

Coogee Care Centre	
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Plan completed by	Reviewed by Kate Wilson (V3. 21 June 2021) Reviewed by Kiera McGillion (V2. 22 Jan 2021) Harrison Brown-Swinbourne (V 1.Term 3 2020)
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GUIDANCE	ACTIONS
<b>Wellbeing of Staff and Customers</b>	
Exclude staff, visitors and customers who are unwell.	<ul style="list-style-type: none"> <li>• Staff made aware of their responsibilities in recognising their own symptoms and those of the children</li> <li>• Children and staff are required to sanitise/wash hands on arrival &amp; departure</li> <li>• Parents/caregivers not allowed on site</li> <li>• Visitors to site restricted, those allowed in required to sign in and out, sanitise on arrival &amp; departure</li> </ul>
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> <li>• Relevant updates given to staff via workplace and meetings</li> <li>• Staff made aware of testing and mask requirements</li> <li>• Practicable efforts made to ensure relevant distancing protocols followed</li> <li>• More regular cleaning and sanitising of service and equipment</li> </ul>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> <li>• Staff made aware of paid and unpaid leave entitlements and requirements</li> <li>• In the case of symptoms appearing and COVID testing, staff prevented from returning to work until negative results are provided to employer</li> </ul>
Display conditions of entry for any customers or visitors (website, social media, entry points).	<ul style="list-style-type: none"> <li>• Visitors to the site are verbally reminded about conditions of entry upon arrival.</li> <li>• Visitors must read and sign an entry form confirming they have no symptoms and will follow protocol</li> </ul>

REQUIREMENTS	ACTIONS
<b>Physical Distancing</b>	
<p>No restrictions on number of patrons etc (OOSH service operating on school grounds). Measures taken to reduce crowding include:</p>	<ul style="list-style-type: none"> <li>• Separation of year groups for roll call/afternoon tea</li> <li>• Variety of spaces open, variety of experiences in each space</li> <li>• Redirection of excess children to other spaces/quieter areas</li> <li>• Wrestling &amp; other physical contact games prevented</li> </ul>
<p>Assign workers to specific workstations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.</p>	<ul style="list-style-type: none"> <li>• Staff encouraged to disinfect equipment after use – alcohol wipes and other cleaning equipment provided</li> <li>• Staff movement between areas for admin/pack away reasons reduced &amp; all effort is made to keep staff in same stations throughout shift</li> </ul>
<p>Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.</p>	<ul style="list-style-type: none"> <li>• Staff:Child ratio requirements enforced but not exceeded</li> <li>• Staff required to sign in and out every shift</li> <li>• All children signed in and out for every attendance</li> <li>• Parents/caregivers not allowed on site</li> <li>• Visitors restricted, required to sign in and out</li> </ul>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<ul style="list-style-type: none"> <li>• Number of staff working non-F2F monitored</li> <li>• Staff:Child ratio requirements enforced but not exceeded</li> </ul>
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.</p>	<ul style="list-style-type: none"> <li>• Equipment regularly disinfected &amp; cleaned</li> <li>• Touch free sign in and out</li> </ul>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<ul style="list-style-type: none"> <li>• All staff kept as separate as practicable</li> <li>• Children encouraged to minimise physical contact with each other/staff</li> </ul>
<p>Use telephone or video for essential meetings where practical.</p>	<ul style="list-style-type: none"> <li>• Cyber meetings are enforced where possible</li> </ul>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<ul style="list-style-type: none"> <li>• Orders are placed online and where possible collected at the gate</li> <li>• When delivery drivers must enter the site they will sanitise and follow the visitor procedure</li> </ul>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<ul style="list-style-type: none"> <li>• Signs in place at each entrance encouraging physical distancing</li> </ul>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> <li>• encourage passengers and drivers to spread out, using front and back seats</li> <li>• workers should only handle their own tools and bags where possible</li> <li>• have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>• encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable as staff are not required to travel within their role</li> </ul>

Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> <li>• Staff are reminded not to congregate immediately outside premises.</li> <li>• Parents and guardians are reminded to physically distance while waiting to collect their child/ren</li> </ul>
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	<ul style="list-style-type: none"> <li>• Sanitiser at each entrance</li> <li>• Handwashing stations</li> </ul>
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard, and mouse.	<ul style="list-style-type: none"> <li>• Present sanitiser and wipes at each workstation and equipment storage points</li> </ul>
Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.	<ul style="list-style-type: none"> <li>• Surplus of equipment</li> <li>• External agency assigned to monitor and stock</li> </ul>
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	<ul style="list-style-type: none"> <li>• All staff encouraged to clean and sanitise equipment and workstations regularly/after use</li> </ul>
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	<ul style="list-style-type: none"> <li>• Staff member assigned to monitor and complete</li> </ul>
Staff should wash hands thoroughly with soap and water before and after cleaning	<ul style="list-style-type: none"> <li>• Staff will wear disposable gloves when cleaning surfaces</li> </ul>
In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).	<ul style="list-style-type: none"> <li>• Children are encouraged to remain in outdoor and open spaces where possible</li> <li>• When inside windows and doors will remain open (where practicable) to increase ventilation</li> </ul>
<b>Record Keeping</b>	
Keep name and mobile number or email address for all staff, visitors, and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	<ul style="list-style-type: none"> <li>• All staff details kept on file and accessible</li> <li>• Contact details of all children and contacts kept according to government requirements</li> <li>• All visitors &amp; contractors details kept on file</li> </ul>
Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of <a href="http://nsw.gov.au">nsw.gov.au</a>	<ul style="list-style-type: none"> <li>• All contact information is filed away in paper format and online through a password protected site</li> </ul>
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	<ul style="list-style-type: none"> <li>• Staff made aware of the app and encouraged to download and use it</li> </ul>
Workplaces should consider registering their business through <a href="http://nsw.gov.au">nsw.gov.au</a>	<ul style="list-style-type: none"> <li>• Beginning the process through this website is the first step in ensuring we follow recommendations by NSW government</li> </ul>
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.	<ul style="list-style-type: none"> <li>• Staff aware of protocol and will follow if the event occurs</li> </ul>