
- Services are requested to lodge a notification through the [National Quality Agenda IT System \(NQA ITS\)](#) or call 1300 307 415.

ESSENTIAL MAINTENANCE AND VISITORS

- All visitors, including parent and service coaches and mentors are now permitted to attend on site, subject to physical distancing between adults.
- Incursions may occur.
- A density quotient of 1 person per 2 square metres applies to visitors inside the pre-school (excluding enrolled children, but including staff)
- Whenever possible maintenance visits will be scheduled for outside session times.
- Allied health visits to the pre-school can take place with appropriate risk mitigation in place.
- All visitors to the service are to sign in and out using the visitor book if onsite for longer than 15 minutes, and must include a contact number, Scanning in using the QR code is also mandatory in addition to the visitor book.
- All visitors are expected to maintain the same hygiene standards as the educators.

COMMITTEE OF MANAGEMENT

- Members of the Committee of Management may enter the Pre-school to access the office for the purpose of performing their duties during operating hours only if it would be impracticable to visit outside of operating hours. Otherwise, members of the Committee of Management may enter the service outside of operating hours for the purpose of completing their duties.
- Committee of Management members shall observe social distancing when attending the Pre-school.
- Maintain high cleaning standards to all areas of the service - wipe down all surfaces and equipment used before leaving premises.
- Committee meetings to occur on-site with 1.5mtr distance setup.

FUTURE/POTENTIAL WOODRIDGE PARENTS

- Potential family tours of the pre-school are permitted. These will occur outside normal operating hours.
- A virtual tour is available on our website.

FACE MASKS

- Staff are no longer required to wear face masks while teaching. Face masks must be carried and used when speaking with visitors including parents.
- All visitors to the centre have to wear a face mask inside.
- Visitors to the centre that are teaching the children can remove their mask while teaching.

SUPPORTING STUDENTS TO MANAGE ANXIETY ABOUT CORONAVIRUS

Don't be afraid to discuss Coronavirus (COVID-19)

- Most children will have already heard about the virus and educators shouldn't avoid talking about it.
- Not talking about something can make children worry more. Help children feel informed by providing them with facts from trusted sources.

Use student-friendly honesty

- Think about the age of your children. Offer information using language they will understand.
- It's okay if you can't answer everything; being open to the discussion is what matters.
- Do your best to answer honestly and clearly. Don't share too much information all at once, as this may be overwhelming.
- Try to remain positive when talking to children.
- Avoid talking in a way that could make children feel more worried.

Be guided by your Children

- Invite children to tell you anything they may have heard about COVID-19, and how they feel.
- Give them opportunities to ask questions, particularly when you can see /hear that it is impacting on their learning and/or wellbeing.