

Our COVIDSafe Plan/Risk assessment

Business name: Highvale Preschool
Site location: 56-58 Campbell Street Glen Waverley
Contact person: Karen Chadwick
Date prepared: 7/08/2020

Please Note:

- Whenever it states 'sterilise' it also means that the item/s in question have also been cleaned with soap and water first and then sterilised as this is the most effective way to clean.
- 'Impractical' is written next to risks that will be hard to mitigate.

IDENTIFY RISKS	ANALYSE RISKS		EVALUATE RISK CONTROLS
(People, physical assets, finances, etc.)	Likelihood	Consequence	What will be done to manage the risk
Washing Hands	Moderate to High	Major- Not doing this properly can see the virus potentially spreading	<ol style="list-style-type: none"> Everyone (staff and children) washes their hands thoroughly when arriving with hand wash Extra hand washing will need to be done when hands get soiled e.g., when a child touches their face, mouth, nose or ears, etc. Children/staff will be taught how to do appropriate hand washing. Hand washing will be done OFTEN throughout the session using soap and water and using paper towel or using hand sanitiser Paper towel placed in rubbish bin after use. Hand sanitiser stations both inside and outside the kinder room for immediate clean hands Hand washing signs in bathrooms and kitchen
Cleaning	Moderate to High	Major- Not doing this properly can see the virus potentially spreading	<ol style="list-style-type: none"> Identify high touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared work equipment) Staff and Cleaner are provided information about cleaning schedule and how to use cleaning products. Staff to clean areas used by children during the sessions and spaces the staff have personally used by the end of the session. Cleaner to increase environmental cleaning and clean after each session. Use appropriate cleaning products

Sandpit play	Low risk of contamination (due to the size of the sandpit)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Small amount of equipment for 4 children 2. Items will be washed before the end of the session.
Children's hats	Moderate risk of contamination due to children removing hats when playing or returning to wrong hat pocket	Major- Cross contamination	<ol style="list-style-type: none"> 1. Remove hats from the outside area 2. Play in the shade or under cover area if high UV 3. Look at rearranging daily schedule to play outside earlier when UV lower 4. Start of Term 4 – add hat to each child's hook. Child uses own hat.
Dress-ups	Moderate risk of contamination due to the popularity of the dress-ups and how the virus sticks to fabric.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Remove dress-ups temporarily
Toys (blocks, puzzles, cars, dolls, etc.)	High risk of contamination due to the popularity of playing with toys and how children play with them i.e., close to (and often in) their mouth, next to their face, etc.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Wash hands before and after playing with toys. 2. This will need to be continually done throughout the day. 3. Remove any soiled toys to a crate marked 'Toys to be Washed' and wash and sterilise when there is an opportunity 4. Wash toys/constructions daily. Change over constructions/toys daily. 5. All fabric and material items are removed from the kinder, both inside and outside.
Playdough	Moderate risk of contamination due to the popularity of playdough and that it uses hands	Major- Cross contamination	<ol style="list-style-type: none"> 1. Not to use at this time. 2. Or individual play dough packs supplied
External Incursion Visitors	Low to moderate (unless the person is infected and then it is high)	Major- That a visitor could potentially spread the virus	<ol style="list-style-type: none"> 1. Do not allow any external visitors etc. into the service.
Deliveries to the kinder	Low to moderate	Major- Cross contamination	<ol style="list-style-type: none"> 1. Contactless delivery 2. Display signage for delivery drivers 3. Identify designated drop off areas.
Sign-in book	Low to moderate	Major- Cross contamination	<ol style="list-style-type: none"> 1. Parents sanitise hands before signing in. 2. Parents sign own child in. 3. Parents sanitise hands again.
Gate	Moderate to High (as the virus remains on metal for up to 7 - 9 days)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Both gates will be open 15 minutes before the session starts and 15 minutes before the session ends so no contact is made with the gates. 2. Continued sterilising of gate if needed

Door handles	Moderate to High (as the virus remains on metal for up to 7 - 9 days)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Keep room door opened until all children have arrived to lessen the amount of times that we open and close it 2. Use a paper towel to open/close doors whenever possible 3. Sterilise any door knobs if they have been touched.
Light switches	Moderate to High (as the virus remains on metal for up to 9 days)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Use paper towel when turning on and off light switches whenever possible 2. Sterilise light switches whenever they have been used.
Window winders	Low (as it is only staff that use these)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Use paper towel or wash hands prior and after opening/closing
Remote controls	Low (as it is only staff that use these)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Wash or sanitise hands prior and after using 2. Wipe down after uses.
Room phone	Moderate (as it is near one's face and mouth and is shared by staff)	Cross contamination	<ol style="list-style-type: none"> 1. Phone for each educator – each labelled. 2. Wash or sanitise hands prior and after using 3. Sterilise phone after each use 4. Try and use speaker phone whenever possible to avoid phone being near one's face.
Taps	High (as the virus remains on metal for up to 7 - 9 days) and these may contain traces of bodily fluids	Major- Cross contamination	<ol style="list-style-type: none"> 1. Wipe down taps after use.
Parent Library	Moderate (due to the popularity and high use it has)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Remove books temporarily
Pick-up and Drop off – potential crowds outside the room	Moderate to high (due to the amount of caregivers, including grandparents, and children gathered in the one area)	Major- Infecting one another if anyone potentially has the virus	<ol style="list-style-type: none"> 1. Only one adult to accompany their child 2. No siblings to enter the kinder grounds 3. Do not allow caregivers to enter the room at drop-off or pick-up. 4. Use markers for parents to stand on for social distancing. 5. Flow of traffic – parent and child to follow exit path and arrows after drop off and pick up times.
Filling up Children's Drink Bottles	High (due to the nature that there may be spittle on the outside of the bottle)	Major- High risk of cross contamination	<ol style="list-style-type: none"> 1. Children fill their own drink bottles 2. Staff wear gloves if children need assistance.
Storage of drink bottles and lunch boxes	High (due to the nature that spittle may be on the outside of these devices)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Keep children's snack/lunch boxes and drink bottles in their bags. 2. Not to use snack, lunch and drink bottle trolleys
Children's bags	Moderate (due to the popularity and high use it has)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Children will have allocated bag positions in the bathroom for appropriate spacing between each one.

			<ol style="list-style-type: none"> Only 2 children to collect items from their bags at a time.
Eating	High (due to children who may talk with food in their mouth, spill or spread items from their lunch boxes, sit too close to their friends, etc.)	Major- High risk of cross contamination	<ol style="list-style-type: none"> Spread children out when eating – 2 chairs per table. Eat outside whenever possible Eat in shifts – half play outside whilst the other group eat and then swap over. Ensure children wash their hands thoroughly before and after eating Sterilise areas where children will eat prior to and after eating Staff to eat their food 1.5m from each other, not in front of each other and sterilise their area prior and after eating
Toilets	High (due to bodily fluids)	Major- High risk of cross contamination	<ol style="list-style-type: none"> Sterilise often throughout the day using disposable gloves Remind children of hygiene when using the toilet., i.e., to wash hands thoroughly Staff to wipe up any accidents/mishaps as soon as they notice it and use disposable gloves.
Office/Kitchen	Moderate to high	Major- Cross contamination	<ol style="list-style-type: none"> Only one staff member in the office or kitchen at a time. Wear a mask if 2 members are in the office at one time. Have Enrolment folders in the group cupboard for easy access. Signs to show social distancing in these areas. Avoid sharing equipment/computers/phones/kitchen supplies
Staff meetings	Moderate to high	Major- Cross contamination	<ol style="list-style-type: none"> Social distancing at all times – 1.5m apart Masks are worn Not to sit opposite each other
Soap Dispenser	Moderate to high	Major- Cross contamination	<ol style="list-style-type: none"> Staff to sterilise often throughout the day and especially at high use times such as prior to lunch, before and after playing, etc. Staff to dispense soap whenever possible especially during high use times (see above) Staff to wash their own hands prior to and after using soap dispenser.
Clothing for staff	Moderate	Major- Moderate risk that lots of bacteria/virus germs have attached themselves	<ol style="list-style-type: none"> Staff to wear aprons throughout the day. Wash hands after they have removed them at the end of the day. Place in a plastic bag to be washed separately in a hot cycle OR staff wear own clothes and taken off at home to be washed straight away.
Photocopier	Low	Major- Cross contamination	<ol style="list-style-type: none"> Wipe down after each use with sterilising spray

Staff - stationery	Low	Major- Cross contamination	<ol style="list-style-type: none"> 1. Wash their hands prior or after if using shared stationery.
Compost bin	High	Major- Cross contamination	<ol style="list-style-type: none"> 1. Children take home their own rubbish each day. 2. Compost bins are used, emptied and wiped down after use.
Social Distancing	High (due to the age of the children and that they need us to be at their eye level and often close to their face so we can hear them/proper communication to occur. Often spittle will come out of the mouth of children when they speak and usually lands on our face/mouth due to our proximity that is needed)	Major- Sharing the virus through less social distancing	<ol style="list-style-type: none"> 1. Staff to keep 1.5m whenever possible 2. Aim for children to remain 1.5m from staff 3. Encourage children to remain 1.5m from each other when playing – encourage this by spreading out toys when setting up the room, mats on the floor could be used to help some children 4. No group times – children will be separated at the tables for group/sharing/eating times. 5. Place mats on the floor for Yoga 6. As much outside time as possible. 7. Social distancing signage in the room and sign in area 8. Minimise staff attending the kinder each day – administration hours completed at home. Only contact hours completed at the kinder.
Staff/visitors/delivery drivers sign-in book	Low	Major – cross contamination on pen	<ol style="list-style-type: none"> 1. All Staff/visitors to use hand sanitiser before signing in and out 2. Record all staff and visitors who enter the building. 3. Always maintain attendance of all who enter the kinder and keep records of each day.
Staff eating	Moderate	Major – cross contamination	<ol style="list-style-type: none"> 1. Staff wash their hands prior to and after eating 2. Staff clean and sterilise area where they were eating. 3. Social distancing – 1.5m at eating times.
Temperature Checks	Moderate	Minor – as often children can be asymptomatic and have no symptoms or temperature at all. However, it can help in some circumstances.	<ol style="list-style-type: none"> 1. Temperature checks of all children, parents and staff will be taken upon arrival. 2. Any abnormal temperatures or any above 37.5 will result in needing to leave the service 3. Do temperature checks once during the session 4. Temperature checks to be taken with a government approved forehead temperature scanner 5. Staff member taking temperature checks must wear a mask.
Sick children and staff	High	Major – not following this can have ill	<ol style="list-style-type: none"> 1. No ill children or staff will be allowed at the centre

		staff/children attend.	<ol style="list-style-type: none"> Anyone who appears or starts to get sick during the day will need to go home. To maintain staff ratios – if a staff member is sick, the centre will not replace the staff member and the kinder will close till the staff member is well. Online learning will only be provided during this time Communication about the closure will be provided to families via email and Flexischools app
Enough disinfectant/cleaning equipment	High	Major – without appropriate PPE staff and children can spread the virus.	<ol style="list-style-type: none"> Check appropriate supply is available at all times. Reorder supplies as needed Always check hand sanitiser, soap, paper towelling, disinfectant and detergent Stocktake supplies when necessary.
High use areas such as railings, etc.	Moderate	Major – cross contamination	<ol style="list-style-type: none"> These items/places need to be cleaned daily
Nightly thorough cleaning	High	Major – to rid potential virus germs	<ol style="list-style-type: none"> Every night, a thorough clean of the whole centre and all equipment will need to be done prior to the following morning.
Cleaning children’s faces	Moderate to High	Major – potential to spread	<ol style="list-style-type: none"> Staff member to wash hands after cleaning a child’s face or wear disposable gloves
Applying first aid	High	Major – potential to spread	<ol style="list-style-type: none"> As the 1.5m rule won’t be able to be adhered to, staff will need to wear a mask as well as disposable gloves and remove and replace their apron after.
Upset child	High	Major – as going closer will breach the 1.5m ruling.	<ol style="list-style-type: none"> When a child needs to be consoled, it may be difficult to do this at a 1.5m distance. If possible, gloves and mask should be worn and apron changed after close contact with a child.
Suspected case	High	Extreme – this has potential to spread through whole centre.	<ol style="list-style-type: none"> Remove the child/staff member immediately to an area of isolation Child/staff member must leave the service IMMEDIATELY or as soon as practical and seek appropriate medical advice All children/Staff are required to quarantine and be tested. Follow all the DHHS requirements for quarantine. If positive to COVID-19, they cannot return until they have had a negative test result and self-isolated for 14 days.
If there is a case of COVID-19	High	Extreme – this has potential to spread	<ol style="list-style-type: none"> Centre closure preparedness DHHS and DET/ACECQA are notified or Kinder is notified of a confirmed case or ‘close’ contact.

		through whole centre.	<ol style="list-style-type: none"> 3. Worksafe is notified of a confirmed case of a staff member IMMEDIATELY. 132360 4. Service will inform families via email and Flexischools app. Also inform any visitors who may have entered the building during this time. 5. Lodgement of a notification through to NQAITS 6. Registered industrial cleaning company to do thorough virus-free cleaning 7. Update emergency contact details 8. Administration/Staff to prepare records of all children and staff who attended in the 48 hours prior to notification of a suspected case. 9. All close contacts/contact tracing will be undertaken by DHHS and All staff and children need to remain at home with no contact with others, until contact tracing is completed. 10. Staff, children and families to undergo COVID-19 tests as recommended by DHHS 11. Follow any other directions from government bodies/health departments 12. Continue to monitor the health of staff and children – if you develop any symptoms - fever, chills, sweats, cough, sore throat, shortness of breath, runny nose and loss of sense of smell or taste: Stay at home, seek medical advice, seek testing. 13. Centre can reopen once all the above is completed and advised by DET and DHHS to open. DHHS and Worksafe will be notified of the reopening.
Flu Shots	High	Major – this will avoid staff and children potentially needing to go to hospital (with the flu) and use hospital resources or to catch the virus at the hospital.	<ol style="list-style-type: none"> 1. All staff and children are highly recommended to have a flu shot by the 1st May
Personal hygiene with coughing,	High	Major – it spreads through these sources.	<ol style="list-style-type: none"> 1. Teach children appropriate hygiene 2. Monitor/observe children when they do cough, sneeze, and blow their nose, etc. so that they do it correctly and appropriate

sneezing, blowing nose, etc.			<p>hygiene is used after (refer to washing hands, etc.) -</p> <ol style="list-style-type: none"> Posters are displayed in prominent areas as reminders Tissues are readily available Staff all educated on hand and cough hygiene, washing hands and sanitise their hands correctly.
Children leaving service	Moderate	Major – stops cross contamination	<ol style="list-style-type: none"> Children wash their hands prior to leaving the service
Books	Moderate	Major – stops cross contamination	<ol style="list-style-type: none"> Children’s books are cleaned after each session.
Paper, envelopes, etc.	Low to moderate	Major – stops cross contamination	<ol style="list-style-type: none"> Place Paper out for 24 hours as the virus lasts 24 hours on paper. Use gloves to place letters in the envelope or leave the envelopes out for 24 hours
Children and staff attending/working in other centres/work places	High	Major – stops cross contamination	<ol style="list-style-type: none"> Communicate the requirement for employees not to work across multiple sites and children not to attend more than one centre. If a staff member is only participating in online learning at one kinder (no contact with children or staff), they can attend another kinder/centre. Adjust rosters and developing procedures to ensure employees do not work across multiple sites Develop a form for employees/parents to declare they only attend our kinder.
Staff attending the kinder	High	Major – stops cross contamination	<ol style="list-style-type: none"> Staff to wear a mask when - temperature checking staff/children, meeting with staff and parents, collecting deliveries, and attending to visitors. Social distancing at all times Understand and follow all the hygiene and safety procedures.
Vulnerable worker – <ul style="list-style-type: none"> Aboriginal and Torres Strait islander 50 and over 65 or over with chronic medical condition Over 70-year old’s 	High	Major	<ol style="list-style-type: none"> Identify vulnerable workers Support staff member to conduct work duties at home. Adapt working arrangements to enable working from home. Support the health and wellbeing of vulnerable workers.

<ul style="list-style-type: none"> • People with compromised immune system 			
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Plan prepared by	Karen Chadwick.
Prepared in consultation with:	Regulatory authorities, government bodies, health authorities and unions.
Communicated to:	Staff
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	
Likelihood	Almost certain	Moderate	High	High		Extreme
	Likely	Moderate	Moderate	High		Extreme
	Possible	Low	Moderate	High		High
	Unlikely	Low	Low	Moderate		High
	Rare	Low	Low	Low		Moderate

Important Information Links –



HIGHVALE PRESCHOOL ASSOCIATION INC.
56-58 CAMPBELL STREET, GLEN WAVERLEY 3150
PHONE: 9803 1652

<https://www.education.vic.gov.au/childhood/Pages/closure-preparedness.aspx>

<https://www.education.vic.gov.au/childhood/Pages/coronavirus-advice-early-childhood.aspx>



Communications Pack
2.docx



ec-initial-closure-com
ms-pack.docx



self-quarantine-coron
avirus-covid-19.htm

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>

You can also refer to the following guidance:

- [WorkSafe: Managing COVID-19 risks – face coverings in workplaces](#)
- [DHHS: Preventing infection in the workplace](#)
- [DHHS: Preparing for a case of coronavirus \(COVID-19\) in your workplace](#)
- [DHHS: Planning and responding to cases of coronavirus \(COVID-19\)](#)
- [DHHS: Cleaning and disinfecting to reduce COVID-19 transmission](#)
- [WorkSafe: Other relevant industry specific guidance](#)

**Phone Numbers to contact – DHHS – 1300 651 160
663**

Coronavirus Hotline – 1800 338

Regional Office – 1300 651 940

Worksafe - 132360



Attachment 1. Letter of Closure To be placed on letterhead

Dear Parent/Carer,

Following advice from the Department of Health and Human Services (DHHS), your child's early childhood service will be temporarily closed because of a confirmed case of coronavirus (COVID-19).

The service will be closed until you are advised it is reopening following a deepclean.

Your child must stay at home and cannot attend.

DHHS will speak to anyone directly who has had close contact with confirmed cases of coronavirus (COVID-19).

Please note the tracing can take several days and your child should remain in isolation until contacted by DHHS.

The preschool will also contact families who are attended in the same sessions in the 48 hours prior to advise them to contact the COVID-19 Hotline for more information.

We will let you know when your child can go back to the service.

For more information about coronavirus (COVID-19) visit the DHHS website: www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19

Yours sincerely,

Highvale Committee of Management and Staff

Attachment 2. Letter of Reopening To be placed on letterhead

Dear Families,

The Department of Health and Human Services (DHHS) has advised that Highvale Preschool is safe to reopen.

A deep cleaning of the service has been completed by a professional contractor.

DHHS has spoken to those who have come into close contact with someone with coronavirus (COVID-19) and provided them with advice.

All other staff and children who have not been contacted by DHHS have not been identified as close contacts and can attend the service.

An email with the date of your first session will be sent out shortly.

Yours sincerely,

Highvale Committee of Management and Staff