



## Preschool dealing with infectious diseases procedure, during Covid-19

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation <a href="#">88</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">NSW Immunisation Enrolment Toolkit</a> <a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="#">NSW Government Food Authority: Children's Services</a>		
<b>Related procedure</b>		
Nutrition, food and beverages and dietary requirements Infectious diseases requirements		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards, NSW Health and NSW DoE COVID-19 restrictions and guidelines related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	

<p><b>Preschool educators</b> (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented</li> <li>• ensuring the safety and good health of every child. This procedure refers to the responsibilities of staff and families in the prevention and control of infection and the process of dealing with the contraction of infectious disease, especially Covid-19.</li> </ul>
<p><b>Procedures</b></p>	
<p><b>When in Lockdown (as advised by NSW Health and NSW DoE)</b></p>	<ul style="list-style-type: none"> <li>• Communication of lockdown and restricted access to all families via Sentral email, Class Dojo and postal mail (if required).</li> <li>• Families encouraged to follow NSW Health and NSW DoE in regard to children staying at home.</li> <li>• Preschool operates for families needing service (i.e., Essential Workers, families with welfare needs).</li> <li>• Educators plan and support families with Learning from Home. Weekly learning plans and materials are provided to all families throughout lockdown via Class Dojo, School website and/or hard copies via post or weekly COVID-safe drive thru procedures at school.</li> <li>• Preschool staff monitor families/children's welfare and learning from home via weekly telephone calls and Zoom sessions.</li> </ul>
<p><b>When full restrictions to external visitors (as advised by NSW Health &amp; NSW DoE)</b></p>	<p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>• Staggered drop off and pick up procedures with social distancing at View Street entrance only. Parents arrive in two allocated groups – 9:00am and 9:30am (Drop Off) and 2:40pm &amp; 3pm (Pick up). Families drop off their child to awaiting staff members at the gate and are not to enter the school playground. Masks are required by all adults. Hand sanitizer will be made available for parents required to touch the pen and clipboard. Social distancing measures are in place, using witches' hats to separate families who are waiting to sign their child into preschool.</li> <li>• Children are assessed for physical signs of illness. Should any child arrive at preschool with symptoms, a temperature or signs of illness, the parent/carer will be asked to take the child home in alignment with the NSW Health guidelines. If required, temperature checks to be taken are with a government approved forehead temperature scanner. The staff member taking temperature checks must wear gloves.</li> <li>• If a community member needs to visit the preschool for important child welfare reasons, the external visitor needs to wear a mask, sign into the premises using the prepared QR Code check in.</li> </ul>
<p><b>When external visitors allowed in service</b></p>	<p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>• Parents to wait outdoors until preschool open. Parents encouraged to social distance on veranda during signing in and out of children to service. Availability of sanitizer and clean pens for parents/visitors.</li> <li>• If parents/external visitors are staying at service for longer than 15 minutes,</li> </ul>

<p><b>(as advised by NSW Health &amp; NSW DoE)</b></p>	<p>they need to sign visitor book and check-in via QR Code.</p> <ul style="list-style-type: none"> <li>• Mask wearing for adults according to any current NSW Health and NSW DoE guidelines.</li> </ul>
<p><b>Health and Hygiene practices</b></p>	<ul style="list-style-type: none"> <li>• Preschool educators’ model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection.</li> <li>• The correct process for handwashing is taught and reinforced. Children are required to wash their hands on arrival and departure at Preschool and at regular intervals throughout the preschool day such as: <ul style="list-style-type: none"> <li>▪ after packing away toys/activities;</li> <li>▪ before and after eating food;</li> <li>▪ after going to the bathroom;</li> <li>▪ touching animals;</li> <li>▪ after coughing, sneezing or wiping their nose;</li> <li>▪ before going outside (to minimise cleaning):</li> <li>▪ coming in from outdoor play.</li> </ul> </li> <li>• Adults are also required to wash their hands on arrival and departure at the same regular intervals throughout the day, but more, including: <ul style="list-style-type: none"> <li>▪ after assisting children with toileting;</li> <li>▪ before and after administering first aid or medication;</li> <li>▪ before and after preparing or handling food;</li> <li>▪ after wiping a child’s nose;</li> <li>▪ after cleaning up bodily fluids;</li> <li>▪ before and after applying sunscreen.</li> </ul> </li> </ul> <p>Staff and adult family members must wear masks when and where mandated by NSW Health and NSW Department of Education.</p> <ul style="list-style-type: none"> <li>• Independent nose blowing is taught and reinforced, and the correct way of coughing or sneezing.</li> <li>• Posters are displayed in prominent areas as reminders, and tissues and hand sanitisers are readily available.</li> <li>• Posters are displayed in the bathroom as a visual prompt to remind children and staff of the steps in correct hand washing procedures.</li> <li>• Staff model correct hand washing practices at the appropriate times and monitor children throughout the day.</li> <li>• Children are taught hand washing procedures following the posters and while singing “Twinkle Twinkle” (20 second duration) and this is continually reinforced throughout the day.</li> <li>• Single use paper towel is used to ensure an avoidance of cross contamination.</li> </ul>
<p><b>Maintaining a clean, hygienic environment</b></p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> <li>• All adults wash and dry their hands thoroughly.</li> <li>• The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained.</li> <li>• A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.</li> <li>• Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are</li> </ul>

	<p>washed daily by the preschool staff.</p> <ul style="list-style-type: none"> <li>• Food handling, preparation and storage practices implement the recommendations of the <a href="#">NSW Health Food Authority</a>.</li> <li>• Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely by immediately placing in bins away from child access.</li> <li>• Any soiled children’s clothing is placed in a sealed plastic bag by the SLSOs and put out of reach of the children in readiness to be taken home and washed by the child’s family.</li> <li>• Handles, door knobs, gates, hand rails and child outdoor play equipment shelf surfaces, etc. are wiped down several times each day by our COVID school cleaner.</li> <li>• Bathrooms are cleaned daily by the cleaner and intermittently by staff when needed during the day, eg after mealtimes,</li> <li>• Puzzles are wiped after single use.</li> <li>• Outdoor equipment is wiped down once during the day and at the end of the day.</li> <li>• Writing utensils and paint brushes are limited and washed or wiped after use.</li> <li>• Tables are cleaned at regular intervals with detergent and warm water with a microfibre cloth.</li> <li>• Toys or construction items that have been used, are washed at the end of the day.</li> <li>• Books are wiped over after use.</li> <li>• High touch points are disinfected at least once a day, eg gate latch, by the contracted Covid-19 cleaner.</li> </ul>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>• If a child arrives at preschool obviously unwell, an educator will discuss the child’s condition with their parent or carer to determine if they will be requested to take the child home or not. Parents are asked about recent symptoms, and in certain circumstances the advice of the principal is sought.</li> <li>• If a child becomes ill whilst at preschool (including cough, sore throat, sneezing, runny nose, sniffing or a fever), or is displaying symptoms of a potentially infectious disease, they will immediately be isolated and taken to the book area away from the other children in order to be sent home as soon as possible. They will be kept under close supervision by the staff and made comfortable.</li> <li>• All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them (e.g. pillow, sheet)</li> <li>• The preschool teacher will contact the child’s parent or career and ask them to collect their child.</li> <li>• If a child appears very unwell and needs urgent medical attention an ambulance will be called. The preschool teacher will liaise with the principal and parents.</li> </ul>
<p><b>Exclusion of Staff and Children with COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Staff and children with a diagnosed COVID-19 will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Close/household contacts of COVID-19 will need to self-isolate and not attend preschool according to current NSW Health mandates.</li> <li>• All service staff are required to have proof of double COVID-19 vaccination to work. The principal needs to check vaccination evidence and attest on NSW DoE Vax attest site.</li> </ul>
<p><b>Notification of an infectious disease</b></p>	<ul style="list-style-type: none"> <li>• Parents/Carers are advised to contact the service as soon as possible if their child is diagnosed with COVID-19 or they are identified as a close contact by NSW Health.</li> <li>• If an enrolled preschool child who has been on-site is diagnosed with COVID-19, all staff, parents and carers will be notified of the possible contact with an infected preschool community member via a note prepared by the principal/office staff. Messages will also be posted on Class Dojo.</li> <li>• Any communications with families will maintain the privacy of the infected child, staff or community member.</li> <li>• All parents and carers will be supplied with factsheet about the disease which lists its symptoms obtained from NSW Health, along with regular updates of status of operations.</li> <li>• In line with current guidelines, the DoE Incident Report line will be notified of positive COVID-19 cases on site via phone (1800 811 523) or via online form. Early Learning will be notified (phone 1300 083 698) as soon as practical.</li> <li>• Staff work with NSW Health, NSW DoE and NSW Early Learning for contact tracing procedures and follow their guidelines with any changes required for the operational status of the preschool.</li> </ul>
<p><b>Ventilation</b></p>	<ul style="list-style-type: none"> <li>• Doors and windows will be left open at all times, in order to increase ventilation.</li> </ul>
<p><b>Social distancing</b> <b>(in line with any current NSW Health guidelines)</b></p>	<ul style="list-style-type: none"> <li>• Social distancing posters are displayed at sign on/off location and in the classroom.</li> <li>• Families enter via the View Street entrance only.</li> <li>• Learning experiences will be set up to minimise the number of children in an area, e.g., 3 children per table, 3 children in the sandpit at one time.</li> <li>• Children will be spread out during play whereby they can access both indoor and outdoor areas.</li> <li>• At group times (e.g., music and language) we will space the children by seating them in alternating squares on the mat.</li> </ul>
<p><b>Adjustments to environment</b></p>	<ul style="list-style-type: none"> <li>• Limited choice available to children.</li> <li>• Resources, soft materials to be packed away.</li> <li>• Books to be packed away.</li> <li>• When setting up playdough experiences, personal playdough portions stored in zip lock bags.</li> <li>• All children's food items are to remain in children's bags or fridge if required, including their fruit boxes. Water bottles are to remain in children's lockers.</li> <li>• Two children at any time will be sent to the bathroom to wash their hands</li> </ul>

	and collect their lunch or fruit. Social distancing will be maintained during eating times.
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<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
27 April 2022 – Sharna Labbe, Deana Talevska, and Lamyaa Al Sultan	
<b>Key changes made and reason/s why</b>	
<p>Changes to NSW Health and NSW DoE guidelines re: external visitors and notification of positive COVID -19 cases and close contacts</p> <p>Alignment of procedures with updated NSW Health COVID regulations and advice</p>	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Changes to procedures communicated to all staff and families via community note, Class Dojo and Newsletter on 29.04.2022	
<b>Due date of review</b>	
End Term 2 2022 – 1 July 2022	