



## **The Y Canberra Region COVID-19 Safety Plan for Children's Services**

The Y Canberra Coronavirus Safety Plan provides the key information on how we prepare for, and manage the realisation of COVID-19 (Coronavirus) in our Children Services. It is a living document that is updated as more information becomes available. It is also relevant to note that constant communication to staff and participants is used to guarantee compliance due to the nature of this pandemic and the fast response required for the different Government Health Department directions.

The Coronavirus outbreak represents a significant risk to the Y Canberra and our staff, volunteers, participants and broader community. It has the potential to cause illness and fatalities, to disrupt or stop service delivery, and to cause significant financial loss for individual staff and the wider organisation.

As such, Y Canberra Region implemented a comprehensive safety plan that has been followed since March 2020 and distributed internally to all directors and managers. The purpose of this document is to summarize the actions and processes in place to keep everyone safe while participating in our children services experiences.

The following actions and processes were reviewed by our regulators in October/2021 and considered adequate for children services settings.

## COVID-19 Safety Actions & Directions in Place

<p>Unwell participants in the premises</p>	<ul style="list-style-type: none"> <li>▪ Clear process to actively identify and carefully remove any participant from the ELC in case it is unwell.</li> <li>▪ All children services provided with extra PPE (Personal Protective Equipment) and contacts in case of a participant with COVID-19 is identified.</li> <li>▪ Encouragement of staff and parents to self-identify any symptoms of being unwell, communicating, being tested and not attending any Y Canberra Region service until having a negative COVID-19 test result.</li> </ul>
<p>Information to staff with training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.</p>	<ul style="list-style-type: none"> <li>▪ Consistent communication to staff regarding any updated directions from Government Health Departments</li> <li>▪ Monthly all staff meeting to follow up the current directions and best practices.</li> <li>▪ Travel restrictions in place for all staff in Y Canberra.</li> <li>▪ No mass gatherings, events or meetings. Utilising teleconferencing and web based options.</li> <li>▪ Annual COVID-19 hygiene training carried on for all staff.</li> <li>▪ Sanitizer readily available at all services.</li> <li>▪ Informative posters in all services about the importance of handwashing, safe distancing, avoiding touching eyes, respiratory hygiene (covering mouth and nose if sneezing) and not remaining on site in case presenting symptoms or feeling unwell.</li> <li>▪ All staff directed to wear facemasks at all times.</li> <li>▪ Enhanced hygiene procedures and cleaning of touchpoints by the end of the day.</li> <li>▪ Deep cleaning company on standby for any need.</li> </ul>
<p>Display about conditions of entry including requirements to stay away if unwell and record keeping.</p>	<ul style="list-style-type: none"> <li>▪ CBR QR code in all facilities and check in mandated to all participants.</li> <li>▪ Informative posters in all services about the importance of handwashing, safe distancing, avoiding touching eyes, respiratory hygiene (covering mouth and nose if sneezing) and not remaining on site in case presenting symptoms or feeling unwell.</li> <li>▪ Providers being contacted to understand vaccination status and safe delivering practices in place.</li> </ul>
<p>Encouragement for staff to access COVID-19 vaccination.</p>	<ul style="list-style-type: none"> <li>▪ COVID-19 Vaccination campaign for staff working for Y Canberra Region and currently working to enact ACT Health Department direction for mandatory COVID-19 immunization.</li> <li>▪ Y Canberra Region will strictly follow all health directions from the government regulators while observing the right of privacy of all staff.</li> </ul>
<p>Physical distancing</p>	<ul style="list-style-type: none"> <li>▪ Capacity must not exceed one person per 4 square meters of space in indoor areas of the premises and one person per 2 square meters of space in outdoor areas of the premises.</li> <li>▪ 1.5m physical distancing where possible including points of mixing/queuing, between seated groups and/or staff.</li> <li>▪ Staff meetings will happen outdoors when possible.</li> </ul>
<p>Ventilation</p>	<ul style="list-style-type: none"> <li>▪ Air conditioner will not be used in recirculation mode.</li> <li>▪ Open windows and air circulation measures taken whenever possible.</li> <li>▪ Air Purifier to be used in commonly used areas with HEPA filter.</li> <li>▪ Encouragement of programs being held in open air/outdoor spaces.</li> </ul>

## **Procedures for if a Service or Facility is Identified as a COVID-19 Exposure Site**

The current direction from the Education and Health Department request our services to be closed for deep cleaning if it is considered an exposure site. In these cases, Y Canberra Region will activate the below procedures:

- Fees will be waived for the duration of a full day. If closed after midday, half fee will apply.
- Staff in quarantine will be temporarily replaced until they are able to return to work.
- The current procedures will take place only after official confirmation that our service is identified an exposure site.
- After any given communication, each patron is required to strictly follow the Health department direction about getting tested and quarantine.

<b>STEPS</b>	<b>ACTIONS</b>
<b>1</b>	Y Canberra Region to liaise with Health Department and provide all relevant information.
<b>2</b>	Families will be informed as soon as possible via a QikKids message and/or other means of communication.
<b>3</b>	If the Health Department direction is to close the centre and is received during the day, families will be called to pick up the children.
<b>4</b>	Site to undergo deep cleaning.
<b>5</b>	As soon as the Health Department authorizes, families will be informed about the date of normal operation via QikKids and/or other means of contact.