

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

Our COVIDSafe Plan

Business name: Renown Kindergarten Inc

Site location: 20 Cliff Street, South Yarra

Contact person: Sally Norman

Contact person phone: 0424016814

Date prepared: 14th February 2022

Covid Safe Plan reviewed 2022. Covid Safe Plan 2020/2021 located in drive

Contact Person: Sally Norman

Date Reviewed : February 2022

Areas that are highlighted in yellow are 2021 procedures for all staff to follow

[This COVIDSafe plan must be used in conjunction with Renown's Dealing with Infectious Diseases Policy *](#)

https://87fbf63b-2677-44df-a613-eb54d31dae4a.filesusr.com/ugd/a244dd_7c38ca3d82b64d4e8a5d12409b8cf1a9.pdf

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	

<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>	<ul style="list-style-type: none"> - Medical grade hand sanitiser stations are set up each morning at the two entrances used for both staff and children, and sanitiser is available in the classroom. - Soap and water for handwashing is available at multiple places throughout the building: children's bathrooms and kitchen facilities in both buildings, next to the classroom space, and the adult bathroom. - Renown ensures a continuous supply of required products related to cleaning, hand washing and appropriate hygiene practices. - hand towels are being used and washed after each session. <p>Action staff - ongoing:</p> <ul style="list-style-type: none"> - Staff to report to Alana through alana@renown.org.au when any products are running low. - Alana will audit the resources on a month by month basis.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> - Where possible, and considering weather conditions, windows and/or doors should be opened to enhance airflow in the Classroom and Staffroom^[1]_[SEP] - Essential oil diffusers are used in all workspaces throughout the day, including the classroom, staffroom and reception - The diffuser utilises On Guard to help filter the air of bacteria. - All air purifiers must be switched on in each room, this includes two classrooms and staff office areas. - Current kinder diffusers run for 4 hours at a time. Diffusers need to be set up at the start of each day and replenished every four hours during work hours. - New windows have been installed meaning all windows on cliff street are able to be open <p>Action for all ONSITE workers - ongoing:</p> <ul style="list-style-type: none"> - Set up diffusers at the start of the day with On Guard. - At each 4 hour mark, replenish On Guard. - Turn on Air Filters each morning, turn off at the end of day. <p>If staff notice a diminishing supply of: On Guard</p> <ul style="list-style-type: none"> - report to Andrea at edleader@renown.org.au <p>An order for supplies will be carried out on the last Monday of each month. All staff are required to email Alana at alana@renown.org.au</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<ul style="list-style-type: none"> - A supply of disposable face masks are available in the staff room - The use of face masks and the exceptions to the use of face masks is outlined in the Dealing with Infectious Diseases Policy that all staff have recently reviewed and contributed to updating. Pages 17-19. - Families are asked to wear face masks at drop off, pick up and entering the kindergarten grounds.
<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>	<ul style="list-style-type: none"> - Staff should read and make themselves familiar with the DHHS web based information on how to put on, take off and dispose of or wash face masks: Click here for DHHS face mask information. - Hand Washing posters displayed at washing stations/bathrooms for staff and children. - Hand washing practices are covered in the Hygiene policy and where appropriate, in the Dealing with Infectious Diseases policy. - Staff are trained in social distancing practices. Visual aids have been provided for staff and parents. Social distancing is adhered to between parents and staff, and between parents during drop-off and pick-up.

<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> - Staff will reintroduce hand towels and will be responsible for washing them after each program session using the kinder washing machine. . - All onsite dishes to be collected in a basin in the 4 year old kitchen, loaded into the dishwasher at the end of each day. - The staff member in charge of loading and unloading the dishwasher must clean the high touch points as per cleaning guidelines. <p>Action for all ONSITE workers - ongoing:</p> <ul style="list-style-type: none"> - Using disposable gloves, load and unload the dishwasher on a daily basis.
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Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> - Staff follow a strict cleaning schedule before, during and at the end of sessions. This is completed 3 times a day and includes cleaning high touch points, resources, tables and chairs etc. - See Attachment 3: Daily Cleaning Checklist - Additional cleaning of common area rugs during term breaks. - Antibacterial wipes are supplied, , for cleaning personal phones and work stations at the start and end of each onsite work session.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - 20L drum of hand sanitiser has been sourced through a committee member contact (ARC Projects. Original supply through Theo Papadopoulos 0412 552 331). Large quantities have been supplied through this source. - Alana will audit and reorder any cleaning products that are needing restocked.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> - N/A
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>N/A</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> - All Renown staff have received three vaccination doses - Non contact delivery is made possible using the double gates on 20 Cliff Street and the intercom system. - Staff are required to notify management if they are feeling unwell. - Any visitors onsite need to sanitise on arrival, sign in on Renown Kindergarten records, sign in using the QR code and - Agency staff, people carrying out incursions and contractors will need to provide evidence of vaccination
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> ● there is no more than one worker per four square meters of enclosed workspace ● workers are spaced at least 1.5m apart ● there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> - As per advice from DHHS and the Australian Health Protection Principal Committee, Early Childhood services do not need to follow the 1 person per 4 square meter rule in the classroom and between children. - 1.5m social distancing between adults is implemented at drop off and pick up with marked spaces at the both entrances and through use of the double gate and excluding parents from entering the premises. - When onsite if staff need to meet they must do so in the large classroom or upstairs office space.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> - Koala, Wombat and Kookaburra classes to be picked up from the basketball court next to Grosvenor park to prevent families congregating in kinder grounds at pick up time. - Coccinelle, Possum and Echidna families stand outside the kindergarten at Howard Street to minimise the traffic in the kindergarten grounds.

<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> - Staff are encouraged to distance themselves when in the office space. - Staff are encouraged to clean the workspace with antibacterial wipes when finished at a work space.
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>N/A</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> - Onsite staff meetings to be held in bigger spaces - classroom, outside and office space.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> - Non contact delivery will be implemented where possible using intercom and double gate system.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - N/A
<p>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.</p>	<ul style="list-style-type: none"> - N/A at present.

<p>Guidance</p>	<p>Action to ensure effective record keeping</p>
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Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> - All visitors to Renown will be recorded in the Visitor Book as per usual protocols, including arrival and departure times. Staff can also use visitor QR code - Visitors to Renown will need to supply Covid-19 vaccine certificate <p>Action for ONSITE staff - ongoing:</p> <ul style="list-style-type: none"> - Visitors will sign in using the QR code - Record name of visitor, when they arrived, which rooms they visited, when they left. - Electronic sign-in using QR code is available for visitors.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> - Report an OHS incident to Coral Groves, OHS Officer, in the first instance - Report ongoing issues to SLT - Andrea, Coral or Sally
Establish a process to record staff Covid - 19 vaccination certificate	<ul style="list-style-type: none"> - a record will be kept of each individual vaccination record in a staff file on the drive. Members of the SLT will have access to this. - A vaccination record of students at Renown will be kept on file on the drive, SLT will have access to this.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> - Follow DHHS steps to reporting a positive case - Log positive case on NQAITs portal - Notify the affected families of a positive covid case.

<p>Prepare to identify close contact and provide staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> - Utilise the Enrol Now system to provide details of close contacts. - Utilise visitor sign in record to provide details of close contacts at any given day/time.
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> - Take advice from DET/DHHS if Renown is to be closed. - Organise required cleaning as directed - Cleaner to be contacted by Sally
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<ul style="list-style-type: none"> - Send unwell staff member home immediately. - If a rostered staff member is unwell, organise relief staff. . - All persons in contact within 48hour period to be contacted and advised to carry out covid- 19 test. - Inform DET/DHHS of confirmed case - Notify the affected families.
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> - Utilise sign in books and Renown Kindergarten Service Victoria QR code for staff and visitors to identify who has attended the kinder in the nominated infection period. - Utilise information from QR code - Follow DET/DHHS instructions around contact tracing. - In the first instance the Management and Executive Committee will contact close contacts if required.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>N/A</p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> - Send notification and instructions to staff of when and how operations will return. - Send notification to families via email/StoryPark of reopening and instructions and information on how the service will operate.

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

Signed
Name Andrea MacMullen ,
Sally Norman
Date 21/2/22

Indoors checklist to be completed in 2022

Attachment 3: Hightouch Cleaning Checklist

Daily Cleaning Checklist

INDOORS

*Soft toys to be brought in from home

*Minimal sensory play or cooking

Task	Frequency	Initials and notes
Disinfect door handles of classroom	Before session <input type="checkbox"/> During Session AM <input type="checkbox"/> During Session PM <input type="checkbox"/> After session <input type="checkbox"/>	
Disinfect kitchen lock	Before session <input type="checkbox"/> During Session AM <input type="checkbox"/> During Session PM <input type="checkbox"/> After session <input type="checkbox"/>	
Check there is enough hand soap and sanitizer	Before session <input type="checkbox"/> After session <input type="checkbox"/> <i>(Top up throughout as needed)</i>	
Check there is enough toilet paper, tissues and paper towel	Before session <input type="checkbox"/> After session <input type="checkbox"/> <i>(Top up throughout as needed)</i>	
Clean any washable resources used during session	After session <input type="checkbox"/>	
Wipe down tables and chairs (chairs: ok just to spray with Glen 20)	During session between meals and resetting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> After session <input type="checkbox"/>	
Clean lockers	After session <input type="checkbox"/>	
Wipe down toilets, taps and soap dispensers in children's bathroom <i>Wipe down toilets and taps in Adult bathroom after each use, where possible also do this for children's bathroom</i>	Before session <input type="checkbox"/> During Session AM <input type="checkbox"/> During Session PM <input type="checkbox"/> After session <input type="checkbox"/>	
Person in charge of answering emergency line today:	Phone wiped down at end of day <input type="checkbox"/>	
Wipe down smart board and AC remotes after each use	<input type="checkbox"/> <input type="checkbox"/>	

	<input type="checkbox"/>	
<i>Below please list any additional jobs as they emerge</i>		

