



J.S. GREY KINDERGARTEN ASSOCIATION INC.

COVID-19 CLEANING PROCEDURE POLICY

Mandatory – Quality Area 3

PURPOSE

This policy will provide guidelines and procedures in response to COVID-19 to ensure that:

- all people who attend the premises of J.S. Grey Kindergarten, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment as possible to reduce the risks of contracting COVID-19; and
- all reasonable steps are taken by the Approved Provider, as the employer of staff, to ensure the health, safety and wellbeing of employees at the Service.

POLICY STATEMENT

1. VALUES

J.S. Grey Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors entering the service. This policy has been produced as a result of the impacts of COVID-19 which is a novel infectious viral disease that produces pneumonia like symptoms which can, in some cases, be fatal. This policy reflects the importance J.S. Grey Kindergarten places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, in light of COVID-19 by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

J.S. Grey Kindergarten intends to:

- actively consider the context of the Service, that is, the workplace, the work carried out there, the workers and others who come into the workplace; and
- do what the Service reasonably can to eliminate or minimise the risk of the people at the Service contracting COVID-19.

J.S. Grey Kindergarten is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers;
- systematic identification, assessment and control of symptoms and hazards is undertaken at the Service;
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing infection risk in the Service environment;
- training is provided to assist staff to identify COVID-19 health and safety hazards which, when addressed, will lead to cleaner and healthier work practices at the Service; and
- it fulfils its obligations under current and future laws (in particular, the *Occupational Health and Safety Act 2004*), and that all relevant codes of practice are adopted and accepted as a minimum standard.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, persons in day to day charge, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of J.S. Grey Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow) - (Sourced from the World Health Organization).

The global impact of COVID-19 has been unparalleled. It has affected all areas of our existence and as such, requires a focussed and dedicated response.

Everyone involved in a service relating to early childhood education and care has a role to play in ensuring the Service's operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2007* specifies the ways duties imposed by the OHS Act must be undertaken and prescribes procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters.

The legal duties of an **employer** under the OHS Act are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that the Service's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the organisation's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

The OHS Act places the responsibility on **employees** for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at the Service, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at the Service, such as fire extinguishers.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Accident Compensation Act 1985 (Vic)*
- *AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 3: Physical Environment*
- *National Quality Standard, Quality Area 7: Governance and Leadership*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Covid-19: Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered virus.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care Services to provide children, staff, students, volunteers, contractors and anyone visiting the Service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Hazard: An element with the potential to cause death, injury, illness or disease.

Hazard identification: A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

Hazard management: A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of J.S. Grey Kindergarten or while engaged in activities endorsed by J.S. Grey Kindergarten.

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Incubation period: is the duration between exposure to the virus and the onset of symptoms. The World Health Organization (WHO) currently estimates that the incubation period ranges from 1 to 14 days, with a median incubation period of 5 to 6 days. These estimates will be refined as more data becomes available.

Infection Control Monitor: Session individual nominated to oversee procedural response in the event a case of COVID-19 is suspected within the Service.

Material safety data sheet: Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

Physical distancing: Means keeping the required distance apart. At the moment it is staying at least 1.5 metres away from others.

OHS committee: A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

Risk: The chance (likelihood) that a hazard will cause harm to individuals.

Risk assessment: A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of COVID-19 hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

Symptoms: include:

- fever
- coughing
- sore throat
- fatigue
- shortness of breath

5. SOURCES AND RELATED POLICIES

Sources

- *Early Childhood Management Manual*, ELAA
- OHS in Early Childhood Services (ELAA): www.ohsinecServices.org.au
- WorkSafe Victoria: www.worksafe.vic.gov.au and <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/preparing-workplaces-covid-19>
- World Health Organization: https://www.who.int/health-topics/coronavirus#tab=tab_1
- *Australian Government Department of Health* <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Service policies

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

PROCEDURES

The Approved Provider and Persons with Management and Control is responsible for:

Conducting regular, scheduled cleaning of the workplace to help stop the spread of the virus. The Service endeavours to ensure any areas frequented by educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities are cleaned daily.

- Frequently touched surfaces and areas are to be cleaned **several times a day**, where possible. This includes equipment, tables, counter tops, door knobs, handrails, and sinks.
- Protect workers, clients, customers and others by disinfecting all surfaces that are exposed to respiratory droplets, for example after someone has coughed, making sure an appropriate disinfectant solution is used.

Furthermore, **the Service** is responsible for:

- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources, induction and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- ensuring the Nominated Supervisor, educators, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy
- consulting appropriately with employees on OHS matters including:
 - identification of hazards
 - making decisions on how to manage and control COVID-19 health and safety risks
 - making decisions on safe usage of disinfectant solutions and other cleaning products
 - making decisions on health and safety procedures
 - the need for establishing an OHS committee and determining membership of the committee
 - proposed changes at the Service that may impact on health and safety
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks
- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

In direct response to COVID-19, the Service will ensure [good hand hygiene](#) by everyone at the workplace by:

- providing access to hand hygiene stations on entry and exit to the workplace
- putting up [posters](#) detailing good hand washing practices, and
- instructing educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities, to only touch what they need to touch.

The Service will encourage that where possible, all personnel maintain a safe distance from each other.

The Nominated Supervisor and Person in Day to Day Charge is responsible for:

- ensuring that all educators/staff are aware of this policy, and are supported to implement it at the Service

- organising/facilitating regular safety audits of the following:
 - indoor and outdoor environments
 - all equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning Services
 - Maintenance and supply of appropriate disinfectant solution
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring the physical environment at the Service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- ensuring that all equipment and materials used at the Service meet relevant safety standards
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy and COVID-19.

Educators and other staff are responsible for:

- taking care of their own safety and the safety of others who may be affected by their actions
- ensuring the physical environment at the Service is clean, safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- maintaining a clean environment daily, using provided appropriate disinfectant solution
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians.
- practicing [good hygiene](#), including:
 - frequent hand washing with soap and water for at least 20 seconds or the use of alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient
 - limiting contact with others, including through shaking hands, and
 - covering their mouths while coughing or sneezing with a clean tissue or their elbow (see **Attachment 1**).

When cleaning, workers should minimise the risk of being infected with COVID-19 by wearing gloves and washing their hands thoroughly or using alcohol-based hand sanitiser before and after wearing gloves.

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, including before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, wash your hands and avoid contact with others (stay more than 1.5 metres from people).
- Allocating a dedicated team member to the role of an infection control monitor or similar, to constantly identify hazard infection risks, with particular attention to high touch/traffic areas (door knobs, handles, railings, toilets, kitchens).
- Regular and systematic cleaning schedule using (*fit for purpose cleaning products*) disinfectant cleaning agents that eliminate hazards

- Gloves where available
- Staggered lunch breaks to promote social distancing measures where available
- Enforceable screening requirements identifying [COVID-19 symptoms](#) (fever, cough, sore throat and shortness of breath).
- Regular hand washing regime

When cleaning, staff should minimise the risk of being infected with coronavirus by wearing gloves and using alcohol-based hand sanitiser before and after wearing gloves. Staff may wish to wear a surgical mask as an added precaution if cleaning rooms or areas of the workplace where a person with a confirmed case of coronavirus or a person in isolation has frequented. If a confirmed case of coronavirus or a person in isolation is in a room that cleaning staff need to enter, they may ask them to put on a surgical mask if they have one available.

It is unknown at this time if the virus is able to survive in sewerage. Those who work closely with sewerage should take the same precautions as those outlined above for cleaners.

COVID-19 Personnel and Facility Audit

- ensuring regular safety audits of symptoms, including the following:
 - take temperature of all staff and children attending sessions as soon as they enter the Service;
 - request all Staff, volunteers, parents, and children use alcohol serum on their hands upon entry to the Service;
 - expect that all children wash their hands before and after each activity, as well as before and after eating and drinking;
 - Ensure that all equipment, including emergency equipment, lunch boxes and water bottles are wiped with appropriate disinfectant cleaner;
 - Ensure (where possible) that all toys and equipment is wiped down or sprayed with appropriate disinfectant solution, including playgrounds and fixed equipment in outdoor environments.
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)

To help facilitate the systematic risk management approach required by OH&S regulations, if a member of staff suspects the existence of COVID-19 symptoms in anybody at the Service the following measures must be taken:

- Immediately isolate the person;
- Immediately advise session Infection Control Monitor and Service Manager;
- Arrange for the person's family to be contacted (if a minor);
- Arrange for all personnel at the Service to be advised of developments and request that they immediately wash their hands;
- Encourage all non-pertinent people within the kindergarten to leave the Service (apart from supervisors, and applicable management personnel);
- Call the National Coronavirus Helpline:

1800 020 080

Students on placements, volunteers, contractors and parents/guardians at the Service are responsible for:

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by the Service
- not acting recklessly and/or placing the health and safety of other adults or children at the Service at risk.

The above list of procedures is not exhaustive. Services must develop specific procedures to be followed in managing hazards and issues identified. Such specific issues include chemical management, purchasing of equipment, hazard identification and risk assessment etc. For more information and guidance, refer to: www.ohsinecservices.org.au

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the Service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

Attachment 1: Stop the Spread Poster, See:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-stop-the-spread-coronavirus-covid-19-stop-the-spread-poster_0.pdf

Attachment 2: Know the Signs Poster, See:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-know-the-signs-coronavirus-covid-19-know-the-signs-poster_0.pdf

AUTHORISATION

This policy was adopted by the Approved Provider of J.S. Grey Kindergarten on 18/05/2020.

REVIEW DATE: 29/04/2020

NEXT REVIEW DATE: 29/04/2021

Coronavirus
(COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm



Use a tissue



Bin the tissue



Wash your hands



HELP STOP THE SPREAD
AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**



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HEALTH WARNING CORONAVIRUS (COVID-19)

INFORMATION FOR TRAVELLERS

Developed a fever or cough?



FEVER



COUGH



SORE THROAT



SHORTNESS
OF BREATH

[KNOW THE SIGNS]



Australian Government
Department of Health

www.health.gov.au