## See the source image Risk Assessment and Management

COVID-19

Risk Assessment and Management

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| Setting | **Children, educators, parents, maintenance personnel and visitors who have access to day-care and may increase the chances of spreading COVID-19 to each other.** | | | | | |
| Risk of Harm | **Spread of COVID-19** | | | | | |
| Date created/created by/in consultation with | **15 January 2022, created by AM Olivia Savanah 0406 484 348 in consultation with AP Julia Koti 0412 254 700**  **Updated 01/02/2022**  **Updated 11/03/2022 new updates are in red**  **Updated 27/04/2022 new updates are in red**  **Updated 31/05/2022 new updates are in red.** | | | | | |
| Contact/Location | **9825 4700, 8-10 Burdekin Court, Wattle Grove** | | | | | |
| Responsible People | **NS Kelly Hirst, AM Olivia Savanah, Responsible Persons: Philippa Ernsteins, Amy Buczek, Katrina Moore, Elisha Geary, Shabiena Masoom.** | | | | | |
| Further information | [Managing COVID cases (nsw.gov.au)](https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases.html#Managing0) | | | | | |
| Identified risk | Risk level | Strategies and interventions | Risk level | Monitoring and governance | Contact person and review date |
| *COVID HYGIENE AND SAFETY AT OUR SERVICE* | *Low to high* | *Posters:*   * *Social distancing* * *Using hand sanitiser/washing hands* * *Proper handwashing techniques* * *QR code in*   *Procedures:*   * *Parent are currently signing their children in on their personal phones* * *Extra COVID cleaning is conducted* * *Extracurricular services such as Happy Feet are held outdoors unless weather does not allow (if not, in an open spaced, well-ventilated room) and follow all COVID safety procedures.* * *Educators, maintenance personnel, parents/caregivers and any visitors are vaccinated.* * *Staff and children are asked to not attend our service if they are feeling unwell.* * *Masks now encouraged but not compulsory* * *Parents/caregivers can attend service. Starting with just pick-ups for a week and then allowing drop-offs and pick-ups if all goes well.* * *Parents to be in and out of the centre within five minutes and asked not to enter if they have any COVID symptoms.* * *Maximum of 5 parents/caregivers to enter premises at once for the time being* * *During periods of high transmission rates, we may re-consider families entering the service*   *Documents:*   * *COVID-19 risk assessments are available* * *COVID-19 action plan is in place*   *Training:*   * *Educators have taken part in COVID food hygiene training and COVID training.*   *Educating children:*   * *Educators remind children on proper hand washing and sneezing etiquette and other hygiene practices.* | *Low to medium* | *Staff, NS, AP and AM continue to monitor the COVID updates from the Department of Health and Education for changes to information which informs our policies, procedures and practices.* | *AP Julia Koti*  *NS Kelly Hirst*  *AM Olivia Savanah* |
| *Monitoring COVID in our service* | *Low to high* | *All early childhood education and outside school hour care services will receive supplies of Rapid Antigen Testing (RAT) kits to allow staff to test twice a week, for a period of at least four weeks.  Services can begin surveillance testing as soon as kits arrive – there is no start or end date. Our service has chosen to begin testing on the 31st January 2022 with the possible end date of 23rd February 2022.   Participation in the surveillance testing is optional.*  *Surveillance testing was completed between 29/01/22 to the 23/02/22 twice a week for full time workers and Monday to Thursday workers, and once a week for worker’s who worked the first half/last have of the week.*  *Surveillance testing will continue into March, the end date not known however some changes have been made. Staff will continue to receive 2 tests per week, but only test the day before their first shift of the week, and send their results to Olivia Savanah AM. The second test will be kept by the staff member to use when feeling unwell with COVID symptoms. The service will continue to monitor test results from ALL tests taken, therefore when you test due to feeling unwell send these results to Olivia also.* | *low* | *AP, NS, AM monitor condition of COVID-19 and work with the Department of Education and Health.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *27 January 2023* |
| *CCS and gap fee waiving* | *low* | ***There are now more reasons you can waive gap fees.***  *Until 30 June 2022, services can waive the gap fee and receive Child Care Subsidy (CCS) if a child is unable to attend care for one of four reasons:*   1. ***The child, or a member of their immediate household, must isolate due to COVID-19.*** 2. ***The child is at a higher risk of severe disease from COVID-19.****This includes Aboriginal and Torres Strait Islander children. To clarify what this includes Olivia Savanah spoke to the Department of Education Skills and Employment REP Natalie: 27/01/2022: this does not include asthma or rhinitis. It would include a severe immunodeficiency disorders and would need to be approved by a health professional.* 3. ***The service, or a room at the service, is closed due to COVID-19.****This includes where a service closes based on general guidance from a state or territory government agency, or because educator to child ratios cannot be safely met as the educator/s must isolate. Written advice specific to the impacted service is not required.* 4. ***The state or territory has restricted access to child care in a region due to COVID-19.****This includes where the state or territory has restricted school attendance, in the case of Outside School Hours Care.* | *low* | *AP, NS, AM monitor updates on CCS and waving the gap fee.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *27 January 2023* |
| *COVID positive case/s in the ECEC service* | *Low to high* | *Families and staff who have tested positive must inform the manager/child care service immediately so the service can act swiftly.*  *The service will advise all contacts in writing and attach a NSW Health information facts sheet.*  *Emergency contact details of family members and emergency services are available and up to date.*  *Our service will follow the flowchart steps provided by NSW Department of Education “Management of COVID positive cases in the ECEC services” which includes:*   * *Completing a I01 notification* * *Determining infectious period* * *Determining those in attendance* * *Notifying those in attendance* * *Undertaking cleaning*   *SafeWork NSW requires workplaces to report hospitalisation (where treatment as an in-patient in a hospital is required), and any fatality, where the worker contracted COVID-19, or is likely to have contracted COVID-19 at the workplace. Updated 27/01/2022*  *Testing and Isolation: Persons who are Covid-19 positive must follow NSW Health advise and self-isolate for 7 days. Our service requests written proof of the person’s allowed to come out of isolation SMS/APP advise of staff/child release from isolation). All persons returning back after recovering from the illness, must be symptomless.*  *If you test positive our service requires the persons returning after recovering from the illness, to be symptomless.*  *Testing and isolation are no longer mandatory by the government if the close contact is within the service, however, remain strongly recommended for contacts or a positive case in ECE settings, as per the updated health advice.*  *Mandatory requirements now only apply for household contacts, so if anyone from the child’s household is positive to Covid-19 the child cannot attend the service for 7 days. Please see updated advice from 27/01/2022 below* | *Low to medium* | *AP, NS, AM monitor condition of COVID-19 and work with the Department of Education and Health.*  *The service continues to monitor health and wellbeing of children with medical conditions. All children with medical conditions must be symptomless to attend the service. If any flu like symptoms are present, a current (issued within 24 hours) medical clearance letter and a negative RAT/PCR test result must be presented for the child to return to the service.*  *Continuing flu like symptoms for these children will be monitored and it is a decision of the manager to request a second and subsequential medical clearance letter or a proof of negative PCR/RAT test result if children presenting with flu like symptoms and with a medical condition.*  *If your child has a medical condition, the Manager will be contacting you to ensure everyone is on board with the guidelines and to avoid miscommunication and upset.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *15 January 2023* |
| *Cleaning after a positive case in our service* | *Low to High* | *After a COVID positive case at your service, you will need to undertake a thorough clean and disinfection of all areas. Please note:*   * *Your usual cleaning staff can do the cleaning.* * *NSW Health does not require you to use specialised cleaning companies however, you can if you want to.* * *NSW Health does not endorse or recommend any particular cleaning companies.* * *There is no certification process endorsed by the NSW Government for cleaning companies undertaking cleaning and disinfection services after a COVID positive case.* * *You are not required to provide a certificate of cleaning completion.*   *Services can access cleaning resources on the managing COVID cases*[*webpage*](https://nsw.us14.list-manage.com/track/click?u=cf0f0aa69501d26d9cb19d737&id=35ea2ebd69&e=60336da39a)*.* | *Low to Medium* | *AP, NS, AM monitor condition of COVID-19 and work with the Department of Education and Health.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *27 January 2023* |
| *Children/Educators/other personnel who enters day-care is living with a person who has tested positive to COVID-19.* | *Medium to major* | *Children who live with someone who has COVID-19 are household contacts and must follow the self isolation guidelines\*. They must take a rapid antigen test as soon as possible and self-isolate for 7 days from the last time they were in contact with the COVID positive person.*  *Critical workers for “early childhood education and care” have now been included in the Public Health Order exemption from self-isolation.*  ***What does this mean for early childhood education and care?*** *This means that a worker who would normally have to self-isolate for 7 days due to being a household contact can attend an early childhood facility for work if:*   * *They are approved by their employer to attend* * *They only travel directly between their home and the workplace* * *They wear a mask at all times in the workplace (except when eating or drinking)* * *They undergo****regular****RATs for 7 days. NOTE: ‘regular’ is not defined and there is no requirement for daily testing* * *They do not have any symptoms – if they have symptoms they must immediately self-isolate* * *They must comply with any reasonable measures put in place by their employer. (please refer to our risk assessments and Covid plan)*   [Public Health Order exemption from self-isolation](https://nsw.us14.list-manage.com/track/click?u=cf0f0aa69501d26d9cb19d737&id=6a25b55559&e=60336da39a).  *\** [*NSW Health COVID-19 self-isolation guideline and support | NSW Government*](https://www.nsw.gov.au/covid-19/management/self-isolation-covid-and-close) | *Low to medium* | *Staff, NS, AP and AM continue to monitor the COVID updates from the Department of Health and Education for changes to information which informs our policies, procedures and practices.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *20 January 2023* |
| *Children with pre-existing medical needs* | *Low to medium* | *Medical management plans, risk assessments, risk minimisation and communication plans are created for children with medical needs, this information is known to all staff via these documents and our medical conditions and allergy charts.*  *It is suggested by the NSW Ministry of Health (Early Childhood Education and Care (ECEC) COVID-19 guidance for families): If your child is at high risk of severe COVID-19 illness because of underlying health issues, you should consider keeping them at home for at least 7 days following a positive COVID-19 case in the centre so they are not re-exposed as this is the highest risk period. Please speak to your GP if you need more advice.*  *For children or staff with seasonal allergic rhinitis or other conditions that have similar symptoms to COVID-19, but where symptoms are ongoing due to diagnosed allergies, an initial negative COVID-19 test is required before returning to ECE. Following this, only if the person’s symptoms change from their usual symptoms, then repeat COVID-19 testing should be performed.* | *Low to medium* | *Staff, NS, AP and AM continue to monitor the COVID updates from the Department of Health and Education for changes to information which informs our policies, procedures and practices.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *20 January 2023* |
| *Testing for COVID after already having COVID* | *Low to medium* | *If our service has a positive case, we ask the close contacts test anyway on the day of notice and on day 6 of exposure. NSW Health direction for those who have had COVID is to not re-test within 28 days of contracting COVID, therefore these families and staff members are exempt from this rule.* |  | *Staff, NS, AP and AM continue to monitor the COVID updates from the Department of Health and Education for changes to information which informs our policies, procedures and practices.* | *NS Kelly Hirst*  *AM Olivia Savanah*  *AP Julia Koti*  *20 January 2023* |
| *Unvaccinated/partially vaccinated/medically exempt staff working in LDC/OSHC* | *Low to medium* | *From 13th of May 2022 the Health order for mandating ECeC workers to have minimum of two Covid-19 vaccinates stopped.*  *In line with the Health Order, our services will not impose mandated vaccination on workers (new or existing).*  *Managing and minimising the risk of the transmission and the onset of the illness, providing safe and healthy environment for both staff and children are paramount.*  *Unvaccinated/partially vaccinated/medically exempt staff must follow the following guidelines:*  ***Must follow all policies and procedures to ensure safety and wellbeing of the workplace/service is maintained.***  *Self monitors for symptoms*  *Wear masks inside or when the 1..5ms distancing cannot be implemented.*  *Conduct RAT test as directed by the Manager.*  *If household/close contact*   * *Inform the employer immediately* * *Obtain a PCR test and must not attend to work until a negative PCR test result is received.* * *During the first 7 days of being expose to Covid-19 virus, the worker must monitor wellbeing, after receiving the PCR negative test, RAT test must be conducted every night prior to any working day.* * *Immediately stop working, isolate and retest with PCR if any symptoms occurring* * *During the first 7 days of exposure, the worker must wear PPE (face masks) inside regardless of social distancing and also outside and when it is not manageable to implement the 1.5 ms distancing from others.*   *Please note, the service consider close contact when the unvaccinated/partially vaccinated/medically exempt staff have exposed 2 hours or more to the persons with Covid-19 whilst working in our service.* |  | *Staff, NS, AP and AM continue to monitor the COVID updates from the Department of Health and Education for changes to information which informs our policies, procedures and practices.* | *NS Kelly Hirst*  *NS Joanne Keen*  *AM Olivia Savanah*  *AP Julia Koti*  *31st May 2022* |