SPCC Saints Academy – After School

ACN 002 919 584
Administered by St. Philip's Christian Education Foundation Ltd.

Novel Coronavirus (COVID-19)- Pandemic response.

Aim
To protect our children, staff and families from the impact of COVID-19 considering the Saints Academy community's physical, emotional and mental health and wellbeing and financial sustainability.

Explanation
There are many unknowns in considering the impacts of COVID-19 on the Saints Academy community and different ways centres could be affected by potential impacts of COVID-19.

Our approach is to access relevant information and advice from Government, Health and Education officials and official sites in order to plan ahead. This will include considering what procedures we might need to have in place to continue to effectively manage the centre operations to protect our children, staff and families.

What is COVID-19?
Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is the disease caused by a new coronavirus. It was first reported in December 2019 in Wuhan City in China.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

Implementation
Each service will maintain a COVID-19 risk assessment that will be regularly revised and updated which should be read in conjunction with this policy. The risk assessment will be regularly reviewed and updated with current information.

Each service will update their cleaning schedule when an outbreak occurs.

Management and staff will adhere to all instructions and advice provided by NSW Health, The Australian Government Department of Health, the Department of Education, Skills and Employment, NSW Department of Education, the Fair Work Ombudsman and the ATO.

The NSW Minister for Health has made the Public Health Repeal Order 2022 which repeals both the Public Health (COVID-19 Self-Isolation) Order (No 3) 2022, and the Public Health (COVID-19 General) Order (No 3) 2022 with effect from the beginning of 14 October 2022.

Testing and isolation are no longer mandatory for those exposed to COVID-19 in NSW. Services should consider following NSW Health advice if you have tested positive to COVID-19 or been exposed to someone with COVID-19. NSW Health continues to strongly encourage those with COVID-19 symptoms to stay home until you are well.

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All staff must –

- Ensure all health and hygiene practices are maintained.
- Follow the policies and procedures and maintain the usual best practice approach across all of our services
- Stay updated with health alerts and follow management health notification procedures
- Apply a risk assessment process to any new scenarios and maintain regulations, compliance and common sense.
- Not attend work when sick and seek medical advice if showing symptoms.
- Communicate   with all families asking them to keep unwell children at home. If a child appears unwell on drop off, ask the parent/carer to take them home. If a child appears unwell while in care, contact the child's family to collect them as soon as possible.

The Service Coordinator will-

- Ensure the contact list for families is up to date
- Ensure the staff contact list is up to date, including emergency contact details
- Monitor the status of the casual pool
- Consider adding elements to the health policy that cover this particular health alert
- Determine when and how to communicate information to families
- Determine how to respond to various scenarios
- Provide regular information updates to staff through email
- Keep up with changes and relevant information.
- Communicate updates to parents and families via email, and notices.
- Ensure all visitors follow sign in and providing phone numbers
- Ensure children, staff and visitors who are unwell don't attend the centre. Anyone with a temperature of 38 degrees or higher and any of the symptoms below must not attend the Centre and should seek medical advice from their medical practitioner.

Managing positive cases: Notify through NQAITS If this is part of an outbreak of COVID (5cases or more within a 7 day period) and you:
- -haven't lodged a notification in the previous 7 days, lodge a notification in NQA ITS
- -have lodged a notification in the previous 7 days, keep a record of all cases and upload this as additional documentation to the original notification in NQA ITS
- -Determine infectious period of positive case (48 hours prior to positive COVID test or from the onset of symptoms, whichever is earlier).
- -Determine children who were in attendance with the case during their infectious period.
- -Send the parent or authorised emergency contact of each child in attendance the risk of COVID-19 letter (DOCX, 40KB) and refer them to the guidance information from NSW Health. While testing and isolation is no longer mandatory for exposures in ECE services, NSW Health has provided testing and isolation recommendations that should be considered by anyone exposed to COVID-19.
- -Undertake a thorough clean of your service.

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Notification of a COVID-19 outbreak or closure of service due to COVID-19
Notify the NSW Department of Education of the positive case (under Regulation 175(2)(c)) within 7 days, however it is recommended that you lodge the notification as soon as possible.

You do not need to submit a separate notification for additional positive cases if detected within 7 days of lodging the original notification.

Keep a record of any additional cases detected within the 7 days and upload this as additional documentation to the original notification.

Cases (if deemed an outbreak) detected after 7 days of lodging the original notification should be notified via separate notifications to ensure the notification timeframe of Regulation 175(2)(c) is being met.

To lodge an incident notification in NQAITS, follow the instructions in the how to guide (see appendix)

If you or someone you know tests positive: They must report a positive rapid antigen test result to Service NSW:

-Within 24 hours of getting the result

-Every time you get a positive result

-You can register a positive test result via the Service NSW app or online.

When registering this result please select 'early childhood education' when notifying in the drop-down box and indicate your service name.

If there is a positive case in your service, the service must ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified as soon as practicable. This is a requirement under the Education and Care Services National Regulations (Regulation 88(2)).

The risk of onward transmission of COVID-19 changes depending on time and location of exposure. The service is responsible for advising those in attendance that they have been exposed to a positive case in your service (see managing positive cases above).

Management will-

- Follow all advise from Health, Education and other Government
- Remain current with information pertaining the ECECC through webinars and emails
- Consult with the CEO and CFO regarding areas of business sustainability
- The Head of Early Childhood Education will liaise with the Foundation Office on areas of financial risk and sustainability with an aim to maintain staff employment
- Communicate regularly with Directors
- Consult with Directors on decisions which need to be made
- Provide ongoing support to Directors
- Consider whether essential functions can be performed off site

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- Check that employees' leave accruals are up to date
- Check cash flow and financial status

Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalisation.

SPCC Saints Academy – After School

ACN 002 919 584
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Australian Government

BE COVIDSAFE

COVID-19: Identifying the symptoms

20 June 2022

Symptoms		COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Influenza Abrupt onset of symptoms	Allergies* May be abrupt or gradual onset of symptoms
Fever		Sometimes	Rare	Common	No
Cough		Common	Common	Common	Common (asthma)
Sore Throat		Common	Common	Sometimes	Sometimes (Itchy throat and palate)
Shortness of Breath		Sometimes	No	No	Common (asthma)
Fatigue		Common	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
Headaches		Common	Common	Common	Sometimes
Runny or Stuffy Nose		Common	Common	Sometimes	Common
Diarrhoea		Rare	No	Sometimes, especially for children	No
Sneezing		Common	Common	No	Common

Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology.

*Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) stay at home to reduce the risk of spreading the illness. You can visit the HealthDirect symptom checker www.healthdirect.gov.au/symptom-checker/tool for advice. Remember, if you do test positive for COVID-19 you must immediately isolate.
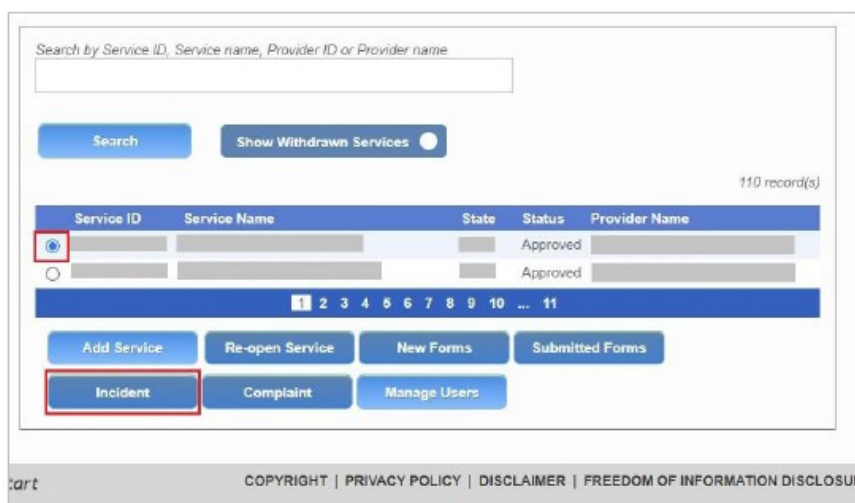
People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID-19 at the onset of their symptoms if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.

For more information, visit www.health.gov.au/covid19-translated or call 1800 020 080. Select option 8 for free interpreting services.

SPCC Saints Academy – After School

ACN 002 919 584
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Process to notify circumstance posing risk to health, safety or wellbeing

You can follow the steps below to notify the Regulatory Authority about incidents that pose a risk to health, safety, or wellbeing of children:

1. Log into the NQAITS portal

2. Select the Service and click on 'Incident'

3. Click on 'Begin'

SPCC Saints Academy – After School

ACN 002 919 584
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4. For Type of Incident, select the option 'Any circumstance posing risk to health, safety and wellbeing' and click on 'Next'

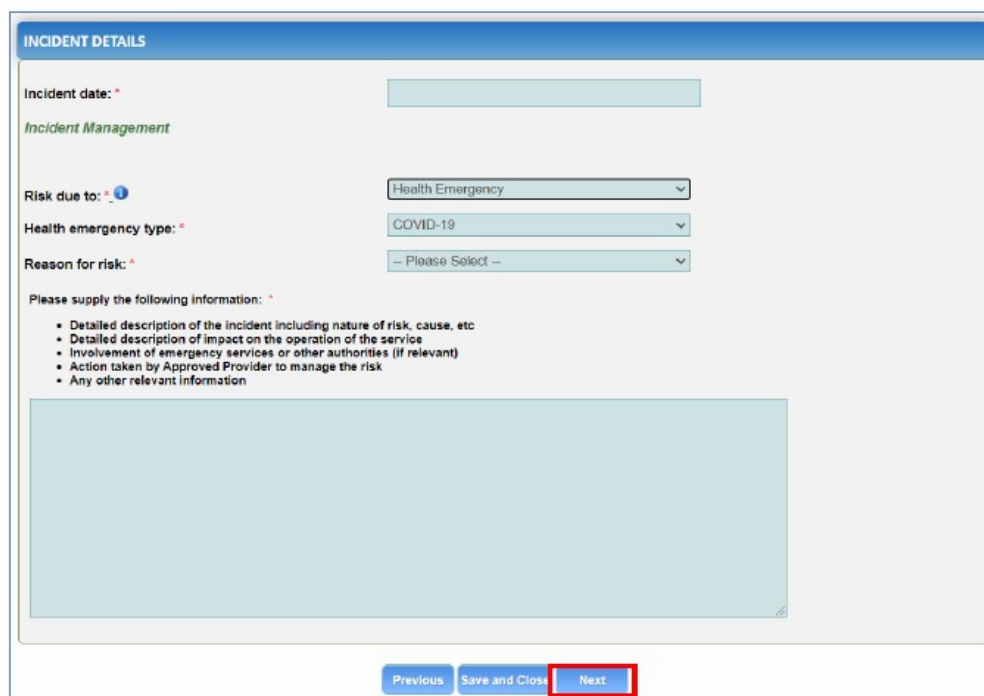5. Enter notification details, select appropriate options, and click on 'Next'

2

SPCC Saints Academy – After School

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![Saints Academy Logo] **SPCC Saints Academy – After School**

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6. Enter the name and contact details for this notification and then click 'Next'

NAME AND CONTACT DETAILS FOR THIS NOTIFICATION

Note: The contact for this Notification must be an individual who is authorised by the Notifier to act on their behalf with regards to the details on thi

Name *

Phone Number: *   e.g 0212345678, 1800XXXXXX

Email Address: *

* Please fill in all fields

☐ Save as application/notification default contact

Previous | Save and Close | **Next**

7. Upload relevant documentation by clicking on 'Add Documents' and then click 'Next'

✓ INSTRUCTIONS › ✓ DETAILS › ✓ CONTACT INFO › SUBMISSION

Attachments   Summary

ATTACHMENTS

You will need to upload the following documents:

Relevant documentation   ☐ I will be posting or faxing instead   **Add Documents**

No documents have been uploaded.

Previous | Save and Close | **Next**

8. Tick the checkbox to finalise the declaration and click 'Submit'

DECLARATION

☐ I declare that: *

1. The information provided in this application form (including any attachments) is true, complete and correct;
2. I have read and understood and the Applicant agrees to the conditions and the associated material contained in this form;
3. The Applicant understands that the Regulatory Authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the application form, including its attachments;
4. I have read and understood a Provider's legal obligations under the *Education and Care Services National Law*;
5. The Regulatory Authority is authorised to verify any information provided in this application;
6. Some of the information provided in this application may be disclosed to Commonwealth for the purposes of the *Family Assistance Law* and may be disclosed to other persons/authorities where authorised by the *Education and Care Services National Law* or other legislation; and
7. I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.
8. I agree that the regulatory authority may serve a notice under the National Law using the contact details provided in this application, including the postal, street or email address or fax number (in accordance with section 293 of the National Law).

Previous | Save and Close | **Submit**

If you need assistance changing the status of your service in NQAITS, or if you have any questions about your service operation, you can always contact the Information and Enquiries team on 1800 619 113 or by emailing ececd@det.nsw.edu.au

SPCC Saints Academy – After School

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Dear < name of Parent or staff member >

RISK OF COVID-19

A member of our community has tested positive to COVID-19. < You/Child's name > have/has been identified as a person at **risk of COVID-19** due to their attendance and potential contact with a confirmed case.

While testing and isolation is no longer mandatory for exposures in child care services, NSW Health has provided testing and isolation recommendations that should be considered when making decisions for your child and family.

Guidance information for families can be found at https://www.nsw.gov.au/covid-19/stay-safe

You are reminded that children cannot attend Saints Academy services if they are showing any symptoms of COVID-19. These include fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting, extreme tiredness, unexplained chest pain or conjunctivitis (eye infection).

If symptoms occur at any time, you/your child should not attend our service and undertake a rapid antigen test. If a rapid antigen test is positive you/your child should isolate as someone who has tested positive to COVID-19. If you cannot access a rapid antigen test, you can attend a PCR (nose and throat swab) testing clinic.

Seek medical assistance if severe symptoms develop (particularly severe dizziness, drowsy or confused, suffering shortness of breath, chest pressure or pain lasting more than 10 minutes, unable to stand) you should call Triple Zero (000) straight away and tell the ambulance staff that you/your child have been diagnosed with COVID-19.

Advice and further resources are available on the NSW Health website including COVID-19 guidelines and fact sheets for People who tested positive or were exposed to COVID-19.

Additional resources are also available on the NSW Government website.

Yours sincerely

<insert name>
<insert title>
<insert service>
<insert date>

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References:

www.nswgov.au

www.health.gov.au

www.health.nsw.gov.au

www.education.nsw.gov.au

https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases