



## Dealing with infectious diseases (concerning Covid) – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p><b>NQS: 2.1</b></p> <p><b>Regulations: 88</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Student health in NSW schools: A summary and consolidation of policy</a></p>	<p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a></p> <p>NSW Health – <a href="#">Stopping the spread of childhood infections factsheets</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Dealing with infectious diseases [PDF 261 KB]</a></p>

### Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p>
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	<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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure’s review are documented</li> </ul>

	<ul style="list-style-type: none"> <li>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>
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## Procedure

<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 School Bytes email, Story Park 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 Story Park, 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 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>(as advised by NSW Health &amp; NSW DoE)</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, they need to sign visitor book and check-in via QR Code.</li> <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 teachers and 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.</li> <li>• Educators model handwashing for children and provide prompts. Signage for handwashing with picture cues are displayed in the children’s toilet/basins area.</li> <li>• 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> <li>• Staff and adult family members must wear masks when and where mandated by NSW Health and NSW Department of Education.</li> <li>• Independent nose blowing is taught and reinforced, and the correct way of</li> </ul>

	<p>coughing or sneezing</p> <ul style="list-style-type: none"> <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 <a href="#"><u>Staying Healthy: Preventing infectious diseases in early childhood education and care services</u></a>. 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 cleaning schedule outlines roles, responsibilities and frequencies. The cleaning schedule is displayed in the craft area near the sink.</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 washed daily by the preschool staff.</li> <li>• Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority.</li> <li>• Loaned hats are washed after use.</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> </ul>

	<ul style="list-style-type: none"> <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>• 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> </ul>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>• If a child arrives at preschool obviously unwell, the teacher will discuss the child’s condition with their parent 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 when a parent insists that the child remains at the preschool.</li> <li>• If a child becomes ill while at preschool (including cough, sore throat, sneezing, runny nose sniffing or a fever), appears lethargic 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>• Their temperature will be taken if they display the above symptoms.</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 (eg pillow, sheet).</li> </ul>

	<ul style="list-style-type: none"> <li>• The child’s parent will be contacted by a staff member and asked to collect their child in certain circumstances.</li> <li>• The preschool teacher will decide to contact the family should a child display the above symptoms and not be well enough to participate in the preschool program.</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: Preventing infectious diseases in early childhood education and care services</i>.</li> <li>• Any current NSW Health and NSW DoE self-isolating mandates for close/household contacts need to be followed for staff and children.</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>Infectious diseases</b></p>	<ul style="list-style-type: none"> <li>• Parents 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>• Staff who have tested positive for Covid-19 or identified as a close contact need to contact the Nominated Supervisor as soon as possible.</li> <li>• The preschool will notify the local <a href="#">Public Health Unit</a> (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> <li>○ has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus</li> <li>○ is reasonably suspected of having come into contact with a person who has one of these vaccine preventable diseases and is not</li> </ul> </li> </ul>

	<p>immunised against that disease (for example, on a catch-up schedule).</p> <ul style="list-style-type: none"> <li>• The preschool will follow any directions provided by the Public Health Unit regarding how long a child suffering an illness must stay away from preschool and the exclusion of any other children.</li> <li>• The regulations do not state a child requires a doctor's clearance to return to preschool.</li> <li>• If an enrolled preschool child who has been on-site is diagnosed with Covid-19, all staff, parents will be notified of the possible contact with an infected preschool community member via a message prepared by the principal/office staff. Messages will also be posted on Story Park and posted at the preschool entrance.</li> <li>• Any communications with families will maintain the privacy of the infected child, staff or community member.</li> <li>• All parents will be supplied with a 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, any positive COVID-19 cases on site will be reported within 24 hours to the Approved Provider NSW DoE Early Learning (phone 1300 083 698) who will then relay the notification to NSW DoE Early Childhood Education Directorate via NQA ITS. Positive staff cases are also reported to NSW DoE Incident Report line via phone (1800 811 523) or via online form within 24 hours.</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> <li>• An outbreak of a disease on the immunisation register is considered a serious incident and so the preschool must notify Early Learning (phone 1300 083 698) as soon as practical.</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></p> <p><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.</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 and collect their lunch or fruit. Social distancing will be maintained during eating times.</li> </ul>

## Record of procedure's review

<b>Date of review</b>	5 July 2024
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	<i>Maintaining a clean, hygienic environment</i> and <i>Sick children</i> sections have been updated
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: 5 July 2024 Staff: 23 July 2024 – Weekly staff meeting Parents: 24 July 2024 – website and community procedure folder updated – message sent via Story Park  Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.