



COVID-19 Pandemic Management Policy

(Version 1.7 as of 18/10/2021)

POLICY STATEMENT

At Abbotsford Community Centre (ACC), we are constantly monitoring updated advice and alerts to understand our position and risk on a daily basis, and ensure up to date protocols and practices are implemented to ensure the ongoing safety of our children and staff.

PROCEEDURE:

In accordance with direction from the Department of Education, we at Abbotsford Community Centre, henceforth known as “the Centre”, insist that:

- Any confirmed case of COVID-19 will be excluded from the Centre until they are medically cleared to return.
- Close contacts of a confirmed case of COVID-19 will be excluded for 14 days since last contact with the confirmed case. Close contacts will also be required to produce a negative COVID-19 test result to be allowed back to the Centre
- Children, staff, and visitors who have returned to Australia, from a country not included in a “travel bubble”, and have shown no symptoms during the 14-day quarantine period, and have returned a negative COVID-19 test result, are able to return to Abbotsford Community Centre.
- Children, staff, and visitors who have returned to New South Wales, from a state under restrictions and have shown no symptoms during the 14-day quarantine period, and have returned a negative COVID-19 test result, are able to return to Abbotsford Community Centre.
- Any child, staff member, or visitor is asked to not attend the Centre if they are unwell, even if they have the mildest flu-like symptoms. The Centre will make arrangements for children who present as unwell or have flu-like symptoms to be sent home. We encourage anyone who is unwell or has even mild flu-like symptoms, to arrange to be tested by visiting one of the COVID-19 clinics.
- Staff will wear masks at all times while working indoors. The Department of Education highly recommends that children do the same

Any child or staff member that has undergone testing for Covid-19 infection will not be able to return to Abbotsford Community Centre until a negative test result is confirmed. This is intended to ensure a safe and hygienic environment that will promote the health and wellbeing of the children (“My Time Our Place” outcome 3). We will take exhaustive steps to prevent and manage the potential spread of COVID-19 virus infection.



Vacation Care

The safety of our staff and children is the highest priority at Abbotsford Community Centre. The Centre will resume programming excursions and incursions with strict procedures including risk assessments to ensure safety of all attending. The Centre will also ensure facemasks are worn by staff on transport and at indoor venues. Hand sanitiser will be included in vacation care bag.

Attendance Post Travel

For families and staff who have recently travelled overseas, or plan to travel overseas and those that have recently travelled to Australian states under restriction or plan to travel to Australian states under restrictions, Abbotsford Community Centre is following the protocols established by the NSW Department of Health for their return to Abbotsford Community Centre.

Current advice from the NSW Department of Health for families and affected staff recommends that:

- Any student or staff member who has been overseas, or to a state of concern is excluded from Abbotsford Community Centre for 14 days from the date they returned to the state
- Any confirmed case of COVID-19 will be excluded until they are medically cleared to return.
- Close contacts of a confirmed case of COVID-19 will be excluded for 14 days since last contact with the confirmed case and until they can provide a negative test result at the end of the 14 days.
- Casual contacts of a confirmed case of COVID-19 will be excluded until they can return a negative test result.
- Secondary close contacts will be excluded until they, as well as the close contact they came into contact with, have returned negative test results
- Students and staff who have returned to New South Wales and have shown no symptoms during the 14-day quarantine period and are able to produce a negative COVID-19 test result, are able to return to Abbotsford Community Centre.
- Students, staff, and visitors who have returned from a state under restrictions and have shown no symptoms during the 14-day quarantine or home-isolation period are able to return to Abbotsford Community Centre provided they produce a negative COVID-19 test.

The Centre asks that you monitor yourself for symptoms and get tested if you present even the mildest flu like symptoms. Once tested, you will be excluded from the Centre until a negative COVID-19 result is produced.



General Operations and Good Hygiene

Abbotsford Community Centre follow procedures outlined in our infectious disease policy.

We require children to:

- Wash their hands with soap and water upon arrival to the Centre (20 seconds), and prior to eating
- Cover their nose and mouth when sneezing and coughing and wash their hands afterwards.
- Avoid sharing drinks or food
- Fill water bottles from the cooler in the backroom rather than using the school bubblers or the tap.

We require staff to:

- Wash their hands with soap and water upon arrival to the Centre (20 seconds), and prior to eating
- Cover their nose and mouth when sneezing and coughing and wash their hands afterwards.
- Avoid sharing drinks or food
- Fill water bottles from the cooler in the backroom rather than using the school bubblers or the tap.
- Disinfect equipment, books, toys used after every session.
- Disinfect all high use surfaces before every session.
- Follow social distancing guidelines between staff and other adults where possible.
- Attend virtual staff/committee meetings where practical.
- Where appropriate, program experiences and activities to provide children with knowledge and understanding of the developing situation.
- Wear masks when indoors while employed by the Centre
- Check in with the QR code upon arrival to the Centre
- Be fully vaccinated by the 8th of November 2021

We require visitors to:

- Check in using the QR code.
- Sign in on the Centre's sign in form.
- Sanitise their hands upon arrival.
- Follow social distancing guidelines.
- Wear a mask when on site.
- Be fully Vaccinated by the 8th November 2021



Forced Closure of Abbotsford Community Centre Due to COVID-19 Outbreak

In the event a staff member, child, or recent visitor test positive to COVID-19, or if directed to by a change in government guidelines, the Centre will close. In this situation:

- Families will be notified immediately via phone or email.
- If during a session, families will be asked to collect their child as soon as possible.
- The children will not be notified by educators but will carry on with their amended daily activity to ensure social distancing.
- The Centre **WILL NOT** charge families from the first full session of closure until the day of reopening.
- The Centre will undergo a deep cleaning before reopening.

Please be aware that this is a fluid situation and that changes to this policy may happen quickly and without prior notice if directed to by government bodies. If this occurs, the Centre will make every effort to notify families as soon as possible.

CONSIDERATIONS

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
r85, 86, 87, 88	Standards 1.2, 2.1, 2.2, 7.1 Elements 1.2.1, 2.1.2, 2.2.2, 7.1.2	- Parent Handbook - Staff Handbook - Enrolment and Orientation Policy - Incident, Injury, Illness and Trauma Policy - Infectious Diseases Policy	- NSW Health - NSW Department of Education

ENDORSEMENT BY THE SERVICE

Approval date: **October 2021** _____

Date for Review: **As needed** _____