**This document is intended to inform staff of their responsibilities in relation to the COVID-19 procedures of the centre.**

**All Staff Responsibilities:**

* Staff are to wash their hands with soap and water, or hand sanitiser on arrival and departure from the centre, before and after toileting, dealing with bodily fluids, at mealtimes and in between activities with children.
* Staff are to clean their hands with hand sanitiser before and after using the iPads.
* When community transmission is present, staff are to clean high touch areas with alcohol spray regularly throughout the day.
* Staff are to wash toys regularly.
* Staff on the closing shifts are to wash the drink bottle holders in the dishwasher at the end of the day.
* Staff are to be mindful of food serving and respond to centre decisions on children serving themselves (based on level of risk in the community).
* Staff are to follow good respiratory hygiene when coughing or sneezing and are to support children to do so too: cover mouth and nose with bent elbow or tissue, dispose of the used tissue immediately and wash hands with soap and water or, if water is not available, with hand sanitiser.
* Staff are to update signage related to physical distancing and maximum numbers of adults in indoor areas, and provide communication to families regarding in any changes, following any changes to public health guidelines
* Staff who have come into contact with a confirmed case of COVID-19 must follow the NSW Health directives regarding self-isolation and testing, and notifying the Centre Director.
* All incursion performers, student teachers, therapists and service staff must sign in and pass a screening questionnaire. If they do not pass the screening questionnaire they will not be allowed to enter the Centre and told to follow the directions of the health direct Symptom checker (<https://www.healthdirect.gov.au/coronavirus>).
* Staff will not take children on excursions during heightened risk periods. When the risk lowers and excursions are allowed, they will conduct risk assessments prior in consideration of the latest advice from the Australian Health Protection Principal Committee (AHPPC) and those at high risk such as those with medical conditions.The Centre must keep up to date records of COVID-19 vaccination for all staff attending the premises. The Centre must be provided with a genuine vaccination certificate, or proof of medical contraindication. The Centre must keep this information in a log and update it as required
* Exemptions are available for staff who are unable to be vaccinated due to a medical contraindication to the COVID-19 vaccine. Further information can be found about medical contraindication and vaccine refusal in the [NSW Department of Education ‘COVID safety in early childhood education and care services: Guidance](https://education.nsw.gov.au/early-childhood-education/coronavirus/advice-for-services-and-providers)’.
* The Centre must provide staff, educators, parents and carers with updates made to the service’s COVID Policy.

**Approved Provider’s Responsibilities**

Ensuring the service operates in line with the Education and Care Services National Law and National Regulations 2011 including:

* Ensuring that where there is an occurrence of an COVID-19 case at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2))
* Ensuring that reasonable steps are taken to prevent the spread of COVID-19 at the service (Regulation 88(2)).
* Ensuring that the recommended exclusion requirements are made available to all stake holders and are adhered to in the event of a confirmed case at the service. Ensuring that appropriate and current information and resources are provided to staff and parents/guardians regarding the identification and management of COVID-19.
* Keeping informed about current legislation, information, research and best practice.

**Nominated Supervisor’s Responsibilities:**

* Establishing good hygiene and infection control procedures and ensuring that they are adhered to by everyone at the service.
* Ensuring the exclusion requirements for COVID-19 and its symptoms are adhered to (including documentation stating negative result/Doctor’s clearance), notifying the Approved Provider.
* Ensuring signage regarding capacity of indoor areas (for adults) and physical distancing are accurate for current NSW Health orders, when appropriate
* Ensuring adherence to latest public health directives for mask wearing requirements within childcare setting for indoor and outdoor areas, and providing signage to advise Centre visitors
* Advising parents/guardians on enrolment of exclusion periods related to COVID-19 symptoms that will be observed for the duration of the pandemic.
* Requesting that parents/guardians notify the service if their child is displaying COVID-19 symptoms, &/or has been confirmed as having COVID-19.
* Providing information and resources to families to assist in the identification of COVID-19 symptoms and recommendation to seek medical advice.
* Provide relevant sourced materials to families, including required notifications of positive COVID-19 cases in the Centre.
* Ensuring that an “Incident, Injury, Trauma and Illness” record is completed as soon as practicable or no later than 24 hours of the illness occurring.
* When incursions/excursions are allowed, risk assessments will be conducted prior. Risk Assessments must include consideration of the latest advice from the Australian Health Protection Principal Committee (AHPPC) and those at high risk of developing severe disease, including older people and those with underlying medical conditions.
* Ensure all incursion performers, student teachers, therapists and service staff sign in and pass a screening questionnaire before being allowed into the centre. If they do not pass the screening questionnaire they will not be allowed to enter and told to follow the directions of the health direct Symptom checker (<https://www.healthdirect.gov.au/coronavirus>)
* Ensure staff and contractors who attend the Centre are in compliance with vaccination requirements as per NSW government requirements for Early Childhood Education services.

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