

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	TRY Australia Children's Services	
Site location:	Applicable to all TRY & Sparkways ECEC Services	
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[This COVID Safe Plan is a live document and may be subject to changes in line with Victoria Government Guidelines.](#)

Guidance	Action to mitigate the introduction and spread of COVID-19
Health & Hygiene	
Adherence to the Victorian Government's Mandated Vaccination as an important measure to ensure our Early Learning Childcare and Kindergarten centres remain safe and are not a source of community transmission.	<p>The Victorian Chief Health Officer has advised that vaccination is required for everyone working in ECEC to protect children, employees and our communities from the spread of COVID-19. Mandatory vaccination requirements apply under the COVID-19 mandatory vaccination directions issued by the Victorian Chief Health Officer (vaccination directions).</p> <p>This is an important measure to ensure our ECEC and early childhood centres remain safe and are not sources of community transmission.</p> <p>In this instance, the Chief Health Officer has issued required health directions that require operators of ECEC to take all reasonable steps to ensure that workers who are not vaccinated do not attend the workplace after 18 October 2021 (unless they have a medical exception or a booking to receive their first dose by 25 October 2021). Workers who are exempt from this requirement will need to provide evidence of a medical contraindication to vaccination from an authorised medical practitioner.</p> <p>TRY Australia has enacted measures to ensure compliance with this Health Directive. All TRY Australia employees working at or visiting TRY Australia Early Learning Childcare and Kindergarten Services were confirmed as compliant with this directive as of October 18, 2021. Any staff not compliant have been identified and advised that they are not able to attend any TRY Australia Early Learning Service until they are confirmed to be compliant with this directive. All applicable new employees of TRY Australia are to be engaged under this requirement. Measures are also in place to ensure all visitors or contractors attending TRY Australia Early Learning Childcare and Kindergarten Services are compliant with this health directive, with admittance withdrawn or declined in the event of non-compliance.</p> <p>The Victorian Chief Health Officer has issued directions for required vaccinations for education workers.</p> <p>For ECEC, an education worker is:</p> <ul style="list-style-type: none"> ECEC-employed staff (for example, teachers, educators, ancillary support staff including reception) contractors working in close proximity to children or staff, whether or not engaged by the ECEC (for example, trades and maintenance people, cleaners but excluding delivery drivers)

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	<ul style="list-style-type: none"> • <i>staff of the Department of Education and Training (for example, Authorised Officers, Early Childhood Improvement Branch staff)</i> • <i>staff of any other entity (for example, allied health, NDIS providers, school readiness funding providers, Kindergarten Inclusion Support, Preschool Field Officer etc)</i> • <i>volunteers working in close proximity to children or staff (for example, parent helpers, Committee of Management members)</i> • <i>students on placements.</i> <p><i>Note: The examples provided in the brackets above are for explanatory purposes and do not represent an exhaustive list.</i></p> <p>Responsibilities of ECEC providers with workers on-site at an ECEC service Informing, sighting and record-keeping responsibilities</p> <p><i>An ECEC provider with the above in-scope workers on-site at an ECEC service, must collect, record and hold the following vaccination information of a worker scheduled to be on-site at an ECEC service on or after 18 October:</i></p> <ul style="list-style-type: none"> • <i>for the fully vaccinated, evidence of receiving two doses of a COVID-19 vaccine, or</i> • <i>for the partially vaccinated, evidence of first dose of a COVID-19 vaccine and subsequent booking to become fully vaccinated by 29 November, or</i> • <i>evidence of a medical exemption from an authorised medical practitioner.</i> <p><i>From 6pm on Friday 12 November, the only acceptable certification for the purpose of seeking a medical exemption will be an Australian Immunisation Register immunisation medical exemption form that is completed and signed by an authorised medical practitioner, which states that the person is unable to receive a dose, or a further dose, of a COVID-19 vaccine because they have a medical contraindication to all the COVID-19 vaccines available for use in Australia and/or they are unable to receive a vaccine due to an acute medical illness (including where the person has been diagnosed with COVID-19).</i></p> <p><i>In line with the COVID-19 Mandatory Vaccination (Specified Facilities) Directions No 11, a COVID-19 digital certificate, or a copy of the immunisation history statement is not acceptable evidence for vaccination exemption.</i></p> <p><i>The Australian Immunisation Register immunisation medical exemption form is available at Australian Immunisation Register (AIR) - immunisation medical exemption form (IM011) - Services Australia</i></p> <p>Workers unable to meet the vaccination requirements</p> <p><i>If a worker does not meet the COVID-19 vaccination one-dose requirement or is unable to produce evidence of booking to receive one dose of a vaccination by 25 October and does not have an approved medical exemption, the worker cannot be on-site at an ECEC service on or after 18 October.</i></p>
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>As per TRY Early Learning & Care Enhanced Hygiene Procedures and Practices for Services & Families;</i></p> <p><i>Before children and families arrive ensure you have your hygiene equipment ready to go. Soap dispensers must be full and hand sanitiser set up at entry/drop off point.</i></p> <p><i>Hand sanitiser must be available at every service. Children will be supported to wash their hands upon arrival by the educator.</i></p> <p><i>Sanitising stations are to remain in place and encouraged to be utilised on arrival to your service. This applies to families, educators and general visitors.</i></p> <p><i>Educators are not required to conduct a temperature check.</i></p> <p><i>It is also not necessary to conduct temperature checks on children however educators will monitor children's health throughout the day, follow the usual policies in relation to children's health and wellbeing and discuss suspected COVID-19 symptoms with their service leaders (Area Managers).</i></p>

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<p>Where possible: enhance airflow by opening windows, adjusting air conditioning and operating an indoor/outdoor program.</p>	<p>As per TRY Early Learning & Care Enhanced Hygiene Procedures and Practices for Services;</p> <p>Ventilation has been identified as an important strategy in reducing the risk of the transmission of viruses. Services should move to, if not already in place, operating an indoor/outdoor program for the full day/session. If supervision is an issue then services should plan to spend more time outdoors.</p> <p>Out in the sunshine and fresh air, there is more space, and it is far better for child and educator health and wellbeing to be immersed in nature and out in the fresh air. You can discuss social distancing with children by talking about their own space bubbles or teaching social skills programs such as space invaders (regularly used by PSFO's or allied health professionals).</p>
<p>Ensure adequate face coverings at certain times and PPE are available to staff that do not have their own.</p>	<p>1. Face masks are mandatory in early childhood education and care services for all visitors to services, including parents and people aged 12 and over.</p> <p>Staff must wear masks at all times in service except when teaching or caring for children where it may interfere with their ability to clearly communicate with children. Staff may still choose to wear a face mask at all times if they wish, particularly when physical distancing cannot be maintained.</p> <p>Single use face masks should not be worn for longer than 4 hours without changing.</p> <p>These guidelines may change according to State government advice and services will be updated accordingly.</p>
<p>It's critical that any staff member or child who becomes unwell while at an early childhood service gets tested and isolates at home until they receive a negative PCR test.</p>	<p>2. Children must not attend if they are unwell – Families must NOT bring their</p> <p>1. If a child is unwell, even with the mildest of symptoms, they must stay at home</p> <p>If a child presents with any signs and symptoms of being unwell they will be excluded from attending the service. This includes but is not exclusive to:</p> <ul style="list-style-type: none"> a) A temperature higher than 38° (a non-touch thermometer will be available at the entrance of all TRY Australia Early learning & Care services). <p>An educator can make the decision with the responsible person to refuse care for the day based on their assessment. Families must not give their child/ren any fever reducing medication prior to drop off (paracetamol or ibuprofen). Unwell children will be refused access and the parent will be asked to take the child home. If children develop signs or symptoms of illness throughout the session, the child will be isolated from the group and the parent will be contacted to collect their child immediately. Thermometers will be used throughout the course of the day to check individual children's temperatures as required.</p> <p>The child will only be accepted upon a subsequent day if:</p> <ul style="list-style-type: none"> a) Their temperature has dropped to 37.5 degrees or lower for at least 24 hours; b) Children with persistent symptoms due to underlying conditions such as hay fever or asthma whose symptoms are clearly typical of their condition can continue to attend ECEC/school. They should consider getting a medical certificate from their GP to attend ECEC/school if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose. <p>Each service has undertaken a risk assessment to determine the best point of access for drop offs and pick-ups. Your early learning service will provide parents with instructions on where this will take place and the procedure for this.</p> <p>If a child becomes unwell during the day, they should be collected from early childhood education and care (ECEC) as soon as possible.</p> <p>2. If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested and they must remain at home until they receive their results:</p> <ul style="list-style-type: none"> • fever

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	<ul style="list-style-type: none"> • chills or sweats • cough • sore throat • shortness of breath • runny nose • loss of sense of smell or taste. <p><i>In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms.</i></p> <p><i>For further advice:</i></p> <ul style="list-style-type: none"> • call the 24-hour COVID-19 Hotline 1800 675 398 • call a general practitioner • visit Getting tested for further information on where to get tested. <p>3. <i>Once a child has had a confirmed negative COVID-19 test and their symptoms have resolved, they can return to ECEC once they have shown the ECEC service a negative PCR test result. A medical certificate is not required, however may be helpful in following circumstances:</i></p> <p><i>Parents/Carers must show evidence of the negative PCR result to the service before their child can return to onsite learning.</i></p> <p><i>Try/Sparkways ECEC services are not permitted to allow a child to attend until the parent/carer have shown evidence of a negative test.</i></p> <p><i>If a parent/carer is not able to show evidence of a negative PCR test, their child cannot attend an ECEC service for the following length of time depending on their circumstances:</i></p> <ul style="list-style-type: none"> • 7 days if the child is under 12 years old, and all members of their household over 12 years are fully vaccinated. • 14 days if they are over 12 years old and not fully vaccinated • 14 days if they are under 12 years old and all members of their household are not fully vaccinated. <p><i>Children with persistent symptoms due to underlying conditions such as hay fever or asthma whose symptoms are clearly typical of their condition can continue to attend ECEC. They should be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms. They should consider getting a medical certificate from their GP to attend ECEC/school if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose. Written medical clearance for COVID-19 is not required.</i></p> <p><i>Younger children (pre-school up to Grade 2) may have prolonged post viral symptoms such as a runny nose or cough and may return to ECEC following a negative COVID-19 test even if they are not completely free of symptoms. Where symptoms persist, an ECEC may request a medical certificate to confirm the child is otherwise well or has recovered from their acute illness. Written medical clearance for COVID-19 is not required.</i></p> <p><i>For information on the minimum periods students and children need to stay at home for other conditions, refer to the DH school exclusion table.</i></p> <p>4. <i>If a child has been identified as an exposed person (previously identified as a close contact in education settings) from an exposure at an ECEC service, no longer have to quarantine for between 7 and 14 days. They can instead return immediately to the program after providing evidence of a negative result from a standard PCR test to their service. Rapid antigen tests are strongly</i></p>

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	<p><i>recommended for those children who have returned a negative PCR result and return to service.</i></p> <p><i>If a parent/carer is not able to show evidence of a negative PCR test, their child cannot attend an ECEC service for the following length of time depending on their circumstances:</i></p> <ul style="list-style-type: none"> • <i>7 days if the child is under 12 years old, and all members of their household over 12 years are fully vaccinated.</i> • <i>14 days if they are over 12 years old and not fully vaccinated</i> • <i>14 days if they are under 12 years old and all members of their household are not fully vaccinated.</i> <p><i>Try/Sparkways strongly recommend for children to take a rapid antigen test at home on the morning of each day they attend ECEC. They are a great tool for families to use to keep our ECEC service safe and ensure that positive cases are identified at the earliest possible time. Families should receive a pack of five tests after their child is tested with a PCR and families should use them each day before their child attends the service until they run out.</i></p> <p><i>Families should also use a rapid antigen test whenever their child is visiting a high-risk location or setting during this period. This includes visiting elderly or immunocompromised relatives or friends.</i></p> <p>Managing an unwell child or staff member on ECEC premises</p> <p><i>This process should also be followed for staff and children informed they need to isolate/quarantine as an exposed person of a confirmed COVID-19 case or because they have otherwise been advised to self-quarantine for example, they have visited a public exposure site.</i></p> <p><i>Designate an appropriate space for children and staff who develop symptoms to be isolated.</i></p> <ul style="list-style-type: none"> • <i>Anyone with COVID-19 symptoms must be isolated and/or return home immediately and get tested, following the advice contained.</i> • <i>Children should be supervised appropriately while they await collection by a parent or carer as soon as possible.</i> • <i>The symptomatic individual and attending staff member must be provided with a surgical face mask. Face masks should not be used in situations where an individual is unable to safely or practically tolerate a mask (for example, a child with complex medical needs including existing respiratory needs, or a child under two years). Staff unable to wear a face mask should avoid the direct supervision or care of unwell children where possible.</i> • <i>Staff may consider additional PPE (eye protection, disposable fluid repellent gown and gloves) when care is to be prolonged or a child has additional health needs, in order to reduce risk to the staff member. Services should ensure adequate PPE is provided for this purpose, and appropriate signage and guidance available to support correct use. The Department of Health has a range of Infection prevention control resources available.</i> • <i>If a staff member is unsure whether a child is unwell, it is advisable in the first instance to contact the parent/carer to discuss any concerns about the health status of the child and, taking a precautionary approach, request the parent/carer to collect their child if concerns remain. A trained staff member could take the temperature of the child, where appropriate, to support decision making, ensuring hand hygiene is performed before and after.</i>

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	<ul style="list-style-type: none"> Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19). Urgent medical attention should be sought where indicated. Staff should call an ambulance as they usually would if the child needs urgent medical attention or the staff member is concerned. <p><i>These guidelines may change according to State government advice and services will be updated accordingly.</i></p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>COVID Safe Training on-line provided by DH has been provided to all staff upon implementation of Stage 4 lockdowns.</p> <p>https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Educators will continue to maintain familiar routines to help the children to feel secure. We will be talking to children about emotions to assist them to verbalise any stress they may be feeling.</i></p> <p><i>Keep routines and educational programs as consistent as possible to provide a sense of security and stability for children. These routines will still need to be flexible so perhaps consider progressive morning tea and lunch breaks where possible, to reduce the number of children together at the same time.</i></p> <p><i>As much as possible avoid group times with large numbers of children. Consider using smaller, spontaneous and informal opportunities to engage with the children; music and movement experiences or reading books/story telling with one or two children at a time throughout the day. Again, outdoors is a great place for these learning experiences.</i></p> <p><i>Consider options to sensory experiences such as playdough as these can carry lots of germs with little hands touching repeatedly. Consider water or sand play outside. Avoid using food products for program experiences as this may cause distress to those families finding it difficult to source food at this time. If using materials such as playdough, provide individual portions to each child that can be stored in separate containers/bags for each child to avoid cross contamination.</i></p>

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Staff must clean high traffic areas and surfaces periodically or when a child has mouthed a toy or sneezed or coughed on a surface or resource.</i></p> <p><i>Our educators are highly skilled at maintaining a safe and hygienic play-based learning environment. To ensure this we are conducting regular cleaning of door handles and surfaces, toy washing will be undertaken regularly.</i></p> <p><i>Children will be encouraged to wash their hands regularly throughout the session. The educational program will provide children with opportunities to learn about good hygiene practices such as sneezing into their elbow, discussion about personal space bubbles and hygienic use of tissues.</i></p>

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Hand sanitiser to be available at every service (70% alcohol). All TRY services are stocked with detergent and disinfectant as a minimum requirement. Teams are able to replenish these supplies as needed through our preferred supplier. If teams cannot access these products as required they are asked to contact their Area Manager for support.</i></p>

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<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>All administration and management support staff are continuing working between home and a range of TRY sites across each region.</i></p> <p><i>While in lockdown, ECEC staffing teams have developed rosters to ensure staff on site are those required for ratio, with any surplus staff working remotely if possible. Non-contact time such as planning and programming is undertaken remotely when possible. Any work that is essential to the operations of the program and that cannot be completed remotely, is carried out in a COVID Safe way.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Staff are encouraged to limit working across services, should they be required to, it is imperative that all staff adhere to the Enhanced Hygiene Practices in relation to mask wearing, physical distancing, hand washing and symptom awareness.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Staff should not attend the service if unwell or with any signs or symptoms of being unwell.</i></p>
<p>Limiting the number of visitors to services.</p>	<p><i>Individual services should evaluate what is most appropriate for their service and their circumstances when adults are attending their service for tours, orientation of new families and graduation ceremonies, including vaccination status.</i></p> <p><i>Parents/carers are not required to be vaccinated for their children to attend service, and the Kindergarten Funding Guide requires services to be inclusive of children attending and enrolling in service. Services are encouraged to continue external drop-off and pick up, wherever possible and safe.</i></p> <p><i>Visitors including families to ECEC grounds must comply with appropriate vaccination requirements, density limits, face mask requirements, QR code check in and practise respiratory etiquette and good hand hygiene.</i></p> <p><i>Any visitor or volunteers performing work in ECEC (including parent helpers, SRF, allied health, NDIS, PSFO, KIS and other operators such as incursion providers, language teachers, maintenance, building, and cleaning contractors are required to be fully vaccinated by 29 November 2021 (unless a medical exemption applies) to attend on site. For more information on collection of vaccination information from visitors and volunteers working on ECEC sites refer to COVID-19 worker vaccination requirements.</i></p>

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	<p><i>Limit the number of visitors to ECEC services, focusing on essential operations to support the individual wellbeing and inclusion of a child to directly participate in a program. Workers who provide essential support for inclusion of an eligible child to attend and participate in ECEC services may attend onsite. This includes NDIS and Kindergarten Inclusion Support (KIS) additional assistants and Koorie Preschool Assistants who directly support children to attend and participate in the onsite program are allowed.</i></p> <p><i>Professional development and staff meetings should be conducted online or deferred (unless essential face-to-face training for first aid, anaphylaxis or infection control. In these instances, density limits of one person per four square metres apply.</i></p> <p><i>Many ECEC students have had their learning journey disrupted by COVID-19. Providing work placements helps them fulfil their aspirations to join the profession and supports the availability of skilled staff in the future to work in your service.</i></p> <p><i>Students undertaking placements must meet vaccination requirements, follow COVIDSafe Settings, including carrying and wearing a face mask, checking in Victorian Government QR Code Service and Service Victoria app, and maintaining physical distancing of 1.5 metres from others.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>Staff are encouraged to ensure appropriate numbers of staff/adults at any given time in a team room provide for safe distancing. This applies to staff rooms and office spaces.</i></p> <p><i>The density quotient of one person per four square metres should be applied to any indoor spaces and activities being attended by parents/carers and other visitors. The density limit applies to all people in the indoor space, including children aged over 12 months.</i></p> <p><i>The density quotient of one person per two square metres should be applied to any outdoor spaces and activities being attended by parents/carers and other visitors. The density limit applies to all people in the outdoor space, including children aged over 12 months.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Completed as needed.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Workstations have been configured to account for appropriate social distancing.</i></p> <p><i>Leadership staff have been provided with IT equipment to allow the flexibility of working from a range of different sites as required.</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>The majority of TRY Children's Services have low numbers of educators who in most cases arrive and depart the workplace individually.</i></p> <p><i>TRY services that have higher numbers of staff work staggered shifts.</i></p>

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Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Enhanced Hygiene Practices have been sent to all staff along with the recommendations from DH and DET All staff have been provided with PPE.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Deliveries to TRY services are allowed as usual but when they are required appropriate sign-in/registration takes place and all recommended COVID-19 risk minimisation is adhered to. Delivery Drivers and all visitors over the age of 12 must wear an appropriately fitted face mask. To support contact tracing, ECEC services need to keep a record of the name, phone number, date and time of visitors who attend their service for more than 15 minutes. Electronic record keeping is strongly encouraged.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Staff rostering is monitored weekly by Area Managers, CD's and NS.</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule .	<i>Completed as required.</i>

Guidance	Action to ensure effective record keeping
Move to increased ventilation and outdoor programming	
Increase outdoor air ventilation and use of outdoor spaces as an important strategy in reducing the risk of aerosol transmission by increasing circulation of outdoor air.	<ul style="list-style-type: none"> • services are encouraged to engage an indoor/outdoor program (shifting to as much outdoor programming as possible) • increase fresh air flow into indoor spaces by ensuring that doors that open from the room into the service outdoor play area are open at all times, along with windows • support staff to take breaks and eat lunch outside • ensure any air conditioners and heaters are well maintained

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p><i>All Educators sign-in as per usual practice.</i></p> <p><i>External drop-off and pick-up are in place in all Early Learning Services. All attending children are signed into the service in a contactless way where possible.</i></p> <p><i>All essential visitors to services, including parents and people aged 12 and over are required to wear a fitted face mask during their time in the service.</i></p> <p><i>At delivery and collection of children times, educators are to do their best to encourage parents and carers to socially distance and leave as quickly as possible.</i></p>

Guidance	Action to ensure effective record keeping
	<p>The density limit of one person per four square metres is applied to staff common areas and areas accessed by visitors. Visitors including parents must comply with physical distancing, hand hygiene requirements.</p> <p>To support contact tracing, ECEC services need to keep a record of the name, phone number, date and time of visitors/contractors who attend their service for more than 15 minutes. Electronic record keeping is strongly encouraged.</p> <p>TRY services are using The Victorian Government's QR Code Service to assist with record keeping requirements and to support potential contact tracing for any visitors, parents or carers entering the service/indoor spaces. If visitors refuse to register via the QR Code, please enter their details into the hard copy visitors' book.</p> <p>TRY services operating out of Whittlesea and Melton Local Governments sites are using these LGA QR Code arrangements.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>OH&S Manager has provided all staff with access to reporting OH&S issues through Employment Hero – HRIS system.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>TRY Australia will support any service outbreak with all central supports including compliance, OHS, management and HR to ensure business continuity can occur safely and in a timely manner. Services have been provided with a flow chart of actions to assist them should a positive case of COVID-19 impact their service.</p>
<p>Prepare to assist DH with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>When aware of a confirmed case of a child or educator, TRY will immediately proceed a contact tracing investigation by populating the Positive Covid-19 Case (PCC) spreadsheet in order to contact and advise all potential close contacts of risk minimisation measures.</p> <p>TRY will share this information with relevant Government Contact Tracers.</p> <p>TRY/Sparkways in liaison with the ECEC service is required to:</p> <ul style="list-style-type: none"> • Utilise the Risk Framework to identify and record all potential children, parent and staff contacts on the Contact Spreadsheet using attendance and staffing records. • Confirm vaccination status for staff contacts on Contact Spreadsheet (noting need to be fully vaccinated after the 29th November 2021) • Communicate to identified contacts: <ul style="list-style-type: none"> • That they need to undertake a PCR test • Provide evidence of their negative PCR test to the ECEC service or Director to return and be on site in the ECEC service. <p>Children and staff who are identified as a contact will receive a package of five rapid antigen tests at the PCR testing site, on the day they attend after being notified by the ECEC service that they are a contact- RAT is strongly recommended.</p> <p>ECEC service to record PCR result on the Contact Spreadsheet.</p> <p>Period for contact tracing = from 48 hours before onset of symptoms in the confirmed case until the time that confirmed case is placed in isolation.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Deep cleaning and cleaning resources including funding has and is available to all services in the case of a diagnosis or 'near-miss.'</p> <p>See below on process in event of a closure.</p>

Guidance	Action to prepare for your response
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>In the first instant, if you are concerned about a COVID – 19 contact/diagnosis/outbreak, or become aware of a case directly from parents or staff, Nominated Supervisors/Responsible Persons are instructed to contact your Area Manager and/or the Compliance desk to enact the processes documented below.</i></p> <p><i>Child Safety, Compliance and Quality Manager- Tracey Staniforth</i></p> <p><i>Ph: 0458 500 155 (6.45am-6.45pm)</i></p> <p><i>Email: compliancesupportdesk@try.org.au</i></p> <p><i>Sparkways/Try Management will call the DET on 1300 307 415 as soon as they become aware that a child, parent, contractor, or worker has been onsite but only in the 48 hours prior to the onset of symptoms consistent with COVID-19 or receipt of positive test if asymptomatic (no symptoms).</i></p> <p><i>To report any positive cases over the weekend, call the DET Covid Advice Line on 1800 338 663 between 10am and 3pm.</i></p> <p><i>In addition to calling DET, a notification will be submitted through National Quality Agenda IT System (NQAITS).</i></p> <p><i>ECEC service's no longer need to report confirmed positive cases of ECEC community members, if those community members were not onsite in the 48 hours prior to the onset of symptoms consistent with COVID-19.</i></p> <p><i>Following discussion between the ECEC provider or nominated supervisor, DET may recommend that the service pre-emptively close for 48 hours (noting that the duration of closure could be shorter or longer depending on service capacity):</i></p> <p><i>to enable the ECEC provider to:</i></p> <ol style="list-style-type: none"> <i>a. Notify ECEC community of pre-emptive closure</i> <i>b. identify and notify exposed persons (formerly known as PCC's)</i> <i>c. support service staff to be tested</i> <i>d. assess and organise cleaning.</i> <p><i>DET will provide guidance on the steps required for closure.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>When aware of a confirmed case of a child or educator, TRY will immediately proceed a contact tracing investigation by populating the Positive Covid-19 Case (PCC) spreadsheet in order to contact and advise all potential close contacts of risk minimisation measures.</i></p> <p><i>TRY will share this information with relevant Government Contact Tracers.</i></p> <p><i>TRY/Sparkways in liaison with the ECEC service is required to:</i></p> <ul style="list-style-type: none"> <i>• Utilise the Risk Framework to identify and record all potential children, parent and staff contacts on the Contact Spreadsheet using attendance and staffing records.</i> <i>• Confirm vaccination status for staff contacts on Contact Spreadsheet (noting need to be fully vaccinated after the 29th November 2021)</i> <i>• Communicate to identified contacts:</i> <ul style="list-style-type: none"> <i>• That they need to undertake a PCR test</i> <i>• Provide evidence of their negative PCR test to the ECEC service or Director to return and be on site in the ECEC service.</i> <p><i>Children and staff who are identified as a contact will receive a package of five rapid antigen tests at the PCR testing site, on the day they attend after being notified by the ECEC service that they are a contact- RAT is strongly recommended.</i></p> <p><i>ECEC service to record PCR result on the Contact Spreadsheet.</i></p> <p><i>Period for contact tracing</i> = from 48 hours before onset of symptoms in the confirmed case until the time that confirmed case is placed in isolation.</p>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>If a service has been instructed to close from the Department of Health or the ECEC-Covid Closure team within the DET.</i></p> <p><i>The decision to re-open will depend on whether the service can continue to meet their regulatory obligations under the National Law.</i></p> <p><i>The Department of Health or Local Public Health Unit retains the ability to require a service to remain closed given the individual circumstances and transmission patterns.</i></p>

For Centre Directors/Responsible Persons and Nominated Supervisors.

Signed; _____

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Name; _____

I have also ensured all staff working in this service have read and understood this COVID Safe Plan and that it is embedded into everyday practice.

Date; _____