

<b>Title:</b>	<b>Covid-19 Procedure</b>
<b>Related Documentation: Policy/policies:</b>	Incident, Injury, Trauma & Illness Policy, Medical Conditions, Dealing with Infectious Disease.
<b>Regulation/s/ Standards:</b>	National Regulations 77, 85- 88, 168, 175-178, 183 National Law 174 National Quality Standards: QA2 (2.1.2 & 2.2.2)
<b>Other procedures:</b>	Infection Control/Hand Washing, Work Health and Safety Educators/Coordinators.
<b>References:</b>	ACECQA Notifications S101 – Notifications of serious incident <a href="https://www.education.vic.gov.au/Documents/about/departments/covid-19/EC_cleaning_disinfecting_guidelines.docx">https://www.education.vic.gov.au/Documents/about/departments/covid-19/EC_cleaning_disinfecting_guidelines.docx</a>
<b>Date effective</b>	August 2020
<b>Date for review</b>	August 2022
<b>Purpose</b>	To determine what you should do in each situation if a potential case of Covid-19 is confirmed. How to determine who is a close contact or casual contact of an infected person with COVID-19.  To protect the health and wellbeing of Children, Educators Coordinators and Administration Staff.  To ensure immediate action is taken in the case of a Covid-19 positive result and reduce the risk of further infection.  To fulfill ADFC's reporting requirements to the Department of Health.
<b>Responsibility</b>	ADFC Board of Directors, Management, Nominated Supervisor, Coordinators, Educators & Families of children.

## **Key Information:**

- For all Educators and Coordinators of AFDC to be prepared in case a child, educator, staff, or a family member of any of the mentioned is confirmed as testing positive to Caronavirus (COVID-19).
- To identify if anyone is a **close contact** of a person with confirmed COVID-19 infection in Australia. A close contact is a person who has been face to face for at least 15 minutes or been in the same closed space for at least 2hours, as someone who has tested positive for the COVID-19.
- A **casual contact** is defined as someone who has had face to face contact for less than 15 minutes cumulative over the course of a week or been in the same closed space for less than 2 hours, with a person that has tested positive for COVID-19.
- Educators, Coordinators and Management staff need to take all necessary precautions in maintain high quality levels of personal hygiene to reduce the risk of transmission of COVID-19.
- Identify signs & symptoms of COVID-19. Symptoms include fever, cough, sore/scratchy throat, shortness of breath, loss of taste or smell.
- Once signs and symptoms have been Identified immediate testing should be carried out.
- The incubation period for COVID-19 is up to 14 days after being exposed to the virus and if any signs or symptoms are present than any person and close contacts should undergo testing as soon as possible.

## **Procedures:**

- If an Educator, child, coordinator, management staff or family member of any of the mentioned persons is undergoing testing for COVID-19
  - A child should not attend FDC between the time of being tested and getting the results.
  - An Educators must not care for children between the time of being tested and getting the results.
  - An Educator must not care for children if a family member living in the home is undergoing testing for COVID-19 between when the test was carried out and getting the results.
  - An Educators, Coordinator or management Staff should not attend work premises if they have been in close contact with a positive case of COVID-19, they are required to undergo testing for COVID-19 as soon as possible, and remain in isolation until receiving test results.
  - The Service should contact all families that have attended care by the Educator and explain while they are not necessarily a close contact of the confirmed case

they however should undergo testing if any signs or symptoms of COVID-19 appear.

➤ **If an Educator or a family or a family member that lives in their house is confirmed as having COVID-19.**

- The children the educator cares for and any family member of those children who have spent more than 15 minutes with the educator are considered **close contacts** and should isolate for 14 days and be tested as soon as possible even if they are a-symptomatic.
- An educator CANNOT provide care for any children until both themselves and their family members have been medically cleared.
- Educators need to inform their service immediately and contact all families of children who are in care of the confirmed case of COVID-19.  
The families should be advised by the service of the confirmed COVID-19 case and that this person has been in close or casual contact with this person and should not be in the care environment for a minimum of 14 days from they were last in care with educator and also undergo all required testing for COVID-19
- The Service Provider must notify the Public Health Unit on 1300 066 055 and follow all their advice. Where their advice differs from the procedures set out here, we suggest you follow their advice.
- Service Providers must lodge a serious incident notification through the National Quality Agenda IT system (NQA IT) with in 24 hrs of contact or contact the Department's information and enquiries team on 1800 619 113.
- After being cleared for work by a doctor, an educator needs to arrange a deep clean of their house and care environment. (Detailed advice is available from the Victorian Government about cleaning and disinfecting after a confirmed case of COVID-19  
[https://www.education.vic.gov.au/Documents/about/department/covid-19/EC\\_cleaning\\_disinfecting\\_guidelines.docx](https://www.education.vic.gov.au/Documents/about/department/covid-19/EC_cleaning_disinfecting_guidelines.docx). The technical information in this fact sheet can be provided to cleaners contracted to clean an educator's home.

➤ **If a child a child who is cared for by your service is confirmed as having COVID-19**

- The child can NOT attend care at any educator's service until they have a medical clearance from their doctor.
- The service provider must notify the Public Health Unit on 1300 066 055 and follow all their advice. Where their advice differs from the procedures set out here, we suggest you follow their advice.

- Service Providers MUST lodge a serious incident notification through the National Quality Agenda IT system (NQA IT) within 24 hrs of contact or contact the Department's information and enquiries team on 1800 619 113 if a child is tested positive.
- The child's Educator is considered a close contact, as are all other children within the educators serviced.
- The Educator must self-isolate for 14 days and undergo all required COVID-19 testing. The educator must not care for children within this 14-day isolation period and/or while waiting for test results.
- The educators service must undergo the deep cleaning process and 14 days must have elapsed since they were tested.
- The Service Provider should contact families of the other children who have attended care or visitors to the service who were in attendance for more than 2 hours on the same day as the infectious child, these Children and Adults would be considered close contacts of the child.
- The children who have attended the service on different days to the infected child, would be considered as a casual contact of the child. Families of these children will need to be tested at the first sign or symptom of COVID-19

➤ **If a family member of a child who is cared for by your service is confirmed as having COVID-19**

- The family member's child is considered a close contact. The child CANNOT attend care for at least 14 days and until the family member and the child have a medical clearance to return
- If the educator has been in close contact with the family member for more than 15 minutes, they are considered a close contact and required to be tested. In this case the educator is unable to provide care for any other child until the 14 day exclusion period has occurred.
- The service provider must notify the Public Health Unit on 1300 066 055 and follow all their advice. Where their advice differs from the procedures set out here, we suggest you follow their advice.
- The Service Provider is to contact all of the educators families and explain that the educator is a close contact, but the children that have been in care are not considered close contact to that family member and considered to be a casual contact, but are still required to undergo testing and monitor for signs and symptoms for a minimum of 14 days.

➤ **If a coordinator or member of the management staff is confirmed as having COVID-19**

- The staff member needs to self-isolate for a minimum of 14 days and have a medical clearance to return to work.
- The infected staff member needs to inform the Department of Health contact testers that they have been in contact with children in Family Day Care services (if this is the case). They will need to identify educators/children/staff members they have been in close contact with.
- They should follow the notification advise of the contact testers.
- Anyone who has been in close contact with the infectious staff member should self-isolate for a minimum of 14 days and undergo testing if any signs or symptoms occur.

