

ARMIDALE OUT OF SCHOOL HOURS CARE <i>COVID-19 Procedure</i>	
Related Documentation: Policy/policies:	Incident, Injury, Trauma & Illness Policy, Medical Conditions, Dealing with Infectious Disease.
Regulation/s/ Standards:	National Regulations 77, 85- 88, 168, 175-178, 183 National Law 174 National Quality Standards: QA2 (2.1.2 & 2.2.2)
Other procedures:	Infection Control/Hand Washing, Work Health and Safety
References:	ACECQA, NSW Health, Commonwealth Department of Education
Date effective	August 2022
Date for review	August 2023
Purpose	Armidale Out of School Hours Care recognises that our service is at a higher risk of transmission of COVID 19 due to the close interactions between Educators and children. We will reflect upon and review our practices and procedures continually in order to minimise the spread of COVID-19 as we continue to provide quality outcomes for children.
Responsibility	AFDC Board of Directors, Management, Nominated Supervisor, Educators & Families of children.

Key Information:

Armidale Out of School Hours Care Management, Nominated Supervisor and Educators must be prepared for a team member, child or child's family member to be confirmed as testing positive to Coronavirus (COVID-19) at any time; we need to have in place clear procedures and to take all necessary precautions to maintain high levels of personal hygiene to minimise the risk of infection and transmission of the virus among our partners.

COVID 19 Vaccinations:

Whilst the Public Health Order relating to vaccination of early and middle childhood education and care workers was not extended beyond May 2022, NSW Health continues to recommend two doses of COVID 19 Vaccine plus a Booster shot to reduce the risk of transmission within the community.

PROCEDURES:

Armidale Out of School Hours has developed the following procedures to help slow the spread of COVID-19 within our community:

Staff who are unwell:

- Management, Educators and other staff should be instructed not to attend work if they are unwell;
- If staff attend, and appear unwell, they will be sent home;
- Staff who are unwell will be encouraged to undertake a COVID19 Test;
- If the test is positive, the staff member must not attend to their duties and must self-isolate for seven days and only leave isolation when they are symptom free.

Children who are unwell:

- Armidale Out of School Management will remind all families regularly of their obligation not to place unwell children into care;
- If a child is unwell when they arrive into care, a Responsible Person will contact the parent or authorised contact and request them to collect the child;
- If the child is displaying COVID-19 related symptoms, the family may be asked to have the child tested;
- If the child receives a negative result to the test, the child should be symptom-free before they return to care;
- If the test is positive, the child must self-isolate for seven days and only return to care when they are symptom free.

Hygiene and Infection Control:

- Educators will clean their hands regularly with hand sanitiser or soap and running water for 20 seconds;
- Children will clean their hands with hand sanitiser or soap and running water upon arrival at the service and prior to afternoon tea.

Procedures to be followed when an Educator or Child has tested positive in Armidale Out of School Hours Care:

- Management and staff will ensure the safety of the Service, Educators and other children by cleaning and disinfecting all areas of the service used by the person who tested positive for COVID19;
- Management will inform those Educators and families who have been in contact with a person who has tested positive for COVID-19, while that person was infectious in the service;
- Management will undertake a workplace risk assessment to consider the nature of contact with the person who has COVID-19.

Educators, Families and Children who are Close or Household Contacts of someone infected with COVID19:

For 7 days after a person in their household has tested positive:

- If that person exhibits symptoms, the person must self-isolate and get tested for COVID-19 and only resume normal activities when they have tested negative;
- The person must advise Armidale OSHC that someone they live with has tested positive to COVID-19 and seek management approval before returning to work or placing their child into care;

- If the person is over 12 years of age, they must wear a mask when in an indoor setting that is not their own home.

Recommendations:

- For families, children and Educators at high risk of infection following contact with a COVID-19 positive person in an ECEC service, the most effective way of protecting others is to limit movements as much as possible for 7 days following contact with the positive person. This includes staying at home as much as possible, avoiding visitors to the home and minimising social interaction with those outside their household, especially vulnerable people;
- NSW Health continues to recommend the wearing of masks indoors when it is not possible to physically distance;
- Families are encouraged to deliver and collect children from the entrance to Armidale Out of school Hours Care, rather than entering the care environment;
- NSW Health recommends staying 1.5 metres away from other people where possible.

What is Self-Isolation?

Self-isolation means you must stay at your home or accommodation and remain separated from others. You can only leave to get medical care (such as a COVID-19 test) or in an emergency. You cannot have visitors.

Reporting

When Armidale OSHC is required to notify the regulatory authority (RA) of positive COVID-19 cases:

- a child/children who attends our service tests positive
- an educator tests positive and has been in contact with children at the service
- the case impacts on service delivery, such as a service closure or a reduction in child numbers.

Armidale OSHC is not required to notify the regulatory authority (RA) of positive COVID-19 cases;

- in situations where they relate to a child's family (but not the child).

Timetable for reporting:

- once in the week when the first case is identified
- once the following week to confirm any additional cases identified, (this document is to be uploaded to the original notification in National Quality Agenda IT system (NQAITS)).

When entering the notification in regards to a positive case into NQAITS, Armidale OSHC is required only to tell the regulatory authority (RA) that a child and or a number of children or educators have tested positive, not about every individual case in an outbreak nor what actions the service took.