

COVID-19

Policy Statement

The intent of this policy is to ensure best practice is implemented to protect the centre/service community during a pandemic. The policy is based on current ACT Health advice. Kids Biz will follow advice from ACT Health and the Australian Department of Health to ensure a safe environment for all children, educators and families attending the Service.

Policy Considerations

- COVID-19 Public Health Emergency
- ACT Health Advice
- ACT Children's Education and Care Assurance Advice

General public health measures

Vaccination

- All eligible children and all staff are strongly encouraged to be up to date with their COVID-19 vaccination.

Physical distancing

- Physical distance should be maintained between adults at the service. Physical distancing is not practical between children.

Staying home when sick

- Staff, children, families and visitors must not attend the Service when unwell or displaying symptoms of COVID-19.
- If a child becomes unwell while at the Service their parent/guardian will be contacted to collect them as soon as practicable. The child should be separated from others until their parent/guardian arrives to collect them.
- Educators must not work at the Service if they are unwell or displaying symptoms of coronavirus.
- If an educator becomes unwell while at the Service, they will be sent home.

Masks

- Masks are no longer mandated as of term 2 2022. Educators may choose to continue to wear masks and will be supported in this choice.
- Children in kindergarten to year 2 should not wear masks as they are likely to be worn incorrectly and may present a choking hazard.

Ventilation

- Windows and doors will be kept open where appropriate to improve ventilation across the service.
- If required, additional ventilation options will be discussed with the partner school.

Hygiene

- Educators and children should wash or sanitise their hands upon arrival at the Service and regularly throughout their time at the Service.
- Hand sanitiser will be made available to educators, children, parents, guardians, and visitors at the Service.
- Children and Educators will be educated on correct handwashing procedure.

Cleaning

- The Service will be regularly cleaned with anti-bacterial cleaning products, including wiping down frequent touch points. The Service Coordinator and Management Team will ensure adequate quantities of cleaning supplies are available.

Reviewed on:	10/05/2022	Approved on:	10/05/2022
Reviewed by:	Courtney Tanner	Approved by:	Natasha Finnigan

Responding to COVID-19 exposure onsite

Notification

- Parents/guardians are requested to notify the service if their child tests positive for COVID-19 within two days of attending the Service.
- Educators are required to notify the service if they have tested positive within two days of attending the Service.
- Children and educators who have been diagnosed with or had an exposure to COVID-19 should comply with the public health advice relating to notification, isolation and quarantine requirements.

Communication

- Following notification to Kids Biz, families will be notified via email if their child has attended the Service during the contagious period of a subsequent positive case. No identifying details of the positive case will be released.
- Educators will be notified if they were at the Service at the same time as a positive case. No identifying details of the positive case will be released.

Additional Notification

- Kids Biz will notify CECA through NQAITS if:
 - A child requires urgent medical attention or is hospitalised (notification within 24 hours)
 - The operation of the service is restricted (for example a room closure due to staff absences) (notification within 7 days)
 - Liaison should also occur with ACT Health or CECA if there is a significant outbreak within the service.

Additional COVID-19 Safety Measures

- When there are high numbers of COVID-19 exposures at the Service, consideration will be given to whether additional safety measures should be reintroduced. Additional measures will be determined in consultation with the Catholic Education and CECA.
- Entry to the service may be restricted to educators and children only. Parents/guardians and other visitors can enter the service in emergency situations or by prior appointment. Parents/guardians and other visitors may enter outdoor areas of the school site.

Household contacts

- Household contacts will not have to quarantine if they have no COVID-19 symptoms but will need to comply with all relevant ACT requirements.
- Parents/guardians are requested to notify Kids Biz if their child is a household contact.
- Educators may continue to work provided they remain symptom free, undertake daily COVID-19 testing, wear masks at all times while at the Service and notify Kids Biz of their household contact status.

Fees

- The standard daily fee will apply if a child is absent from the Service. Child Care Subsidy can be claimed for up to 42 absences per financial year, with additional absences able to be claimed in select circumstances.
- Two weeks' written notice is required for cancellations or changes of permanent bookings. This period may be waived in select circumstances if approved by Kids Biz Management.
- 24 hours' notice is required for cancellations of casual bookings.
- Gap fees may be waived for select absences, where approved by the Department of Education, Skills and Employment.
- Gap fees will be waived if the Service is required to close due to a public health directive.
- Gap fees will not be waived if families elect to keep their children home without instruction from health authorities to do so.

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Kids Biz Holidays & Sports OSHC Policies & Procedures

Policy updates

- The Management Team will continue to monitor ACT Health Advice and update this policy as advice changes.

Document Version Control

Version Date	Changes
13/07/2020	Created
16/11/2021	Reviewed taking into consideration ACT Government Confirmed case of COVID-19 Response for ACT education and care services guidelines and the Delta strain
10/05/2022	Reviewed taking into consideration changes in ACT Government advice and policies.

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