

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

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
 - Floor surfaces are to be cleaned daily 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.

Covid-19 (Special Arrangements)

During the event of the Covid-19 pandemic a specific action plan, policy and risk assessment has been assembled to safeguard the school, staff and children with regards to the monitoring of such an event. All staff will be informed of the procedure around such an infectious disease policy and follow the procedure carefully when action is required.

A risk assessment to mitigate any risks regarding the infection and transmission of Covid-19 is also present and should be read and updated regularly.

Please see Appendix 1,2,and 3.

Appendix 1 – Primary School Campus – North Head.					
Information Sourcing and Sharing	<ul style="list-style-type: none"> Principles: As far as is reasonably practicable, we will endeavor to provide relevant stakeholders, including employees, parents and community members, with regular & appropriate situation updates that are accurate, reliable, current and issued with appropriate authority. 	<ul style="list-style-type: none"> Who? When? The (executive team) will monitor the situation and communicate daily to review all aspects of this plan. Communications will be sent to FMS staff and parents on a weekly basis, or more frequently as necessary. 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 relevant agency recommendations. 	<ul style="list-style-type: none"> Sources of Information Australian Government – Department of Education, Skills and Employment Australian Government – Department of Health NSW Health Independent Schools NSW (ISQ) Department of Home Affairs Smarttraveller.gov.au 	<ul style="list-style-type: none"> The content of stakeholder advisories may include: General information regarding the nature of the virus. Affected areas. Mode of transmission. Spread and severity rates. Known symptoms. Incubation period. Prevention measures. Ongoing situation updates. Answers to frequently asked questions. Publicly issued warnings or recommendations issued by authorities. Treatment methods (if any). Relevant disclaimers. 	
Stage of Risk	<ul style="list-style-type: none"> Stage 1 	<ul style="list-style-type: none"> Stage 2 	<ul style="list-style-type: none"> Stage 3 	<ul style="list-style-type: none"> Stage 4 	<ul style="list-style-type: none"> Post Closure Event
Definition	<ul style="list-style-type: none"> Global Public Health Emergency declared by WHO 30/1/2020 	<ul style="list-style-type: none"> Several COVID-19 confirmed in Greater Sydney Health/Government/Legal directives suggesting increased vigilance and protective measures 	<ul style="list-style-type: none"> Increased number of COVID-19 cases confirmed in Sydney No cases at FMS Student and staff attendance normal (<90%) Global pandemic declared by WHO 11/03/2020 	<ul style="list-style-type: none"> One or more cases at FMS; and/or Government Health Directive or similar to close the school 	<ul style="list-style-type: none"> All clear to reopen school and resume activity
Access to School	<ul style="list-style-type: none"> Business as Usual Staff and students encouraged to stay home if flu-like symptoms. 	<ul style="list-style-type: none"> Business as Usual Staff and students will be actively sent home if flu-like symptoms. Students not to attend school if presenting with any flu like symptoms. No incursion visits or outside visitors. 	<ul style="list-style-type: none"> Staff and students will be isolated if flu-like symptoms Immediate pick up of students by parents if showing symptoms Staff sent home and required to present a doctor's certificate. Report international travel to school Remain away if travel to infected area Consider reduced access to anyone who is not employee, student or student family 	<ul style="list-style-type: none"> School Closure – instigate SCHOOL CLOSURE POLICY Families to be kept up to date with continuing developments regarding closure of school. 	<ul style="list-style-type: none"> Business as usual once safety clearance issued. Families to be informed of when and at what stage level the school returns.

		<ul style="list-style-type: none"> Teachers provided with thermometers and encouraged to check student temperatures where student may appear to have a fever or other symptoms. Sport, French, to be run internally until 100% of children are back on campus. music to be cancelled. Travel registry to be implemented asking families and staff to inform the school as to where they have returned from. Families returning from countries noted by WHO as being infected with the virus will be asked to not attend school for 14 days. Vigilant reporting to illness register. • Staff to notify the school if a family member becomes ill. • 	<ul style="list-style-type: none"> Teachers provided with thermometers and encouraged to check student temperatures where student may appear to have a fever or other symptoms. Sport, French, to be run internally until 100% of children are back on campus. music to be cancelled. Families to self- isolate if requested by NSW Health Department, requested by the school or believe they have come in contact with a possible virus carrier. Front office to call children/families who do not turn up to school and request a reason to keep track of illnesses. At any given time that a staff member from either campus is being tested for Covid-19, no staff will travel between campuses until the result of the Covid-19 test is delivered. 		
Communication	<ul style="list-style-type: none"> Children given advice with regards to handwashing throughout school. Lessons for students on handwashing and respiratory hygiene. Government/Health Authority updates sent to staff and parents. Remind staff and students to stay home if flu-like symptoms Remind parents to keep email and phone numbers up to date Repeat important messages about staying home when symptomatic or vulnerable, etc. 	<ul style="list-style-type: none"> Teachers to review handwashing and respiratory hygiene procedures with students. Request parents to update any change to email and phone numbers. Communicate FMS preparation plans to families and staff. Update school closure policy and place on website. Update families with classroom procedures specific to your class. (Stage 3) 	<ul style="list-style-type: none"> Consider request families and staff to report international travel to school. Request families and staff to self-quarantine if travelled to a high-risk area. Request staff to alert school of any relevant health issues or complications which may impact work. Request families and staff to consider the personal impact of FMS closure. Request parents to turn on notifications for FMS Facebook page alerts. Communicate school closure policy. In case of confirmed case - contact local health authorities. If the tracing app is downloaded, school to use data to help report to the Dept of Health. Identify and communicate with "Identifiable Persons" in the community, those with immune-compromised conditions. Update families with classroom procedures specific to your class. (Stage 3) 	<ul style="list-style-type: none"> Email blast to all families regarding closure Update Facebook and school signage notifications Notify families using database messaging system. 	<ul style="list-style-type: none"> More to add

<p>Staff</p>	<ul style="list-style-type: none"> Ongoing discussion and communication through usual staff communication methods. 	<ul style="list-style-type: none"> Regular reminders to report symptoms/illness. Remind staff of policies and procedures for relevant issues and potential emergencies. Encourage open dialogue around any concerns. Review relief staff personnel and procedures, Duty of care. If a spike in staff illnesses classes will be combined in Aikya and ratios managed accordingly. Staff take their own temperatures prior to coming to school. Staff to wash hands regularly and use hand sanitizer upon entry and leaving. Staff to practice social distancing outside of school. Any at risk staff to remain home until further notice. In recognition that this crisis may impact teachers 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. Discussions with staff regarding relevant health and hygiene practices including preventing spread of disease and awareness to identify and disclose symptoms 	<ul style="list-style-type: none"> Comprehensive discussion of policies, plans, health and safety protocols, need to report symptoms, travel, etc. Discuss possibility of distance education curriculum if school closure – work from home or isolated classroom. Communicate intention to continue meaningful employment throughout any crisis, even if school closure required. Actively recruit and plan for relief staff. Staff to work from home where possible. Any at risk staff to remain home until further notice. If a spike in staff illnesses classes will be combined in Aikya and ratios managed accordingly. Staff take their own temperatures prior to coming to school. Staff to wash hands regularly and use hand sanitizer upon entry and leaving. Staff to practice social distancing outside of school. In recognition that this 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. 	<ul style="list-style-type: none"> All staff to work from home Can continue in current capacity remotely: developing curriculum with colleagues, presenting material online via conferences, emails, etc. 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. All staff meeting to be conducted remotely. 	<ul style="list-style-type: none"> Consider a pupil free day to ensure classroom environments are ready
<p>Programs</p>	<ul style="list-style-type: none"> Programs continue as normal Information sharing about health and hygiene. Reminders, no sharing of food and drink. 	<ul style="list-style-type: none"> Consider food preparation ceases for some or all programs. Microwave not to be used at all, all hot food to be brought in thermos flasks. Discussions with staff and students regarding relevant health and hygiene practices including preventing spread of disease and awareness to identify and disclose symptoms 	<ul style="list-style-type: none"> Food preparation ceases for all programs. Consider food preparation ceases for some or all programs. Microwave not to be used at all, all hot food to be brought in thermos flasks. No communal food sharing (i.e. Working with Your Child, Parent Information) Regular wiping of surfaces, light switches disinfecting/cleaning objects (door handles, phones, materials, etc.) Students wash hands before and after using any Montessori materials. 	<ul style="list-style-type: none"> Use of distance ed and other online educational offerings, including worksheets, email, zoom, google classroom, educa internet, telephone and conferencing methods where possible and appropriate 	<ul style="list-style-type: none"> Curriculum to support children contextualize the event – support, factual information, identification of additional support needs

		<ul style="list-style-type: none"> Discussions of alternative greetings Students wash hands before and after using any Montessori materials. Consider suspending Going Out, incursions/excursions, School camp and sorts carnival to be reviewed. 	<ul style="list-style-type: none"> 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 Shaking hands ceases – substitutes (elbows/feet/bow) Washing hands upon entering the classroom – all staff, students, visitors New roster to be installed for lunchtime routines. Consider a reduction in staff (specialist, assistants) travelling between multiple classrooms. Consider suspending Going Out, incursions/excursions, Look at distance ed and other online educational offerings in case school is to close. Develop FMS external education model. 		
Before and After School Hours Programs and Care	<ul style="list-style-type: none"> Programs continue as normal 	<ul style="list-style-type: none"> Consider limiting or eliminating communal food sharing (OSHC) 	<ul style="list-style-type: none"> No communal food sharing (OSHC) Encourage families to delay arrival at school until class starts and leave at 3pm. Consider requesting students, staff and families to leave campus at the conclusion of formal program (i.e. 3pm) Consider cancelling OSHC and extracurricular activities 	<ul style="list-style-type: none"> Cancelled 	<ul style="list-style-type: none"> Resume
School Events music, French, open days, social nights, school tours	<ul style="list-style-type: none"> Events continue as normal. 	<ul style="list-style-type: none"> Consider limiting or eliminating communal food sharing or purchasing. Mother's Day to be run internally. No mothers allowed to attend. Open day cancelled. Parent teacher conferences to be held via zoom week 5 and 6. Parents to request times via google forms. All social nights to be cancelled. 	<ul style="list-style-type: none"> No communal food sharing (i.e. Parent Information) Social distancing explained and encouraged Consider student-only events Consider cancelling Mother's Day to be run internally. No mothers allowed to attend. Open day cancelled. Parent teacher conferences to be held via zoom week 5 and 6. Parents to request times via google forms. All social nights to be cancelled. 	<ul style="list-style-type: none"> Cancelled 	<ul style="list-style-type: none"> Resume
Supply Chain Maintenance	<ul style="list-style-type: none"> As per normal 	<ul style="list-style-type: none"> Identify critical supplies for the continuation of business operations during the pandemic outbreak and revise minimal storage levels for critical onsite stock. 	<ul style="list-style-type: none"> Continuously monitor and review Stock up additional hygiene and cleaning supplies Add additional hand sanitizer, hand soap, paper towels to classrooms. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Thorough medical clean of all areas prior to reopening. Seek and follow advice as to sanitation requirements for all

		<ul style="list-style-type: none"> • Ensure pandemic related PPE, and environmental hygiene/cleaning products are included in the critical supplies list. • Check school supplies and consider purchasing additional • Contact critical suppliers and if possible, obtain confirmation of minimum supply levels. Also, confirm order/delivery lag- times. • For supplies sourced from affected areas and/or other single source critical supplies, establish alternative sources of supply, where practicable. 			materials, educational resources, etc.
Media	<ul style="list-style-type: none"> • No statement 	<ul style="list-style-type: none"> • Be aware of potential leak to media of any email or online communications to FMS families. 	<ul style="list-style-type: none"> • Prepare a media statement. 	<ul style="list-style-type: none"> • Implement prepared statement. 	<ul style="list-style-type: none"> • No statement
Physical and Mental Health and Hygiene Monitoring - Emergency Care	<ul style="list-style-type: none"> • Health and hygiene procedures as per normal. 	<p>Isolation area(s)</p> <ul style="list-style-type: none"> • 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. Gavin to share the Oh and S policy with staff. • Assess WHS issues in the context of COVID-19. • potentially sick children to be taken to Gavin's office. • Teachers to have regular conversations around the pandemic and source relevant resources to inspire conversations around the current and ever-changing pandemic. • Teachers maintain a sense of normality as much as possible. 	<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> <ul style="list-style-type: none"> • potentially sick children to be taken to Gavin's office. • Teachers to have regular conversations around the pandemic and source relevant resources to inspire conversations around the current and ever-changing pandemic. • Teachers maintain a sense of normality as much as possible. <p>The personal hygiene plan may include:</p> <ul style="list-style-type: none"> • Type and use of PPE such as face masks. • Hand hygiene techniques and frequency. • Coughing, sneezing and spitting hygiene. • Availability and use of paper tissues, alcohol swabs & soap. • Availability and use of hand sanitizer. • Disposal of personal hygiene products & PPE. 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Review, analyze, update procedures for future crisis management policies and procedures

		<ul style="list-style-type: none"> • Staff to regularly check-in with teachers who may be isolated at home. • Isolated staff feeling when small groups of children. Staff to work together when small groups of children in school to maintain communication and engagement levels. • When exposed to screen time for prolonged periods. Staff to be expected to take screen breaks, potentially anti- glare screens. • Teachers take daily walks around the North Head campus to maintain regular exercise. • Students to check temperature at home before arriving at school. • Reporting requirements and control measures when symptoms are experienced by individuals, family members, colleagues and other close contacts. • Please refer to relevant agency guidelines for further details regarding recommended personal hygiene and health monitoring measures within specific regions and territories. • Consider water bubblers closed and children encouraged to used taps to refill drink bottles • Remove shared hand towels from classrooms 	<ul style="list-style-type: none"> • Mitigation and reporting measures when experiencing symptoms. • When exposed to screen time for prolonged periods. Staff to be expected to take screen breaks, potentially anti- glare screens. • Teachers take daily walks around the North Head campus to maintain regular exercise. <p>The health monitoring plan may include:</p> <ul style="list-style-type: none"> • Reviewing and where necessary updating company policies regarding sick leave, health cover, social distancing, isolation procedures and contact tracing. • Also, please note that when checking for fever, the normal body temperature is generally considered to be at or below 37oC. • Limit number of people in contact with person at risk, protective wear for staff supporting child at risk • Enhanced cleaning • Record • Remove shared hand towels from classrooms • Educational Materials to be cleaned/sanitized at the end of the day where appropriate. • In addition to risk of exposure to COVID-19, other implications such as mental health • Explore options for supporting staff in their physical and mental health throughout, including open communication of any issues or concerns – provide numbers for support. • 		
--	--	---	---	--	--

Appendix 2 - Preschool Campus - North Balgowlah.					
Information Sourcing and Sharing	<ul style="list-style-type: none"> Principles: As far as is reasonably practicable, we will endeavor to provide relevant stakeholders, including employees, parents and community members, with regular & appropriate situation updates that are accurate, reliable, current and issued with appropriate authority. 	<ul style="list-style-type: none"> Who? When? The (executive team) will monitor the situation and communicate daily to review all aspects of this plan. Communications will be sent to FMS staff and parents on a weekly basis, or more frequently as necessary. 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 relevant agency recommendations. 	<ul style="list-style-type: none"> Sources of Information Australian Government – Department of Education, Skills and Employment Australian Government – Department of Health NSW Health Independent Schools NSW (ISQ) Smarttraveller.gov.au 	<ul style="list-style-type: none"> The content of stakeholder advisories may include: General information regarding the nature of the virus. Affected areas. Mode of transmission. Spread and severity rates. Known symptoms. Incubation period. Prevention measures. Ongoing situation updates. Answers to frequently asked questions. Publicly issued warnings or recommendations issued by authorities. Treatment methods (if any). Relevant disclaimers. 	
Stage of Risk	<ul style="list-style-type: none"> Stage 1 	<ul style="list-style-type: none"> Stage 2 	<ul style="list-style-type: none"> Stage 3 	<ul style="list-style-type: none"> Stage 4 	<ul style="list-style-type: none"> Post Closure Event
Definition Situation	<ul style="list-style-type: none"> Global Public Health Emergency declared by WHO 	<ul style="list-style-type: none"> COVID-19 confirmed in Greater Sydney Health/Government/Legal directives suggesting increased vigilance and protective measures 	<ul style="list-style-type: none"> Increased number of COVID-19 cases confirmed in Sydney No cases at FMS Student and staff attendance normal (<90%) Global pandemic declared by WHO School attendance is advised by Department of Education and the NSW state Government. 	<ul style="list-style-type: none"> One or more cases at FMS; and/or Government Health Directive or similar to close the school 	<ul style="list-style-type: none"> School has been advised by regulatory bodies that the school may reopen school and resume activity The school will follow guidelines dependent on their stage in the school.
Access to School	<ul style="list-style-type: none"> Business as Usual Staff and students encouraged to stay home if flu-like symptoms. All families and visitors to use hand 	<ul style="list-style-type: none"> Business as Usual Staff and students will be actively sent home if flu-like symptoms. Travel registry to be implemented asking families and staff to inform the school as to where they have returned from. 	<ul style="list-style-type: none"> Staff and students will be isolated if flu-like symptoms Immediate pick up of students by parents if showing symptoms Staff sent home and required to present a doctor's certificate Consider reduced access to anyone who is not employee, student or student family 	<ul style="list-style-type: none"> School Closure – instigate SCHOOL CLOSURE POLICY 	<ul style="list-style-type: none"> School to be commercially cleaned and disinfected. Business as usual once safety clearance issued

	sanitizers upon entering the school.	<ul style="list-style-type: none"> Families returning from countries noted by WHO as being infected with the virus will be asked to not attend school for 14 days. Vigilant reporting to illness registers. Staff to notify the school if a family member becomes ill. 	<ul style="list-style-type: none"> Teachers provided with thermometers and encouraged to check student temperatures where student may appear to have a fever or other symptoms Students to follow Department of Education guidelines on attendance. No outside visitors to the school All deliveries to be left at the front door. Families are allowed to enter the school only one family per class at a time. Staff will monitor. Elouera class to drop off at the classroom door, no parents to enter the classroom. At any given time that a staff member from either campus is being tested for Covid-19, no staff will travel between campuses until the result of the Covid-19 test is delivered. 		
Communication	<ul style="list-style-type: none"> Children given advice with regards to handwashing throughout school Lessons for students on handwashing and respiratory hygiene Government/Health Authority updates sent to staff and parents Remind staff and students to stay home if flu-like symptoms Remind parents to keep email and phone numbers up to date Repeat important messages about staying home when symptomatic or vulnerable, etc. 	<ul style="list-style-type: none"> Teachers to review handwashing and respiratory hygiene procedures with students Request parents to update any change to email and phone numbers Communicate FMS preparation plans to families and staff Update school closure policy and place on website 	<ul style="list-style-type: none"> Request families and staff to continue to report international travel to school Families to self- isolate if requested by NSW Health Department, requested by the school or believe they have come in contact with a possible virus carrier. Front office to call children/families who do not turn up to school and request a reason to keep track of illnesses. Request staff to alert school of any relevant health issues or complications which may impact work Request parents to turn on notifications for FMS Facebook page alerts Communicate school closure policy In case of confirmed case - contact local health authorities Identify and communicate with "Identifiable Persons" in the community, those with immune-compromised conditions 	<ul style="list-style-type: none"> Email blast to all families regarding closure Update Facebook and school signage notifications Notify families using database messaging system. Families to be kept up to date with continuing developments regarding closure of school. 	<ul style="list-style-type: none"> Families to be informed of when and at what stage level the school returns.
Staff	<ul style="list-style-type: none"> Ongoing discussion and communication through usual staff communication methods 	<ul style="list-style-type: none"> Regular reminders to report symptoms/illness Remind staff of policies and procedures for relevant issues and potential emergencies Encourage open dialogue around any concerns 	<ul style="list-style-type: none"> Comprehensive discussion of policies, plans, health and safety protocols, need to report symptoms, travel, etc. Discuss possibility of distance education curriculum if school closure – work from home or isolated classroom 	<ul style="list-style-type: none"> All staff to work from home Can continue in current capacity remotely: developing curriculum with colleagues, presenting material online via conferences, emails, etc. In recognition that crisis may impact teacher in other ways – e.g. own family commitments, personal health concerns, 	<ul style="list-style-type: none"> Consider a pupil free day to ensure classroom environments are ready

		<ul style="list-style-type: none"> Review relief staff personnel and procedures Discussions with staff regarding relevant health and hygiene practices including preventing spread of disease and awareness to identify and disclose symptoms 	<ul style="list-style-type: none"> Communicate intention to continue meaningful employment throughout any crisis, even if school closure required Actively recruit and plan for relief staff Staff to work from home where possible. Any at risk staff to remain home until further notice. Implementation of in-service for online teaching. Teachers to be supported with appropriate technology. 	<p>may elect to take any entitlements such as leave without pay, personal and carers leave, etc.</p> <ul style="list-style-type: none"> All staff meeting to be conducted remotely. 	
Students	<ul style="list-style-type: none"> Programs continue as normal Information sharing about health and hygiene Reminders, no sharing of food and drink 	<ul style="list-style-type: none"> Consider food preparation ceases for some or all programs Discussions with students regarding relevant health and hygiene practices including preventing spread of disease and awareness to identify and disclose symptoms Discussions of alternative greetings Supervise children handwashing as they enter the classroom Increase and be vigilant reminding children 	<ul style="list-style-type: none"> Regular wiping of surfaces, disinfecting/cleaning objects (door handles, phones, materials, etc.) All students staying at 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 Shaking hands ceases – substitutes (elbows/feet/bow) Washing hands upon entering the classroom – all staff, students, visitors Consider staggered playtimes between individual classrooms/programs Consider suspending Going Out, incursions/excursions, All excursions and incursions will be cancelled. Look at distance ed and other online educational offerings in case school is to close Develop FMS external education model. 	<ul style="list-style-type: none"> Use of distance ed and other online educational offerings, including worksheets, email, zoom, google classroom, educa internet, telephone and conferencing methods where possible and appropriate 	<ul style="list-style-type: none"> Curriculum to support children contextualize the event – support, factual information, identification of additional support needs
Arrival and Departing school.	<ul style="list-style-type: none"> Normal drop off and pick up procedure. Social distancing enforced. 	<ul style="list-style-type: none"> Monitor drop off and pick up traffic beginning with week two influx of students with the possibility of altering drop off/pick up times to improve the flow. Asking parents to consider dropping off later if they can (except for kindergarten), to balance the amount of families arriving at 8:30pm. 	<ul style="list-style-type: none"> Monitor drop off and pick up traffic beginning with week two influx of students with the possibility of altering drop off/pick up times to improve the flow. Asking parents to consider dropping off later if they can (except for kindergarten), to balance the amount of families arriving at 8:30pm. Possibility of kindergarten waiting for their parents in reception at 230pm to encourage quicker pickup. 	<ul style="list-style-type: none"> School closed. 	<ul style="list-style-type: none"> Resume as normal.

		<ul style="list-style-type: none"> • Possibility of kindergarten waiting for their parents in reception at 230pm to encourage quicker pickup. • Communication with NB primary school regarding carpark and use by NB primary parents, asking them to stop as our families will need access. 	<ul style="list-style-type: none"> • Communication with NB primary school regarding carpark and use by NB primary parents, asking them to stop as our families will need access. 		
School Events music, French, open days, social nights, school tours	<ul style="list-style-type: none"> • Events continue as normal 	<ul style="list-style-type: none"> • Consider limiting or eliminating communal food sharing or purchasing 	<ul style="list-style-type: none"> • All school events will be cancelled • No excursions or incursions. • Parent meetings will be conducted on the phone or via a Zoom meeting. • Reports and conferences to be delayed until 100% of children are back on campus. 	<ul style="list-style-type: none"> • Cancelled 	<ul style="list-style-type: none"> • Resume
Supply Chain Maintenance	<ul style="list-style-type: none"> • As per normal 	<ul style="list-style-type: none"> • Identify critical supplies for the continuation of business operations during a possible pandemic outbreak and revise minimal storage levels for critical onsite stock. • Ensure pandemic related PPE, and environmental hygiene/cleaning products are included in the critical supplies list. • Check school supplies and consider purchasing additional • Contact critical suppliers and if possible, obtain confirmation of minimum supply levels. Also, confirm order/delivery lag-times. • For supplies sourced from affected areas and/or other single source critical supplies, establish alternative sources of supply, where practicable. 	<ul style="list-style-type: none"> • Continuously monitor and review • Stock up additional hygiene and cleaning supplies • Add additional hand sanitizer (for staff), hand soap, paper towels to classrooms 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Thorough medical clean of all areas prior to reopening. • Seek and follow advice as to sanitation requirements for all materials, educational resources, etc.

<p>Physical and Mental Health and Hygiene Monitoring - Emergency Care</p>	<ul style="list-style-type: none"> Health and hygiene procedures as per normal 	<ul style="list-style-type: none"> Identify potential isolation area(s) 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 Assess WHS issues in the context of COVID-19 	<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"> Type and use of PPE such as face masks. Hand hygiene techniques and frequency. Coughing, sneezing and spitting hygiene. Availability and use of paper tissues, alcohol swabs & soap. Availability and use of hand sanitizer. Disposal of personal hygiene products & PPE. Mitigation and reporting measures when experiencing symptoms. <p>The health monitoring plan may include:</p> <ul style="list-style-type: none"> Students to check temperature at home before arriving at school. Reporting requirements and control measures when symptoms are experienced by individuals, family members, colleagues and other close contacts. Reviewing and where necessary updating company policies regarding sick leave, health cover, social distancing, isolation procedures and contact tracing. Please refer to relevant agency guidelines for further details regarding recommended personal hygiene and health monitoring measures within specific regions and territories. Also, please note that when checking for fever, the normal body temperature is generally considered to be at or below 37oC. Limit number of people in contact with person at risk, protective wear for staff supporting child at risk Enhanced cleaning Educational Materials to be cleaned/sanitized after use? Built into the lesson/program? In addition to risk of exposure to COVID-19, other implications such as mental health Explore options for supporting staff in their physical and mental health throughout, including 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Review, analyze, update procedures for future crisis management policies and procedures
--	---	---	---	---	---

			open communication of any issues or concerns – provide numbers for support.		
--	--	--	---	--	--



EDUCATING THE WHOLE CHILD

Preschool (02) 9949 1008
9 Bardoo Avenue, Nth Balgowlah, NSW 2093

Primary (02) 9977 6790
Building 6, Nth Head Sanctuary,
33 North Head Scenic Dr, Manly, NSW 2095

admin@farmhousemontessori.nsw.edu.au
www.farmhousemontessori.nsw.edu.au

Appendix 3 - COVID-19 Risk Assessment Tool

1.1.1.1 Risks: *Infection COVID-19 spreading amongst school community*

Date 2020 (Jan 21st and onwards) updated April 23rd, 2020

Principal Signature _____

Participating Students: Farmhouse school community Venue risk assessment: Farmhouse Montessori School (both Campuses)

Hazard	Risk	Likelihood	Risk Rating 1 = high 6 = low	Control strategies	Comments / person responsible

<p>1.1.1.2 A parent/child/staff member has symptoms and is being tested for suspected COVID-19 or is suspicious that they may have come into contact with a known case of Covid-19</p>	<p>Teachers who are going about their daily lives, although practicing social distancing may in fact either contract or show symptoms of the disease. They may also come into contact with a known case of COVID-10 during their daily personal routines.</p>	<p>possible</p>	<p>5</p>	<p>Teachers and staff outside of school will practice social distancing and follow government guidelines with regards to hygiene and wellbeing.</p> <p>If a staff member feels that they are displaying symptoms of the disease, suspect they have come into contact with a known case or are being tested for the disease they will:</p> <ol style="list-style-type: none"> 1. inform the Principal and the coordinator of their concerns. 2. The principal or coordinator will contact the relevant health department and seek advice on behalf of the school and the staff member. The public Health Unit can be contacted on 94779400 or 1300066055 3. The actions will be carried out accordingly. 4. The community will be informed of any actions they may need to take. 5. If a staff member displays symptoms and is being tested for COVID-19, All Staff members and families and children who were in direct contact with the staff member while the symptoms were evident, will be informed via email or phone call from the preschool coordinator or principal. If the symptoms developed outside of school, the school will monitor the situation, contact the relevant departments and follow advice accordingly. The school will maintain the confidentiality of the person in question. 6. At any given time that a staff member from either campus is being tested for Covid-19, no staff will travel between campuses until the result of the Covid-19 test is delivered. 	<p>1.1.1.3 All staff</p> <p>1.1.1.4 Principal</p> <p>1.1.1.5 Coordinator.</p>
--	---	-----------------	----------	---	---

<p><i>1.1.1.6 A Parent/Child/Staff member has a household member with symptoms and is being tested for COVID-19</i></p>	<p>Teachers who are going about their daily lives, although practicing social distancing may in fact either contract or show symptoms of the disease. They may also come into contact with a known case of COVID-10 during their daily personal routines.</p>	<p>possible</p>	<p>5</p>	<p>If a household member of a staff member displays symptoms and is being tested for COVID-19 the staff member will:</p> <ol style="list-style-type: none"> 1. not attend school until the family member receives the results from the test. 2. They will inform the Principal and the coordinator 3. The principal or coordinator will contact the relevant health department and seek advice on behalf of the school and the staff member. The public Health Unit can be contacted on 94779400 or 1300066055 4. The actions will be carried out accordingly. <p>If a member of the household of an enrolled family displays symptoms and is being tested for COVID-19 the family will:</p> <ol style="list-style-type: none"> 5. Not attend school until the family member receives the results from the test. 6. They will inform the Principal and the coordinator 7. The principal or coordinator will contact the relevant health department and seek advice on behalf of the school and the staff member. The public Health Unit can be contacted on 94779400 or 1300066055 8. The actions will be carried out accordingly. 	<p><i>1.1.1.7 Staff/parents/ 1.1.1.8 leadership team</i></p>
<p><i>1.1.1.9 A parent/ child brings COVID-19 into the school premises.</i></p>	<ul style="list-style-type: none"> ● Visitors, staff or children come in contact with the Covid-19 virus and bring in into the school ● There is insufficient communication with health authorities and others at the school 	<p>Possible</p>	<p>2</p>	<ul style="list-style-type: none"> ● Maintaining good hygiene standards is an important way to reduce the risk of acquiring and spreading respiratory infections. e.g. coughing in elbow <ul style="list-style-type: none"> ● Keep your hands away from your eyes, nose and mouth to prevent germs from spreading ● Wash your hands often with soap and water on arrival/ before and after activity/bathroom/food/indoors to outdoors ● Avoid close contact with sick people 	<p><i>1.1.1.10 All staff and parents</i></p>

	<ul style="list-style-type: none"> • Infected persons are allowed back to school without clearance • Others touch surfaces contaminated by an infected person and then touch eyes, nose or mouth. 			<ul style="list-style-type: none"> • Families entering the school will be required to use hand sanitizers when entering the school • Children will be monitored for handwashing using current handwashing techniques. • Educators will follow existing protocols for cleaning and disinfection as in control of infection diseases policy. • Desks arranged for with distance and only 1 per desk • All students to bring water bottle and all food. • Children not to share food • Only one family per classroom allowed into the school at a time. Families waiting are asked to stand on crosses marked outside the school to wait till invited in. • Families must let the school know if they or any family members are unwell or being tested for the virus. • Families must inform the school if there are any family members who have returned from overseas. 	
<i>1.1.1.11 Public transport hazard</i>	Exposure to unknown members of community	Possible	2	<ul style="list-style-type: none"> • All families must use hand sanitizers as they enter the school. • Encourage social distancing while using the public transport. • Children to wash their hands as they enter class • Families notify the school if any family member becomes unwell. • Children are not allowed to return to school if they have been unwell until symptoms have cleared. 	<i>1.1.1.12 All staff and parents</i>
<i>1.1.1.13 A visitor/ child is incubating COVID-19 and spreads the disease through direct contact with people and surfaces.</i>	<ul style="list-style-type: none"> • Others are infected with COVID-19 • Visitors, staff or children come into 	Possible	2	<ul style="list-style-type: none"> • The school recommends staff, families and children be vaccinated for influenza (in accordance with latest Health Department advice) School will keep a staff register of immunization. 	<i>1.1.1.14 Principal</i>

	<p>contact with the COVID-19 virus</p> <ul style="list-style-type: none"> ● Surfaces are contaminated ● Hygiene practices are not thorough or consistent ● Staff are not adequately consulted or trained in order to understand and fully implement procedures, changes and decisions ● There is a lack of cleaning and hygiene products to support essential measures being implemented fully and consistently. ● Children do not implement increased hygiene practices. ● Physical distancing practices are not in place. 			<ul style="list-style-type: none"> ● All bins to be closed lids to hygienically dispose of waste. ● Staff are provided with cleaning agents and trained to clean correctly ● Enhanced hygiene practices for staff, children and visitors are implemented. Washing hand frequently and children to be taught correctly using latest Department of Health guidelines. ● Staff will have access to hand sanitizers, so they do not have to leave the classroom. ● Staff will avoid touching their face, handshaking or other close physical contact, dispose of tissues appropriately and cough into a tissue or elbow. ● Recirculating air conditioning is reduced. ● Children are provided with increased handwashing guidance ● Staffing are rostered for the need for increased cleaning and hygiene practices. ● The school ensures there is robust infection control and cleaning procedures in place. ● The school limits movement of staff and adults by ensuring staff are in their classrooms, only the school's regular support staff enter the school if the need arises, only three families enter the class at one time. ● Staff are kept informed of school procedures, actions to take and symptoms to be concerned about. Clear guidance is provided to ensure expectations are understood and followed. ● Staff are consulted on health and safety matters relating to COVID-19 and provided an opportunity to express their views before decisions are made. ● Staff are reminded to take reasonable care for their own health. 	
--	---	--	--	--	--

				<ul style="list-style-type: none"> ● Staff are aware of appropriate health measures and that they should not attend the school if unwell. ● All deliveries and contractors are cancelled where possible. ● All essential deliveries are left outside the front door. ● Physical distancing measures are in place such as: staff and children in the area per square meter. Staff meetings to be held outdoors with 1.5 distancing. ● Lunch breaks are staggered to reduce the number of staff in the staff room. 	
<p>1.1.1.15 <i>A child or staff member at your service is diagnosed with COVID-19</i></p> <p>1.1.1.16</p>	<ul style="list-style-type: none"> ● Others touch surfaces contaminated by the infected person then touch their eyes, mouth or nose. ● Visitors, staff or children come into contact with the COVID-19 virus. ● There is insufficient communication with health authorities and others at the school. ● Infected person is allowed back to school without clearance 	Possible	2	<p>1.1.1.17</p> <ul style="list-style-type: none"> ● The Department views a confirmed case of COVID-19 as a serious incident and as such requires notification as soon as practicable within 24 hours. ● Any confirmed case of novel coronavirus, either in student or staff, will be excluded until they are medically cleared to return. ● The school will be closed until identification of those at high risk has been identified. ● Staff will be required to provide evidence that they are clear of the virus before returning to work. ● The service implements a process to rapidly communicate with staff, visitors, families and the NSW Department of Health. This will be implemented with regards to the school's confidentiality policy and procedures. ● The school will follow existing protocols for cleaning and disinfectant. Professional cleaners will be employed to provide an industrial clean. 	<p>1.1.1.18 National Quality Agenda IT System (NQA ITS), or by contacting the Regulatory Authority directly via:</p> <p>1.1.1.19 Email: ececd@det.nsw.edu.au or</p> <p>1.1.1.20 Phone: 1800 619 113</p>

1.1.1.21 <i>Lack of timely information to staff and school community</i>	The school community is not aware if an outbreak of COVID 19			<ul style="list-style-type: none"> Establish or review protocols for quickly contacting employees and students at the time of the outbreak. 	1.1.1.22 <i>Principal</i>
1.1.1.23 <i>A child or staff member at your service has COVID-19 or has come in contact with someone diagnosed with COVID-19</i> 1.1.1.24	<ul style="list-style-type: none"> The person comes into the service. Others are infected with COVID 19 Visitors, staff, children come in contact with the COVID 19 virus Surfaces are contaminated 	Possible	2	<ul style="list-style-type: none"> The visitor, child or staff member who has been in contact with a confirmed case of COVID-19 in the last 14 days (including close contact in the 24 hours before the person became unwell) is not permitted to enter the service until the Department of Health authority confirms it is safe to return. The school principal is informed immediately, and the school implements a process to rapidly communicate with staff visitors, families and the Department of Health. This will be implemented with regards to our school's confidentiality policy and procedure. (Your local Public Health unit can be contacted on 1300 066 055.) Request all staff and families notify the school if they have been in a country at risk or in contact with a person from those countries. 	Principal, staff and families
<i>The school is not prepared to manage a pandemic that impacts on all areas of the school community.</i>	<ul style="list-style-type: none"> There are no clear guidelines or procedures in place in regard to how the school will manage staff, finances, families or a school community that may have to use online learning. 	possible	4	<ul style="list-style-type: none"> Assess and review all current policies relating to absenteeism, payroll, healthcare, and disability, and make policy and program decisions relative to an infectious-disease outbreak. Establish a quick process to identify who takes charge at operational locations to oversee a crisis management plan. 	Principal and School Board
<i>The school employs some staff members who are deemed 'at risk'. The school community also has older family members</i>	<ul style="list-style-type: none"> Staff members within the school for a various reason are at a higher risk of contracting the 	possible	4	<ul style="list-style-type: none"> Staff member who are deemed at risk will be offered the opportunity to work from home. Elderly members of the community such as grandparents will be asked not to visit the school. 	AHPPC advice released on 16 April 2020, defines those at greater risk of more serious illness, if

<p><i>who drop off and pick up children.</i></p>	<p>virus or becoming increasingly unwell from it.</p> <ul style="list-style-type: none"> • Older members of the community are at higher risk to contracting the virus and becoming increasingly unwell. 				<p>they are infected with COVID-19 as:</p> <ul style="list-style-type: none"> • people aged 70 years and over, • people aged 65 years and over with chronic medical conditions, • all people with compromised immune systems, • Aboriginal and Torres Strait Islander people over the age of 50 with chronic medical conditions.
<p><i>The school is directed to close by NSW Health and the school can no longer provide education and care.</i></p>	<ul style="list-style-type: none"> • Correct communication does not occur in the event the school closes • Correct communication does not occur when the service reopens • Cleaning and disinfection procedures are not implemented. • Education for the children is disrupted. 	possible	2	<ul style="list-style-type: none"> • The service implements a process to rapidly communicate with staff, visitors, families, the regulatory authority and the Department of Health. This will be implemented with regards to the school's service confidentiality policy and procedure. • A 101 Notification of Incident will be submitted through the NQA ITS with 24 hours • When the service is re- opened, a notification will be submitted through the NQA ITS. • The staff will implement an online learning platform using a variety of medium such as EDUCA, Google classroom and emails to allow children to continue learning until the school is reopened if it appears that the school closure will extend for more than 24 hours. 	Principal and the school board

Source

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

Policy Review Date	Modification	Next Review Date
<p><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></p>		
<i>Reviewed Oct 2018</i>	New Format & New Logo	Oct-2020
13th March 2020	<ul style="list-style-type: none"> Updated the policy using new guidelines Implementation information added regarding infectious illnesses Added mandatory reporting to public health unit information Rearranged some content into new headings- Prevention Strategies deleted repeated items New sources added 	June 2021
04/05/2020	<ul style="list-style-type: none"> Appendix 1,2 and 3 added – Covid 19 Reformatted 	June 2021
27/7/2020	<ul style="list-style-type: none"> Wording updated and added to Appendix 1,2, and 3 to include-“At any given time that a staff member from either campus is being tested for Covid-19, no staff will travel between campuses until the result of the Covid-19 test is delivered” 	2022