

# Control of Infectious Diseases Policy



The Farmhouse Montessori School seeks to ensure, as far as is reasonably practicable, that the classrooms are clean and tidy. Particular attention should be paid to hand-basins, toilets and the disabled shower. Adequate soap, paper hand towels, brooms, refuse disposal bins and disinfectants must be available at all times.

## POLICY STATEMENT

The Principal is responsible for the overseeing of first aid training for all key staff members. A number of blood-borne infectious diseases can be transmitted during body contact. The more serious include VIRAL HEPATITIS and HIV (AIDS) infections. All members of staff will be briefed on the correct handling of infectious disease contraband and the safe handling and removal.

## Education and Care Schools National Regulations

Children (Education and Care Schools) National Law NSW	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
162	Health information to be kept in enrolment record

## PURPOSE

Children encounter many other children and adults within the school environment, which can result in the contracting of infectious illnesses. The Farmhouse Montessori school has a duty of care to ensure that children families, educators and visitors are provided with a high level of protection during the hours of the school's operation. We aim to manage illnesses and prevent the spread of infectious diseases throughout the School. Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others within the community, by reducing the spread of disease and illnesses.

## SCOPE

This policy applies to children, families, staff, management and visitors of the School.

## IMPLEMENTATION

The Farmhouse Montessori School is committed to minimise the spread of infectious diseases and viruses by implementing recommendations as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council.

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction as per the Public Health Act.

The need for exclusion and the length of time a person is excluded from the Service depends on:

- How easily the infection can spread
- How long the person is likely to be infected and
- The severity of the infectious disease or illness.

This policy must be read in conjunction with our other policies

- Immunisation Policy
- Sick children Policy
- Incident, illness, accident and trauma policy and
- Medical conditions Policy and
- Handwashing policy

**Note homeopathic immunisation is not recognised.**

## PREVENTING INFECTIOUS DISEASES

The Farmhouse Montessori School implements rigorous hygienic practices to limit the spread of illness and infectious diseases including:

- Effective hand washing hygiene
- Cough and sneeze etiquette
- Use of gloves
- Exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus.
- Effective cleaning of the environment and resources

**Note homeopathic immunisation is not recognised.**

### New Immunisation Requirements

- The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).
- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.
- Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements.
- As of 1 January 2018 [NSW] children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled in childcare in NSW. Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of the appropriate form signed by a medical practitioner.

Refer to Immunisation Policy for more information

## REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT

Outbreaks of communicable diseases and contagious viruses represent a threat to public health. To help prevent outbreaks, the Department of Health monitors the number of people who contract certain infectious diseases and their characteristics, the recent travel or attendance of infected people in a public place or on public transport, and works with health specialists and doctors to help prevent the transmission of diseases to other people.

The Public Health Act 2010 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify [NSW Health](#) of patients with certain conditions, and to provide the required information on the notification forms. Specialist trained public health staff review this information and if necessary, contact the patient's doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

All information is held confidentially in order to protect the patient's privacy. Both the NSW and Commonwealth Privacy Acts only release/disclose patient information where it is lawfully required or authorised.

#### Management will ensure:

- That all information regarding the prevention and transmission of infectious diseases is sourced from a recognised health authority.
- The school is required to notify the local [Public Health Unit](#) (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the School is suffering from one of the following vaccine preventable diseases:
  - Diphtheria
  - Mumps
  - Poliomyelitis
  - Haemophilus influenzae Type b (Hib)
  - Meningococcal disease
  - Rubella ('German measles')
  - Measles
  - Pertussis ('whooping cough')
  - Tetanus
- An outbreak of 2 or more people with gastrointestinal or respiratory illness.
- The implementation of recommendations from Staying Healthy in Child Care – Preventing the spread of Infectious Diseases in the early childhood environment.
- Children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the Farmhouse Montessori School.
- They collect, maintain, and appropriately store the required enrolment documents and enrolment information of children in the Farmhouse Montessori School.
- The School Principal and Board Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak.  
exclusion periods for people with infectious diseases recommended by Government Authorities are implemented for all staff, children, parents, families and visitors
- Children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the School.

- They collect, maintain, and appropriately store the required enrolment documents and enrolment information of children in the School.
- the Public Health Unit is notified in the event of an outbreak of viral gastroenteritis. Management must document the number of cases, dates of onset, duration of symptoms. An outbreak is when two or more children or staff have a sudden onset of diarrhoea or vomiting in a 2 day period. (NSW Government- Health 2019)

#### A Nominated Supervisor/ Responsible person will ensure:

- A hygienic environment is promoted and maintained.
- Children are directed in their understanding of health and hygiene throughout the daily program and routine.
- Educators and Staff are aware of relevant immunisation guidelines for children and themselves.
- Information is collected on enrolment and maintained regarding each child's immunisation status, and any medical conditions.
- To provide families with relevant sourced materials and information on infectious diseases, health and hygiene including:
  - The current **NSW** Immunisation Schedule for children
  - Exclusion guidelines in the event of an infectious illness at the School for children that are not immunised or have not yet received all their immunisations.
  - Advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the School
- To provide information to families about an infectious disease by displaying and emailing the Infectious Diseases Notification Sign/Notification and details.
- That an illness record form is completed no later than 24 hours of an illness occurring, remaining up to date and current.
- All educators are mindful and preserve confidentiality of individual children's medical circumstances.
- Children's enrolment records are updated with regards to immunisation as required, (i.e. as children reach age milestones for immunisation), or at least twice a year.
- Advise staff of the recommended immunisations for people working with children.
- To retain current records of staff immunisation status and ensure educators are familiar with procedures for exclusion of educators as well as children in the event of an infectious illness.
- To provide opportunities for educators to source pertinent up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources.
- To notify and implement the advice of the health department, or local health unit regarding Infectious Diseases as required.
- To provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the school to confirm best practice.
- If a child has been sick/vomiting they must be well for 24hrs before returning to the School. For example, if a child is absent due to illness or is sent home due to illness they will be unable to attend the next day as a minimum. The Nominated Supervisor may approve the child's return to the School, if families provide a doctor's certificate/clearance outlining the child is no longer contagious and in full health.
- To complete the register of illness and/or document incidents of infectious diseases. Some diseases require your state authority to be notified.
- Cloths are colour coded so that a separate cloth is used for floors, bathroom, art and craft and meal surfaces.
- Toys and equipment that are absorbent and hard to clean will be aired in sunlight
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- Floor surfaces are to be cleaned on a daily basis at the end of each day.

- Toilets/bathrooms are to be cleaned, at the end of each day and whenever needed throughout the day using disinfectant and paper towel.
- Disposable paper towel and disinfectant are used to clean bodily fluids, floors, bathrooms, etc.
- Pregnant staff do not assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination.
- to complete the register of *Illness, Accident or Trauma* and/or document incidents of infectious diseases no later than 24 hours of an illness or infectious disease occurring in the School.

#### Educators will ensure:

- That any child suspected of having an infectious illness are responded to and their health and emotional needs supported at all times.
- To implement appropriate health and safety procedures, when treating ill children.
- Families are aware of the need to gather their children as soon as practicable.
- Advise families that they will need to alert the School if their child is diagnosed with an Infectious Illness.
- To maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status.
- To provide diverse opportunities for children to participate in hygiene practices, including routine opportunities, and intentional practice such as hand washing, sneezing and cough etiquette
  - .
  - To take into consideration the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day.
  - To adhere to the schools Physical – Environment Safe and support policy & Handwashing policy including:
    - Hand washing
    - Daily cleaning of the school
    - Wearing gloves (particularly when in direct contact with bodily fluids)
    - Appropriate handling and preparation of food
  - Maintain up to date knowledge with respect to Health and Safety through on going professional development opportunities.
  - Children will rest 'head to toe' to avoid cross infection while resting or asleep
  - Children are not to share beds at the same time
  - Paper Towel and disinfectant is used to clean the beds after each use
  - Any classroom activity/toy that is mouthed by a child is to be placed immediately in the toys basket located on the top shelf in the nappy change area or other designated area to be washed with warm soapy water at the end of the day. All washable toys out on display for the children are to be washed on a weekly basis to decrease the risk of cross contamination and recorded with the date and a signature as evidence.
  - All play dough is to be made fresh every week. If there is an outbreak of vomiting and/or diarrhea, or any other contagious communicable disease play dough is to be discarded at the end of each day and a new batch made during this time. Children are to wash their hands before and after using the play dough.
  - Mops used for toilet accidents are to be soaked in disinfectant in a bucket in the laundry sink.
  - A weekly clean will be carried out on other surfaces that may transmit germs such as doorknobs, low shelving, etc. This will be increased if an outbreak has been recorded in the School
  - If a child has a toileting accident, the items will be placed in a sealed plastic bag. The plastic bag will be placed into the students backpack for parents to take home. The class teacher will advise the parents on collection of the student at the end of the day of the soiled items in the backpack.

#### Families will:

- Advise the school of their child's immunisation status, by providing an approved written documentation of for the school to copy and place in the child's file.

- Adhere to the school's policy regarding Sick Children.
- Exclude their child from school if they display symptoms of an infectious illness or disease or in the event of a vaccine preventable disease occurs in the school and their child is not immunised fully.
- Advise the school when their child's medical action plan is updated.
- Advise the school when their child's immunisation/medical condition is updated to ensure that enrolment records are up to date.
- Provide the school with the updated Immunisation certificate for the student's file.
- Provide sufficient spare clothing, particularly if your child is toilet training
- Understand the time frame involved if their child is sick and when they can return to school. Please refer to the Parent Handbook for more information.

### Education

There is an obligation upon all relevant organisations to provide suitable information on the associated risk factors and prevention strategies against these diseases. Additional information may be obtained from State/Territory Health Departments.

The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all staff this will be done during staff meetings and on annual first aid training days.

Although Hepatitis B vaccination is usually effective in raising immunity to Hepatitis B, it provides no protection against other blood-borne diseases, such as HIV, Hepatitis C, etc. Vaccination must not result in any relaxation of hygiene standards.

### The following recommendations may reduce the risk of transmitting infectious diseases via a blood spill-

All open cuts and abrasions must be reported and treated immediately by one of the first aid officer at the school.

### All areas

- All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately soiling or spills occur.
- Routine laundry procedures are adequate for the processing of all linen/clothes.
- Routine washing procedures using hot water and detergents are adequate for decontamination of most laundry items. Clothing with blood on it can, if necessary, be soaked in cold water normally the article is placed into a plastic bag for the parents to take home.
- Gloves should be worn when handling or washing soiled linen/clothing. General utility gloves, i.e. rubber household gloves, can be used for this task if we have none of the disposable latex rubber gloves available on site. These gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discolored, torn, punctured or have other evidence of deterioration. The disposable latex gloves are located in a cupboard near the laundry.
- Contaminated linen soiled with blood or body substances should be carried in a leak proof plastic bag to the laundry simply to contain the body fluid and stop it spreading to the other laundry items.

### Minimizing the risk of HIV and viral hepatitis transmission

- Those attending to bleeding children should wear non-utility gloves, i.e. disposable latex or vinyl gloves which must never be reused. These must be worn when: direct contact is anticipated with blood or body substances, mucous membranes, or non-intact skin, as when attending to first aid of a bleeding child and or staff member handling items or contact surfaces contaminated with blood or body substances.

### Gloves must be changed and discarded:

- as soon as they are torn or punctured;
- after contact with each child/staff member.

### Action to be taken in the event of a blood spill

In an accident where bleeding occurs and if:

- Staff must always wear gloves when dealing with any issues involving first aid matters especially those that involve blood.
- Skin is penetrated or broken:-
  - The immediate first aid is to clean the wound with water only.
  - Clothes that are bloodstained, they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
- Blood gets on the skin:-
  - irrespective of whether they are cuts or abrasions wash well with soap and water if possible for both staff member and child.
- Eyes are contaminated:-
  - rinse the area gently but thoroughly, with the eyes open, with water or normal saline.
- A staff member is wearing contact lenses:
  - Leave the contact lenses in while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.
  - When the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the normal manner.
  - They can then be reused. They do not have to be cleaned any differently than normal and they do not need to be discarded.
- Blood gets in the mouth, spit it out and rinse the mouth with water several times. When there is an additional concern about infection, medical advice should be sought from a physician or clinic here there is experience in the management of HIV infection.
- Blood spill on the floor, the area needs to be mopped with disinfectant straight away so that other children and staff are not walking in and or near the area.

Appendix 1					
<b>Information Sourcing and Sharing</b>	<ul style="list-style-type: none"> <li>Principles:</li> <li>As far as is reasonably practicable, we will endeavour to provide relevant stakeholders, including employees, parents and community members, with regular &amp; appropriate situation updates that are accurate, reliable, current and issued with appropriate authority.</li> </ul>	<ul style="list-style-type: none"> <li>Who? When?</li> <li>The Senior Leadership Team (SLT) will monitor the situation and communicate daily to review all aspects of this plan.</li> <li>Communications will be sent to BMS staff and parents on a weekly basis, or more frequently as necessary.</li> <li>The frequency of stakeholder updates will reflect the potential risk, particularly in terms of spread, severity and business impact, as well as any significant changes in the nature of the outbreak or changes in CMT or relevant agency recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Sources of Information</li> <li>Australian Government – Department of Education, Skills and Employment</li> <li>Australian Government – Department of Health</li> <li>NSW Health</li> <li>Independent Schools NSW (ISQ)</li> <li>Department of Home Affairs</li> <li>Smartraveller.gov.au</li> </ul>	<ul style="list-style-type: none"> <li>The content of stakeholder advisories may include:</li> <li>General information regarding the nature of the virus.</li> <li>Affected areas.</li> <li>Mode of transmission.</li> <li>Spread and severity rates.</li> <li>Known symptoms.</li> <li>Incubation period.</li> <li>Prevention measures.</li> <li>Ongoing situation updates.</li> <li>Answers to frequently asked questions.</li> <li>Publicly issued warnings or recommendations issued by authorities.</li> <li>Treatment methods (if any).</li> <li>Relevant disclaimers.</li> </ul>	
<b>Stage of Risk</b>	<ul style="list-style-type: none"> <li><b>Stage 1</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Stage 2</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Stage 3</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Stage 4</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Post Closure Event</b></li> </ul>
<b>Definition</b>	<ul style="list-style-type: none"> <li>Global Public Health Emergency declared by WHO 30/1/2020</li> </ul>	<ul style="list-style-type: none"> <li>Several COVID-19 confirmed in Greater Brisbane</li> <li>Health/Government/Legal directives suggesting increased vigilance and protective measures</li> </ul>	<ul style="list-style-type: none"> <li>Increased number of COVID-19 cases confirmed in Brisbane</li> <li>No cases at BMS</li> <li>Student and staff attendance normal (&lt;90%)</li> <li>Global pandemic declared by WHO 11/03/2020</li> </ul>	<ul style="list-style-type: none"> <li>One or more cases at BMS; and/or</li> <li>Government Health Directive or similar to close the school</li> </ul>	<ul style="list-style-type: none"> <li>All clear to reopen school and resume activity</li> </ul>
<b>Access to School</b>	<ul style="list-style-type: none"> <li>Business as Usual</li> <li>Staff and students encouraged to stay home if flu-like symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Business as Usual</li> <li>Staff and students will be actively sent home if flu-like symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students will be isolated if flu-like symptoms</li> <li>Immediate pick up of students by parents if showing symptoms</li> <li>Staff sent home and required to present a doctor's certificate</li> <li>Report international travel to school</li> <li>Remain away if travel to infected area</li> <li>Consider reduced access to anyone who is not employee, student or student family</li> <li>Teachers provided with thermometers and encouraged to check student temperatures where student may appear to have a fever or other symptoms</li> </ul>	<ul style="list-style-type: none"> <li>School Closure – instigate SCHOOL CLOSURE POLICY</li> </ul>	<ul style="list-style-type: none"> <li>Business as usual once safety clearance issued</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Posters with advice on handwashing throughout school</li> <li>Lessons for students on handwashing and respiratory hygiene</li> <li>Government/Health Authority updates sent to staff and parents</li> <li>Remind staff and students to stay home if flu-like symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to review handwashing and respiratory hygiene procedures with students</li> <li>Request parents to update any change to email and phone numbers</li> <li>Communicate BMS preparation plans to families and staff</li> <li>Update school closure policy and place on website</li> </ul>	<ul style="list-style-type: none"> <li>Consider request families and staff to report international travel to school</li> <li>Request families and staff to self-quarantine if travelled to a high risk area</li> <li>Request staff to alert SLT of any relevant health issues or complications which may impact work</li> <li>Request families and staff to consider the personal impact of BMS closure</li> <li>Request parents to turn on notifications for BMS Facebook page alerts</li> <li>Communicate school closure policy</li> </ul>	<ul style="list-style-type: none"> <li>Email blast to all families regarding closure</li> <li>Update Facebook and school signage notifications</li> </ul>	<ul style="list-style-type: none"> <li>More to add</li> </ul>

	<ul style="list-style-type: none"> <li>Remind parents to keep email and phone numbers up to date</li> <li>Repeat important messages about staying home when symptomatic or vulnerable, etc.</li> </ul>		<ul style="list-style-type: none"> <li>In case of confirmed case - contact local health authorities</li> <li>Identify and communicate with “Identifiable Persons” in the community, those with immune-compromised conditions</li> </ul>		
<b>Staff</b>	<ul style="list-style-type: none"> <li>Ongoing discussion and communication through usual staff communication methods</li> </ul>	<ul style="list-style-type: none"> <li>Regular reminders to report symptoms/illness</li> <li>Remind staff of policies and procedures for relevant issues and potential emergencies</li> <li>Encourage open dialogue around any concerns</li> <li>Review relief staff personnel and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive discussion of policies, plans, health and safety protocols, need to report symptoms, travel, etc.</li> <li>Discuss possibility of distance education curriculum if school closure – work from home or isolated classroom</li> <li>Communicate intention to continue meaningful employment throughout any crisis, even if school closure required</li> <li>Actively recruit and plan for relief staff</li> </ul>	<ul style="list-style-type: none"> <li>Work from home</li> <li>Can continue in current capacity remotely: developing curriculum with colleagues, presenting material online via conferences, emails, etc.</li> <li>In recognition that crisis may impact teacher in other ways – e.g. own family commitments, personal health concerns, may elect to take any entitlements such as leave without pay, personal and carers leave, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Consider a pupil free day to ensure classroom environments are ready</li> </ul>
<b>Programs</b>	<ul style="list-style-type: none"> <li>Programs continue as normal</li> <li>Information sharing about health and hygiene</li> <li>Reminders, no sharing of food and drink</li> </ul>	<ul style="list-style-type: none"> <li>Consider food preparation ceases for some or all programs</li> <li>Discussions with staff and students regarding relevant health and hygiene practices including preventing spread of disease and awareness to identify and disclose symptoms</li> <li>Discussions of alternative greetings</li> </ul>	<ul style="list-style-type: none"> <li>Food preparation ceases for all programs</li> <li>No communal food sharing (i.e. Working With Your Child, Parent Information)</li> <li>Regular wiping of surfaces, disinfecting/cleaning objects (door handles, phones, materials, etc)</li> <li>Consider students home due to symptoms or preventative isolation to be provided with take-home resources and/or remote support (email/phone/other) by a member of teaching staff</li> <li>Shaking hands ceases – substitutes (elbows/feet/bow)</li> <li>Washing hands upon entering the classroom – all staff, students, visitors</li> <li>Consider staggered playtimes between individual classrooms/programs</li> <li>Consider a reduction in staff (specialist, assistants) travelling between multiple classrooms</li> <li>Consider suspending P&amp;F café, Market stalls, Going Out, incursions/excursions,</li> <li>Consider reducing the use of materials with multiple parts that would prove too onerous to regularly sanitise between use – e.g. small beads.</li> <li>Look at distance ed and other online educational offerings such as Outschool, IXL, Kahn Academy, Global Village School</li> <li>Develop BMS external education model</li> </ul>	<ul style="list-style-type: none"> <li>Use of distance ed and other online educational offerings, including worksheets, email, internet, telephone and conferencing methods where possible and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum to support children contextualise the event – support, factual information, identification of additional support needs</li> </ul>
<b>Before and After School Hours</b>	<ul style="list-style-type: none"> <li>Programs continue as normal</li> </ul>	<ul style="list-style-type: none"> <li>Consider limiting or eliminating communal food sharing (OSHC)</li> </ul>	<ul style="list-style-type: none"> <li>No communal food sharing (OSHC)</li> <li>Encourage families to delay arrival at school until class starts and leave at 3pm.</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Resume</li> </ul>

<b>Programs and Care</b>			<ul style="list-style-type: none"> <li>Consider requesting students, staff and families to leave campus at the conclusion of formal program (i.e. 3pm)</li> <li>Consider cancelling OSHC and extracurricular activities</li> </ul>		
<b>School Events</b> e.g. WWYC, Book Fair, School Dance, ArtFest, Parent Info., Seasonal Celebrations, Assemblies, Sports Days	<ul style="list-style-type: none"> <li>Events continue as normal</li> </ul>	<ul style="list-style-type: none"> <li>Consider limiting or eliminating communal food sharing or purchasing</li> </ul>	<ul style="list-style-type: none"> <li>No communal food sharing (i.e. Parent Information)</li> <li>Social distancing explained and encouraged</li> <li>Consider student-only events</li> <li>Consider cancelling</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Resume</li> </ul>
<b>Supply Chain Maintenance</b>	<ul style="list-style-type: none"> <li>As per normal</li> </ul>	<ul style="list-style-type: none"> <li>Identify critical supplies for the continuation of business operations during the pandemic outbreak and revise minimal storage levels for critical onsite stock.</li> <li>Ensure pandemic related PPE, and environmental hygiene/cleaning products are included in the critical supplies list.</li> <li>Check school supplies and consider purchasing additional</li> <li>Contact critical suppliers and if possible, obtain confirmation of minimum supply levels. Also, confirm order/delivery lag- times.</li> <li>For supplies sourced from affected areas and/or other single source critical supplies, establish alternative sources of supply, where practicable.</li> </ul>	<ul style="list-style-type: none"> <li>Continuously monitor and review</li> <li>Stock up additional hygiene and cleaning supplies</li> <li>Add additional hand sanitiser, hand soap, paper towels to classrooms</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Thorough medical clean of all areas prior to reopening.</li> <li>Seek and follow advice as to sanitation requirements for all materials, educational resources, etc.</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>No statement</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of potential leak to media of any email or online communications to BMS families</li> </ul>	<ul style="list-style-type: none"> <li>Prepare a media statement</li> </ul>	<ul style="list-style-type: none"> <li>Implement prepared statement</li> </ul>	<ul style="list-style-type: none"> <li>No statement</li> </ul>
<b>Physical and Mental Health and Hygiene Monitoring - Emergency Care</b>	<ul style="list-style-type: none"> <li>Health and hygiene procedures as per normal</li> </ul>	<ul style="list-style-type: none"> <li>Identify potential isolation area(s)</li> <li>Develop clear procedures and protective measures for any employees and other individuals having contact with the person at risk and any area/materials with which they may have had contact</li> <li>Assess WHS issues in the context of COVID-19</li> </ul>	<p>Develop a personal hygiene plan and health monitoring plan for employees, guests and visitors in accordance with the recommendations of health authorities, as well as the virus modes of transmission, clinical features, and incubation periods.</p> <p>The personal hygiene plan may include:</p> <ul style="list-style-type: none"> <li>Type and use of PPE such as face masks.</li> <li>Hand hygiene techniques and frequency.</li> <li>Coughing, sneezing and spitting hygiene.</li> <li>Availability and use of paper tissues, alcohol swabs &amp; soap.</li> </ul>		<ul style="list-style-type: none"> <li>Review, analyse, update procedures for future crisis management policies and procedures</li> </ul>

			<ul style="list-style-type: none"> <li>• Availability and use of hand sanitizer.</li> <li>• Disposal of personal hygiene products &amp; PPE.</li> <li>• Mitigation and reporting measures when experiencing symptoms.</li> </ul> <p>The health monitoring plan may include:</p> <ul style="list-style-type: none"> <li>• Methods and frequency of employee, guest and visitor temperature checking at property entry points.</li> <li>• Reporting requirements and control measures when symptoms are experienced by individuals, family members, colleagues and other close contacts.</li> <li>• Reviewing and where necessary updating company policies regarding sick leave, health cover, social distancing, isolation procedures and contact tracing.</li> <li>• Please refer to relevant agency guidelines for further details regarding recommended personal hygiene and health monitoring measures within specific regions and territories.</li> <li>• Also, please note that when checking for fever, the normal body temperature is generally considered to be at or below 37oC.</li> <li>• Limit number of people in contact with person at risk, protective wear for staff supporting child at risk</li> <li>• Enhanced cleaning</li> <li>• Consider water bubblers closed and children encouraged to used taps to refill drink bottles</li> <li>• Record</li> <li>• Remove shared handtowels from classrooms</li> <li>• Educational Materials to be cleaned/sanitised after use? Built into the lesson/programme?</li> <li>• In addition to risk of exposure to COVID-19, other implications such as mental health</li> <li>• Explore options for supporting staff in their physical and mental health throughout, including open communication of any issues or concerns – provide numbers for support</li> </ul>		
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<ul style="list-style-type: none"> <li>• <b>Planning/Board Action</b></li> </ul>	<ul style="list-style-type: none"> <li>• Seek further clarification around the insurance coverage – make sure wording is conclusive – if necessary, obtain written advice from law firm with specialist insurance team. If there appears to be cover, seek instructions from insurer on how to mitigate loss.</li> <li>• Finalise draft “School Closure Procedure” – all details to be accurate and all questions answered.</li> <li>• Stocktake – what supplies need to be bolstered to prevent closure due to depletion.</li> <li>• Board and management to draft policies and media in anticipation of possible events – closures, exclusions, etc.</li> <li>• Commence planning for distance education offering for isolated students or school closure</li> <li>• If no other clear direction (e.g. from ISQ), legal advice regarding staff or student with confirmed COVID-19 diagnosis and privacy/risk mitigation issues.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Possible reimbursement of school fees – check enrolment agreement – presumably closure of the school is a failure to fulfil contracted obligation meaning that on the face of it school fees would need to be reimbursed. However, there seem many good arguments for continuing to offer the curriculum via online/distance ed models.</li> <li>• Offer distance education and continue to collect fees/pay staff/remain entitled to grant funding.</li> <li>• Acknowledge some loss – will some parents refuse to pay ongoing fees or claim they are unable to access distance education curriculum?</li> <li>• Important to go through the exercise of calculating the financial reality of “worst possible scenario(s)” - projections if school fees reimbursed (cf with/without ongoing payment of staff)</li> <li>• If short term closure and parents legally entitled to reimbursement of fees, we could encourage parents to consider not exercising their right to seek reimbursement via a number of measures – explain impact on school – not-for-profit, not an insurable event, alternate offering, etc; provide an opportunity for parents to elect yes/no to reimbursement, etc.</li> <li>• Risk that grant funding would not continue in the event of a closure.</li> <li>• School closure – do staff need to be paid?</li> <li>• Fair Work Act suggests no (Peter le Clerc email).</li> <li>• Fairness, decency – staff retention – is the cost to the school greater if we lose staff or their support and good will? How do we assess this risk?</li> <li>• Continue to pay staff but seek their involvement in providing an online curriculum. Do all staff have laptops, online resources, etc?</li> <li>• Can we support staff in relation to connectivity from their homes? Do all staff have remote access, necessary resources, sufficient internet capacity – to provide online curriculum?</li> </ul>	<ul style="list-style-type: none"> <li>• Decision to reopen to be made by the Board and communicated by the Board Chair following consultation and communication with Principal, Senior Leadership and staff.</li> <li>• Communication to School Community of practicalities of the reopening.</li> <li>• Follow up communication to families and staff – acknowledgment of cooperation, difficulty, support of BMS, etc</li> </ul>
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## Source

<ul style="list-style-type: none"> <li>Staying Healthy in Childcare – Preventing Infectious Diseases in Child Care(4th edition)</li> </ul>
<ul style="list-style-type: none"> <li>Australian Government Department of Health Health Topics <a href="https://www.health.gov.au/health-topics">https://www.health.gov.au/health-topics</a></li> </ul>

Policy Review Date	Modification	Next Review Date
<i>Approved: June 2009</i> <i>Reviewed: November 2011</i> <i>Reviewed: November 2012</i> <i>Reviewed: March 2014</i> <i>Reviewed: May 2015</i>		
<i>Reviewed Oct 2018</i>	New Format & New Logo	Oct-2020
<b>13<sup>th</sup> March 2020</b>	<ul style="list-style-type: none"> <li>Updated the policy using new guidelines</li> <li>Implementation information added regarding infectious illnesses</li> <li>Added mandatory reporting to public health unit information</li> <li>Rearranged some content into new headings- Prevention Strategies</li> <li>deleted repeated items</li> <li>New sources added</li> </ul>	June 2021
	<ul style="list-style-type: none"> <li>Appendix 1 added</li> </ul>	