

# DEALING WITH INFECTIOUS DISEASES

QUALITY AREA 2 | BWK version 1.2



**Important note:** A pandemic is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of people. ELAA advises that the contents of this policy are relevant to a pandemic event. In considering what actions are required by an approved provider, information and guidance provided by the Australian Health Protection Principal Committee (AHPPC), Victorian Government, the Department of Health (DH) and the Department of Education and Training (DET) should be followed and adhered to.

BWK acknowledges the contribution of the Department of Health for their review of this policy



## PURPOSE

This policy will provide clear guidelines and procedures to follow when:

- a child attending Bentleigh West Kindergarten Inc. shows symptoms of an infectious disease
- a child at Bentleigh West Kindergarten Inc. has been diagnosed with an infectious disease
- managing and minimising the spread of infectious diseases, illnesses and infestations (including head lice)
- managing and minimising infections relating to blood-borne viruses
- managing and minimising infections relating to epidemics (*refer to Definitions*) and pandemics (*refer to Definitions*) (e.g. coronavirus (COVID-19)).



## POLICY STATEMENT

### VALUES

Bentleigh West Kindergarten Inc. is committed to:

- providing a safe and healthy environment for all children, staff and any other persons attending the service
- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service
- adhering to evidence-based practice infection prevention and control procedures
- preventing the spread of infectious and vaccine-preventable diseases
- complying with current exclusion schedules and guidelines set by the Department of Health (DH)
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DH
- providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

Bentleigh West Kindergarten Inc. supports the Immunise Australia Program and National Immunisation Program (NIP), which is currently recommended by the National Health and Medical Research Council (NHMRC) and supported by the Commonwealth Government. All early childhood teachers, educators/staff at Bentleigh West Kindergarten Inc. are committed to preventing the spread of infectious diseases through simple hygiene practices such as hand washing, effective cleaning

procedures and assessing acceptable immunisation documentation and complying with recommended exclusion guidelines and timeframes for children, early childhood teachers and educators/staff.

## SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Bentleigh West Kindergarten Inc. including during offsite excursions and activities.

<b>RESPONSIBILITIES</b>	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring standard precaution practices ( <i>refer to Definitions</i> ) are carried out every day to minimise and, where possible, eliminate the risk of transmission of infection	√	√	√		√
Ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease ( <i>Regulation 88(1)</i> )	√	√	√	√	√
Ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable ( <i>Regulation 88(2)</i> )	√	√	√		
Ensuring that information from the DH about the minimum exclusion periods ( <i>refer to Definitions</i> ) is displayed at the service and is available to all stakeholders	√	√	√		
Ensuring that a child is excluded from the service in accordance with the minimum exclusion periods ( <i>refer to Definitions</i> ) when informed that the child is infected with an infectious disease ( <i>refer to Definitions</i> ) or has been in contact with a person who is infected with an infectious disease ( <i>refer to Definitions</i> ) as required under <i>Regulation 111(1)</i> of the <i>Public Health and Wellbeing Regulations 2019</i>	√	√	√	√	
Contacting the Communicable Disease Section, DHHS ( <i>refer to Definitions</i> ) if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period	√	√			
Ensuring obligations under No Jab No Play legislation ( <i>Public Health and Wellbeing Act 2008</i> ), including to request, assess and manage immunisation documentation are met, and to assist parents/carers and families who may face difficulties in meeting the requirements ( <i>refer to Enrolment and Orientation Policy</i> )	√	√	√		

Ensuring when directed by the Chief Health Officer, that a child who is at material risk of contracting a vaccine-preventable disease is excluded until the Chief Health Officer directs that attendance can be resumed ( <i>Regulation 111(2)(4) of the Public Health and Wellbeing Regulations 2019</i> )	√	√	√	√	
Ensuring that a minimum of one educator with current approved first aid qualifications is in attendance and immediately available at all times the service is in operation ( <i>refer to Administration of First Aid Policy</i> ). We strive follow best practice and strive to have all teachers and educators holding current approved first aid qualifications.	√	√	√		
Notifying DET within 24 hours of a serious incident ( <i>refer to Definitions</i> ) via the NQAITS	√	√			
Conducting a thorough inspection of the service on a regular basis, and consulting with staff to assess any risks by identifying the hazards and potential sources of infection	√	√	√		
Establishing and complying with good hygiene and infection prevention and control procedures ( <i>refer to Hygiene Policy</i> ) ( <i>refer to Attachment 4</i> )	√	√	√	√	√
Observing for signs and symptoms of an infectious disease in children, and taking appropriate measures to minimise cross-infection and inform management		√	√	√	√
Providing appropriate and current information and resources to all stakeholders regarding the identification and management of infectious diseases, blood-borne viruses and infestations	√	√	√		
Keeping informed of current legislation, information, research and evidence-based practice	√	√	√	√	√
Complying with the <i>Hygiene Policy</i> of the service and the procedures for infection prevention and control relating to blood-borne viruses ( <i>refer to Attachment 4</i> )	√	√	√	√	√
Communicating changes to the exclusion table or immunisation laws to all stakeholders in a timely manner	√	√	√		
Complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DH in an epidemic or pandemic event ( <i>refer to Attachment 5</i> ).	√	√	√	√	√
Notifying everyone at the service of any outbreak of infectious disease at the service including information about the nature of the illness, incubation and infectious periods, and the service's exclusion requirements for the illness, and displaying this information in a prominent position	√	√	√		
Advising parents/guardians on enrolment that the minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations ( <i>refer to: <a href="http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table">www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table</a></i> ).	√	√	√		
Providing information to staff and families about child and adult immunisation recommendations ( <i>refer to Attachment 6</i> )	√	√			

Advising the parents/guardians of a child who is not fully immunised on enrolment and/or is undertaking the 16 weeks grace period, that they will be required to keep their child at home when a vaccine-preventable disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased	√	√	√		
Ensuring that parents/guardians understand that they must inform the approved provider, nominated supervisor or their child's teacher as soon as practicable if the child is infected with an infectious disease or infestation, or has been in contact with a person infected with a condition for which the exclusion of contacts is specified ( <i>Regulation 110, Public Health and Wellbeing Regulations 2019</i> )	√	√	√	√	
Providing information and resources to parents/guardians to assist in the identification and management of infectious diseases and infestations	√	√	√		
Ensuring all families have completed a 'Consent form to conduct head lice inspections' ( <i>refer to Attachment 1</i> ) on enrolment	√	√	√		
Conducting head lice inspections whenever an infestation is suspected, which involves visually checking children's hair and notifying the approved provider and parents/guardians of the child if an infestation of head lice is suspected		√	√		
Providing a head lice action form ( <i>refer to Attachment 2</i> ) to the parents/guardians of a child suspected of having head lice	√	√	√		
Providing a head lice notification letter ( <i>refer to Attachment 3</i> ) to all parents/guardians when an infestation of head lice has been detected at within a group the child attends	√	√	√		
Maintaining confidentiality at all times ( <i>refer to Privacy and Confidentiality Policy</i> )	√	√	√	√	√
Keeping their child/ren at home if they are unwell or have an excludable infectious disease or infestation ( <i>refer to Definitions</i> )				√	
Informing service management as soon as practicable if their child has an infectious disease or infestation ( <i>refer to Definitions</i> ) or has been in contact with a person who has an infectious disease ( <i>Regulation 110 of the Public Health and Wellbeing Regulations 2019</i> )				√	
Complying with the minimum exclusion periods ( <i>refer to Definitions</i> ) or as directed by the approved provider or nominated supervisor after the Chief Health Officer directed them to exclude a child enrolled whom the Chief Health Officer has determined to be at material risk of contracting a vaccine-preventable disease ( <i>Regulation 111(2) of the Public Health and Wellbeing Regulations 2019</i> )				√	
BOLD tick √ indicates legislation requirement					



## PROCEDURES

- Refer to *Attachment 4*. Infection control relating to blood borne viruses
- Refer to *Attachment 5, 8 & 9* Actions for early childhood and care services in an epidemic or pandemic event
- Refer to *Attachment 7* COVID -19 vaccination requirements
- Refer to *Attachment 10* Procedure for chronic (persistent or prolonged) illnesses.



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## BACKGROUND AND LEGISLATION

### BACKGROUND

Infectious diseases such as the chickenpox, common cold, measles and mumps, are common in children and adults may also be susceptible.

Children are at a greater risk of exposure to infections in a children's service than at home due to the amount of time spent with a large number of other children.

The DH publishes the Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts, to assist in protecting the public by preventing, or containing, outbreaks of infectious conditions common in schools and children's services and is regulated by the [Public Health and Wellbeing Regulations 2019](#).

During an epidemic or pandemic, further instruction and guidance may be issued by the DH and the Australian Health Protection Principal Committee (AHPPC).

An approved provider must take reasonable steps to prevent the spread of infectious diseases at the service, and ensure that the parent/guardian, authorised nominee or emergency contact of each child enrolled at the service is notified of the occurrence of an infectious disease as soon as possible. The service must have policies and procedures in place for dealing with infectious diseases ([Regulation 88 of the Education and Care Services National Regulations 2011](#)). The service has a duty of care to ensure that everyone attending the service is provided with a high level of protection during all hours that the service is in operation. Protection can include:

- notifying (as soon as practicable) children, families and educators/staff when an excludable illness/disease is detected at the service
- complying with relevant health department exclusion guidelines, advice and information
- increasing educator/staff awareness of cross-infection through physical and close contact with others.

The Victorian Government offers an immunisation program for children to assist in preventing the spread of infectious diseases. There is also the Immunise Australia Program and National Immunisation Program (NIP), which is currently recommended by the National Health and Medical Research Council (NHMRC) and supported by the Commonwealth Government.

Early childhood education and care services that are regulated under the [Education and Care Services National Law Act 2010](#) have obligations under No Jab No Play legislation ([Public Health and Wellbeing Act 2008](#)), including to request, assess and manage immunisation documentation and to assist parents/carers and families who may face difficulties in meeting the requirements ([refer to Enrolment and Orientation Policy](#)).

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 88
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017 (Cth)
- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health & Wellbeing Amendment (No Jab No Play) Act 2015 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Cth)

- Public Health and Wellbeing Act 2008 (Vic)

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

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Blood-borne virus (BBV):** A virus that is spread when blood from an infected person enters another person's bloodstream and include human immunodeficiency virus (HIV), hepatitis B, and hepatitis C. Where basic hygiene, safety, infection prevention and control and first aid procedures are followed, the risks of contracting a blood-borne virus are negligible.

**Communicable Disease Section:** Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

**Epidemic:** is an outbreak of a contagious disease that spreads rapidly and extensively, and affects many individuals simultaneously in an area or population.

**Exclusion:** Inability to attend or participate in the program at the service.

**Illness:** Any sickness and/or associated symptoms that affect the child's normal participation in the program at the service.

**Infection:** The invasion and multiplication of micro-organisms in bodily tissue.

**Infestation:** The lodgement, development and reproduction of arthropods (such as head lice), either on the surface of the body of humans or animals, or in clothing.

**Infectious disease:** An infectious disease designated by the Communicable Disease Section (*refer to Definitions*), Department of Health Victoria (DH) as well as those listed in Schedule 7 of the *Public Health and Wellbeing Regulations 2019*, the Minimum Period of Exclusion from Primary Schools, Education and Care Service Premises and Children's Centres for Infectious Diseases Cases and Contacts.

**Medication:** Any substance, as defined in the *Therapeutic Goods Act 1989* (Cwlth), that is administered for the treatment of an illness or medical condition.

**Minimum exclusion period:** The minimum period for excluding any person from attending a children's service to prevent the spread of infectious diseases as specified in Schedule 7: Minimum Period of Exclusion from Primary Schools and Children's Services for Infectious Diseases Cases and Contacts of the *Public Health and Wellbeing Regulations 2019*. An infringement penalty for failure to exclude a child with, or exposed to, a specified infectious disease applies (applicable to a person in charge). The exclusion period table, published by the DHHS, can be accessed at [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table).

**Pandemic:** is an epidemic (*refer to Definitions*) occurring worldwide, or over a wide geographic area and affecting a large proportion of the population.

**Pediculosis:** Infestation of head lice that is transmitted by having head-to-head contact with another person who has head lice. Pediculosis does not contribute to the spread of any infectious diseases, and outbreaks of this condition are common in schools and childcare facilities.

**Standard precautions:** work practices that achieve a basic level of infection prevention and control. Using standard precautions aims to minimise and, where possible, eliminate the risk of transmission of infection, particularly those caused by blood-borne viruses. Standard precautions include but are not

limited to: hand hygiene, cleaning equipment and the environment, respiratory hygiene and cough etiquette and appropriate use of PPE.



## SOURCES AND RELATED POLICIES

### SOURCES

- Communicable Disease Section, Victorian Department of Health & Human Services (2019), *A guide to the management and control of gastroenteritis outbreaks in children's centres*. Victorian Government, Melbourne:  
<https://www2.health.vic.gov.au/about/publications/researchandreports/A-guide-to-the-management-and-control-of-gastroenteritis-outbreaks-in-childrens-centres>
- Department of Health & Human Services, Victoria (2012) *Head lice management guidelines*:  
<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Head-lice-management-guidelines>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011* (2017), ACECQA:  
<https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>
- *Guide to the National Quality Standard* (2017), ACECQA:  
<https://www.acecqa.gov.au/sites/default/files/acecqa/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf>
- *Immunisation Enrolment Toolkit for early childhood services*:  
<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Information about immunisations, including immunisation schedule, DHHS:  
[www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)
- Increase in gastroenteritis outbreaks in childcare:  
<https://www2.health.vic.gov.au/about/news-and-events/healthalerts/gastro-outbreaks-childcare>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5<sup>th</sup> edition):  
<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- National Immunisation Program, Department of Health, Australian Government:  
<https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>
- Statements Section for statements on health emergencies, AHPPC. Available at:  
<https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc>
- Victorian Department of Health & Human Services. *Disease information and advice*. Available at: <https://www2.health.vic.gov.au/public-health/infectious-diseases/disease-information-advice>
- WorkSafe, Victoria (2008) *Compliance code: First aid in the workplace*:  
<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment
- Dealing with Medical Conditions
- Enrolment and Orientation
- Hygiene
- Incident, Injury, Trauma and Illness

- Inclusion and Equity
  - Occupational Health and Safety
  - Privacy and Confidentiality
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## EVALUATION

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

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
  - monitor the implementation, compliance, complaints and incidents in relation to this policy
  - ensure that all information related to infectious diseases on display and supplied to parents/guardians is current
  - 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
  - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).
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## ATTACHMENTS

- Attachment 1: Consent form to conduct head lice inspections
  - Attachment 2: Head lice action form
  - Attachment 3: Head lice notification letter
  - Attachment 4: Procedures for infection control relating to blood-borne viruses
  - Attachment 5: Actions for early childhood and care services in an epidemic or pandemic event
  - Attachment 6: Child and adult immunisation recommendations
  - Attachment 7: COVID-19 vaccination requirements
  - Attachment 8: Pandemic cleaning checklist
  - Attachment 8: Staggered drop off/ pick up times
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## AUTHORISATION

This policy was adopted by the approved provider of Bentleigh West Kindergarten Inc. on 9<sup>th</sup> August 2021. and amended in April 2022

**REVIEW DATE:** August 2023

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**ATTACHMENT 1. CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS**

**NOTE: THIS FORM HAS BEEN ADDED TO THE OPEROO SYSTEM AND IS REQUIRED TO BE COMPLETED DURING THE ENROLMENT PROCESS.**

"[Place on service letterhead]"

Dear parents/guardians,

[Service Name] is aware that head lice infestation can be a sensitive issue and is committed to maintaining children’s confidentiality and avoiding stigmatisation at all times. However, management of head lice infestation is most effective when all children and their families actively support our policy and participate in our screening program.

All inspections will be conducted in a culturally appropriate and sensitive manner, and information about why the inspections are conducted and the benefits of preventing infestations will be explained to children prior to conducting the inspections.

Only the Nominated Supervisor or an external person approved by the service, such as a nurse employed by the local council, will be permitted to carry out inspections on children at the service. Where there is concern about a potential infection, a child’s hair will be inspected for the presence of head lice or lice eggs.

Where live head lice are found, [Service Name] will notify the parents/guardians and will provide them with relevant information about the treatment of head lice. Other families will be provided with a notice to inform them that head lice have been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child.

Please note that while head lice do not spread disease, they are included in the *Minimum Period of Exclusion from Primary Schools and Children’s Services for Infectious Diseases Cases and Contacts* published by the Department of Health and Human Services (DHHS) which defines the minimum period of exclusion from a children’s service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

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Child’s name: \_\_\_\_\_ Group: \_\_\_\_\_

I hereby give my consent for [Service Name], or a person approved by [Service Name], to inspect my child’s head when an infestation of head lice is suspected in the service.

Full name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I do not give consent for my child’s head to be inspected. I request that staff contact me when an infestation of head lice is suspected at the service, and I agree to come to the service to complete the inspection myself.

Full name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 2. HEAD LICE ACTION FORM**

"[Place on service letterhead]"

Dear parents/guardians,

We have detected head lice or lice eggs on your child and it is very important for you to treat your child as soon as possible, using safe treatment practices. Please read the attached pamphlet Treating and controlling head lice from the Department of Health (DH). This contains guidelines regarding detecting and treating head lice and lice eggs.

Please note that while head lice do not spread disease, they are included in the Minimum Period of Exclusion from Primary Schools and Children’s Services for Infectious Diseases Cases and Contacts published by the DH which defines the minimum period of exclusion from a children’s service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Please keep your child at home until appropriate treatment has commenced and use the form provided below to notify Bentleigh West Kindergarten Inc., when your child returns to the service, of the action taken by you to treat the head lice/eggs.

**Head lice treatment – action taken**

**Parent/guardian response form**

To [Service Name]

CONFIDENTIAL

Child’s name: \_\_\_\_\_ Group: \_\_\_\_\_

I understand that my child must not attend the service with untreated head lice or lice eggs.

I have used the following recommended treatment for head lice or lice eggs for my child:

\_\_\_\_\_ "[write name of treatment used]" .

Treatment commenced on: \_\_\_\_\_ [write date treatment was first used].

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 3. HEAD LICE NOTIFICATION LETTER

"[Place on service letterhead]"

Dear parents/guardians,

It has come to our attention that head lice or lice eggs have been detected in your child's group at Bentleigh West Kindergarten Inc. and we seek your co-operation in checking your child's hair regularly throughout this week, [Date].

Head lice are common in children and are transmitted by having head-to-head contact with someone who has head lice, but they do not transmit infectious diseases.

### **What can you do?**

We seek your co-operation in checking your child's hair and, in instances where head lice or lice eggs are found, treating your child's hair.

We also ask that you ensure your child does not attend the service until the day after appropriate treatment has occurred in line with the Department of Health's (DH) minimum period of exclusion required for head lice.

### **How do I treat my child for head lice?**

Please read the attached pamphlet Treating and controlling head lice from the DH. This contains guidelines regarding detecting and treating head lice and lice eggs. Additional information is also available by contacting the service.

### **Who do I contact if my child has head lice?**

If head lice or lice eggs are found in your child's hair, you must inform:

the service, and use the attached form to advise when treatment has commenced  
parents/guardians and carers of your child's friends so that they can also check these children for head lice or lice eggs and commence treatment if necessary.

### **When can my child return to the service?**

DH regulations require that where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Bentleigh West Kindergarten Inc. is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality.

Kind regards,

"[Signature of Nominated Supervisor]"

"[Name of Nominated Supervisor]"

## ATTACHMENT 4. PROCEDURES FOR INFECTION PREVENTION AND CONTROL RELATING TO BLOOD-BORNE VIRUSES AND BODY FLUIDS

The use of standard precaution practice (*refer to Definitions*) is the best way to prevent transmission of blood borne viruses and body fluids.

The procedures are based on information available from the Department of Education and Training (DET), the Victorian Government's Better Health Channel and the National Health and Medical Research Council.

### Important note on blood spills

A person responding to an incident involving blood at the service must first cover any cuts, sores or abrasions on their own hands and arms with waterproof dressings.

### MANAGING EXPOSURES TO BLOOD AND/OR BODY FLUIDS

Exposures include sharps injuries (including needlestick) and splashes into or onto mucous membranes (such as eyes, nose, mouth) or non-intact skin (cuts, sores or abrasions).

Remove contaminated clothing (if applicable) and thoroughly wash exposed area with soap and water.

Affected mucous membranes should be flushed with large amounts of water.

Eyes should be flushed gently (no soap)

The exposed person must report any occupational exposures immediately.

Seek medical attention for an assessment of the risk of infection and appropriate treatment

### CLEANING AND REMOVAL OF BLOOD SPILLS AND BODY FLUIDS

#### Equipment (label clearly and keep in an easily accessible location)

Disposable gloves

Disposable plastic bags/zip lock bags/biohazard container (if available)

Detergent/bleach

Disposable towels

Access to warm water

#### Procedure

1. Put on disposable gloves.
2. Cover the spill with paper towels.
3. Carefully remove the paper towel and contents.
4. Place the paper towels in an appropriate disposable plastic bag/zip lock bag/biohazard container.
5. Clean the area with warm water and detergent/bleach, then rinse and dry.
6. Remove and place gloves in an appropriate disposable plastic bag/zip lock bag/biohazard container, seal and place it in a rubbish bin inaccessible to children.
7. Wash hands in warm, soapy water and dry (follow the Handwashing guidelines in the *Hygiene Policy*).

### NEEDLE STICK INJURIES

If you get pricked by a discarded needle and syringe (often referred to as 'needle stick injury') the following steps should be taken:

Flush the injured area with flowing water.

Wash the wound well with soap and warm water.

Dry the wound and apply a waterproof dressing

Seek medical attention for an assessment of the risk of infection and appropriate treatment.

If the needle and syringe cannot be retrieved, mark the area so others are not at risk and contact the Disposal Helpline.

### SAFE DISPOSAL OF DISCARDED NEEDLES AND SYRINGES

#### Equipment (label clearly and keep in an easily accessible location)

Disposable gloves

Long-handled tongs

Disposable plastic bags

'Sharps' syringe disposal container, or rigid-walled, screw-top, puncture-resistant container available for free from local council, who may also provide free training to staff on the collection of sharps

#### **Procedure**

1. Put on disposable gloves.
2. Do not try to re-cap the needle or to break the needle from the syringe.
3. Place the 'sharps' syringe disposal container on the ground next to the needle/syringe and open the lid.
4. Using tongs, pick the syringe up from the middle, keeping the sharp end away from you at all times.
5. Place the syringe, needle point down, in the 'sharps' syringe disposal container and close the lid securely on the container.
6. Repeat steps 3 to 5 to pick up all syringes and/or unattached needles.
7. If appropriate, clean the area with warm water and detergent/bleach, then rinse and dry.
8. Remove and place gloves in a disposable plastic bag, seal and place it in a rubbish bin inaccessible to children.
9. Wash hands in warm, soapy water and dry (follow the Handwashing guidelines in the Hygiene Policy).

Under no circumstances should children, work-experience students or volunteers be asked or encouraged to pick up needles/syringes.

If the needle/syringe is not accessible and cannot be collected, mark and supervise the area so that others are not at risk and contact the Syringe Disposal Helpline on 1800 552 355.

Advice on the handling and disposal of needles/syringes can be accessed from:

the Syringe Disposal Helpline on 1800 552 355 (24 hours a day, 7 days a week) for the location of the nearest needle exchange outlet or public disposal bin  
the environmental officer (health surveyor) at your local municipal/council offices  
local general practitioners  
local hospitals.

**Note:** 'Sharps' syringe disposal containers and/or needles/syringes must not be put in normal waste disposal bins. To dispose of the container, take it to your local Needle and Syringe Program or council office or contact the Disposal Helpline (1800 552 355) for further advice

## ATTACHMENT 5. ACTIONS FOR EARLY CHILDHOOD AND CARE SERVICES IN AN EPIDEMIC OR PANDEMIC EVENT

Early childhood education and care services should consider a variety of strategies to support physical distancing and good hygiene practices to reduce the risk of infection transmission within the practical limitations of an early learning environment.

### ACTIONS

The following actions are to be considered, adapted and implemented as necessary according to the education setting and the individual needs of the staff, children and the wider service community:

Display educational materials, which can be downloaded and printed from the Department of Health's (DH) website  
Comply with National Health and Medical Research Council (NHMRC) guidance, *Staying healthy: Preventing infectious diseases in early childhood education and care services*

Alert your approved provider about any child or staff absenteeism due to an infectious disease outbreak

Keep parents and staff informed of the actions you are taking.

All unwell staff and children must stay home. Perhaps the most important action early childhood services can take to reduce the risk of infection transmission is to ensure that any unwell staff and children remain at home.

All unwell staff must stay home. At BWK, we have provided staff with *Special paid leave (pandemic)* to encourage staff to stay home when displaying any symptoms pertaining to the pandemic.

10 days of special paid leave provided to staff where the reasons relate directly to the pandemic (see Definitions). This Special Paid Leave is a total amount, not for each occasion. Once this Special Paid Leave (pandemic) has been depleted, staff must access their accrued personal leave – eg. sick, annual, carer's, long service or leave without pay.

- This special paid leave is to be offered at the discretion of the Committee and its validity will be reviewed if a pandemic occurs.
- The number of days provided will be determined by the current Committee

Staff or children most at risk of severe illness should individually assess appropriateness for on-site attendance at this time, with support from their medical practitioner. Parents/carers of children with complex medical needs (including those with compromised immune systems), should seek advice from the child's medical practitioner to support decision-making about whether on-site education and care is suitable, noting that this advice may change depending on the status of the pandemic in Victoria.

It is important that visitors to early childhood services are limited to those delivering or supporting essential services and operations during a pandemic situation.

Additional staff, including parent volunteers, should be discouraged from attending the service at this time. Ensure vigilance is maintained through the use of the visitor signing in and out record book including their contact details.

Parent information sessions and interviews should meet physical distancing requirements of 1.5 metres between adults, or else be replaced with virtual alternatives.

### HYGIENE

Everyone can protect themselves and prevent the spread of infection by continuing effective hand hygiene. (see also Hygiene policy).

All staff and children should undertake regular hand hygiene, particularly on arrival to the service, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. You are a good role model for the children and their parents/carers, so actively talk about why everyone needs to wash their hands and the importance of everyone doing this. Make sure liquid soap and running water, or alcohol-based hand sanitiser, is available at the entrance of the facility and throughout.

Tissues should be readily accessible with bins provided in each room and in outdoor areas for easy disposal.

It is recommended that children do not drink directly from drinking fountains at this time. Children should bring their own water bottle for use (and refilling) at the service.

Ensure the highest hygiene practices amongst food handlers as per NHMRC guidance *Staying healthy: Preventing infectious diseases in early childhood education and care services*. Sharing of food should not occur.

Use of mobile phones by staff during work hours should be discouraged. Staff should be reminded to clean their phones regularly.

BWK followed a Pandemic cleaning checklist (see Attachment 9) to ensure space is as hygienic as possible. This can be amended as required.

BWK has implemented restrictions of the maximum number of people that can be present in the following rooms at any given time, taking into account that there will be some thoroughfare in some areas:

Office – max 2

Kitchen – max 1

Front room – max 2

Shed – max 2

1. Storage room – max 1

## **ARRIVAL AND DEPARTURE**

To assist in minimising the spread of infection, procedures to reduce close proximity between attendees at the service should be considered.

- At BWK, at the beginning of the pandemic, we increased staff numbers at drop off times to ensure both safety and supporting a smooth transition to the new procedures. This is only required for one/two weeks until the new routine was imbedded.
- Consider the arrival and departure procedures for children and, where possible, minimise opportunities for parents and carers to gather in groups, especially in foyers and in children’s play areas.
  - It may be possible, for example, for children to be dropped off and picked up in the service entrance or foyer. At BWK, children are dropped off and collected from the front yard, with only one family permitted in the front yard at a time. Families are required to line up outside the gate whilst ensuring social distancing requirements are adhered to. X was taped on the ground to encourage 1.5 meter between each family.
- While staggered start and finish times occur naturally in some service types, early childhood education and care services will often have one arrival and pick up time. Consider how the arrival and pick up time could be spread out. One example may be to divide the group and allocate times, noting that it is not expected that session times are extended to accommodate additional arrival and departure procedures. (see Attachment 10 for Staggered pick up/drop off times)
  - Staggered pick up and drop off times were provided, and parents nominated time preferences via SurveyMonkey or email to group representative.
- Greeting parents and children at the front door in the morning and during pick up times will allow for one-on-one communication with families while practising physical distancing and providing opportunities to consider whether children are showing any signs of being unwell. At BWK, every child entering the service have their temperature checked in the front yard by a staff member with a contactless thermometer to ensure there is no fever present (only if relevant to pandemic).
  - Staff are to wear face masks or coverings when greeting families and performing temperature checks of children.
- At BWK, children are to wear their bags on their backs with all their belongings inside, leaving their hands free for washing upon entering the kinder. Staff monitor the children to ensure the hand washing guidelines are adhered to.
- At BWK, parents/guardians are required to bring their own pen for sign in and sign out to avoid cross contamination.
- At BWK, hand sanitiser is to be provided outside the gate for everyone to use prior to entering the front yard.
- At BWK, a “safe to enter” declaration is placed next to the sign in book where conditions of signing the child in are highlighted eg child has not been given Panadol in the last 24hrs.
- At BWK, for pick up time, each family rings the bell. Staff will remain in the building and prepare child to exit, only opening the door when child is ready. Staff monitor children walking into the yard to greet their parent/carer.

## **CONSIDERATIONS FOR TEACHING AND LEARNING ENVIRONMENTS**

Maintaining physical distance requirements between staff and children is not practical in early childhood services. In the case of coronavirus (COVID-19) physical distancing is most important between adults.

Reducing mixing between different age or room groups is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment.

- Consider small group play, staggered mealtimes and indoor/outdoor play opportunities whenever possible. BWK children are asked to leave a child size gap between each student for group time and eating. Progressive mealtimes are offered where possible.
- Windows should be open during the day to promote air flow where possible. BWK children can access the veranda spaces as part of the indoor space and when weather permits, doors and some windows are opened.
- Consider the setup of the room and the placement of the activities and limit the number of whole group activities. BWK has followed this advice by setting up tables with a maximum of 3 children at a time, allowing limited children in spaces such as 6 children in the sandpit at a time. The cubby house is to be closed during this time.
- Rather than having group times where everyone is sitting on the mat, consider using informal opportunities to engage with the children/read books/do storytelling with small groups of children at a time. BWK have followed this advice by limiting the numbers of group times and often working with half the group at a time. Children are spaced out where possible and we have also done lots of group times outside where more space is available.
- For younger children, particularly consider the rotation of toys more often and increase the frequency of cleaning toys. Sharing of toys that have been placed in mouths should be monitored and avoided. BWK follows the above and have also considered the cleanability of resources before placing for use.
- Wherever possible and where you have enough staffing for adequate supervision, consider operating an indoor/outdoor program. BWK is able to provide this and also able to use the veranda as indoor space.
- A greater range of activities will encourage children and staff to spread out more broadly.
- Mixing of staff and children between rooms should be minimised where possible. It is acknowledged that staff may need to move between rooms to support breaks and, in these situations, staff should be reminded of the importance of hand hygiene. Due to the session timetable, type of service, numbers of programs offered and staffing arrangement BWK is unable to apply this advice. Please note, the room is cleaned after each session to ensure each group starts off with a clean room.
- Where multiple staff are in a room, remind staff to maintain physical distancing from each other as much as practical. Refer to Hygiene section above for restrictions per room to be followed. BWK follows this advice

## **CONSIDERATIONS FOR OFFICES AND STAFF FACILITIES**

- Close proximity between staff should be avoided, where possible, and especially in offices and staff rooms. BWK has followed this advice and capped the number of adults in each adult space in the kinder, eg 2 people in the office (as per Hygiene section).
- Workstations should be spaced out as much as possible, and the number of staff in offices limited. Where possible, staff should use separate offices. Due to layout and building factors, BWK is unable to follow this advice, however workstations are cleaned between each use when staff need to share a workspace. All workstations are clean by each staff member at the end of day.
- Remind staff to maintain physical distancing from each other as much as possible in the reception, and offices.

## **CLEANING AND FACILITIES MANAGEMENT**

- Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of infection transmission.
- Services should maintain full adherence to the NHMRC childcare cleaning guidelines, in addition:
  - clean and disinfect high-touch surfaces at least daily (e.g. play gyms, tables, hard-backed chairs, doorknobs, light switches, phones, remotes, handles, desks, toilets, sinks, kitchenware). wash and launder play items and toys including washable plush toys, as appropriate, in accordance with the manufacturer's instructions. If possible, launder items



using the warmest appropriate water setting for the items and dry items completely. BWK assigned one committee member to do all the kinder fabric washing. Guidelines and detergent are supplied for this task.

- note, disinfecting and cleaning of toys and equipment is not required after every use.
- Hand hygiene (see Definitions) before and after use of shared equipment is recommended. (For example, prior to a new activity). BWK asked children to wash hand before and after each sensory activity eg playing in the sand. Sensory activities were reduced in the between strategies of the pandemic eg no playdough inline with government advice.
- At BWK, a Pandemic cleaning checklist (refer to Attachment 9) has been implemented and actioned to ensure space is as hygienic as possible.
- Excursions should not be undertaken other than to local parks. BWK continued the nature kinder program with the extra requirement that all parent helpers had a recent flu vaccination.

### **PROVISION OF ROUTINE CARE AND FIRST AID**

Physical distancing is not practical when providing direct care. In this situation, standard precautions, including hand hygiene, are important for infection prevention and control.

Standard precautions (*refer to Definitions*) are advised when coming in to contact with someone for the purpose of providing routine care, assistance or first aid. Also see NHMRC guidance Staying healthy: Preventing infectious diseases in early childhood education and care services.

Always wash hands with soap and water or use a hand sanitiser before and after performing routine care or first aid.

Additional personal protective equipment (PPE), for example face masks, is not required (unless specified otherwise from the Department of Health) to provide routine care or first aid (unless coming into contact with blood or body fluids) for children who are well.

### **MANAGEMENT OF AN UNWELL CHILD OR STAFF MEMBER**

It is important that any staff member or child who becomes unwell while at an early childhood service returns home.

Sensible steps services can take while a child awaits collection by a parent or carer as a precaution include the following.

Staff or children should be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible.

Where staff or children are experiencing compatible symptoms important actions to take include hand hygiene, physical distance and where possible putting a face mask on the person who is unwell. Staff caring for or supervising an unwell child should also wear a face mask.

Face masks should not be used in situations where an individual is unable to safely or practically tolerate a mask (e.g. a child with complex medical needs, including existing respiratory needs, and younger children).

Urgent medical attention should be sought where indicated.

Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of an epidemic or pandemic.

If a staff member is unsure whether a child is unwell, it is advisable in the first instance to contact the parent/carer to discuss any concerns about the health status of the child and, taking a precautionary approach, request the parent/carer to collect their child if concerns remain. A trained staff member could take the temperature of the child, where appropriate, to support decision making.

Staff or children experiencing compatible symptoms with the infection should be encouraged to seek the advice of a healthcare professional who can advise on next steps. A medical certificate is not required to return to an early childhood setting after a period of illness, however staff and children should not return until symptoms resolve.

Follow cleaning guidance according to the situation of the case. If a child spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

### **SOURCE**

Health and safety advice for early childhood education and care services in the context of coronavirus (COVID-19), Department of Education and Training and DH.

## ATTACHMENT 6. CHILD AND ADULT IMMUNISATION RECOMMENDATION

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (*refer to Sources*) set out by the Australian Government Department of Health.

Routine childhood immunisations help to protect children against:

diphtheria	Haemophilus influenzae type b (Hib)
tetanus	rotavirus
whooping cough (pertussis)	chickenpox (varicella)
polio	measles
pneumococcal disease	mumps
meningococcal ACWY disease	rubella (German measles)
hepatitis B	influenza

Aboriginal and Torres Strait Islander infants are also protected against meningococcal B disease.

For more information visit: <https://www2.health.vic.gov.au/public-health/immunisation>

People who work with children are at an increased risk of catching and passing on infectious diseases. Infected staff, especially people working in early childhood education and care, may transmit infections to susceptible people. This has potential for serious health outcomes. Many infectious diseases are highly infectious several days before symptoms appear. Vaccination can protect the staff member who is at risk of acquiring the disease, and also reduce the risk of disease transmission to people who the worker is in contact with.

These infections may include:

influenza	mumps
rubella	varicella
measles	pertussis

All people who work with children are recommended to receive vaccines:

influenza  
measles, mumps, rubella (MMR)  
pertussis (dTpa)  
varicella

In addition to the vaccines for all people who work with children, hepatitis A vaccine is recommended for staff working in early childhood education and care. Additional vaccinations are recommended for special categories of educators and other staff:

hepatitis B for staff who care for children with intellectual disabilities

Japanese encephalitis for those who work in the outer Torres Strait islands for 1 month or more during the wet season.

For more information visit: <https://immunisationhandbook.health.gov.au/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk>

Under the Occupational Health and Safety Act 2004 employers must provide a working environment that is safe and without risks to health. Further, employers are required to take steps to eliminate risks so far as is reasonably practicable. If it is not reasonably practicable to eliminate these, they are required to reduce those risks so far as is reasonably practicable.

To reduce the risk to employees of acquiring a vaccine-preventable disease or transmitting such a disease to other staff, children or their families, employers should:

develop a staff vaccination policy that states the vaccination requirements for educators and other staff

develop a staff vaccination record that documents each staff member's previous infection or vaccination for the diseases listed previously in 'Vaccines – possible recommendations'

require all new and current staff to complete the staff vaccination record

regularly update staff vaccination records as staff become vaccinated

provide staff with information about vaccine-preventable diseases – for example, through in-service training and written material, such as fact sheets

take all reasonable steps to encourage non-immune staff to be vaccinated.

give advice to early childhood teachers, educators and other staff, and any refusal to comply with vaccination requests, should be documented.

exclude staff who are not vaccinated from the workplace in the event of an outbreak of a vaccine-preventable disease.

Aside from reinforcing the immunisation recommendations, the approved provider should also advise staff of the potential consequences if staff refuse reasonable requests for immunisation. These consequences could include:

being restricted to working with children over 12 months old;

potentially having to take antibiotics during outbreaks of bacterial diseases that are vaccine preventable; and

being excluded from work during outbreaks of vaccine-preventable diseases (even if the staff member is not ill).

Although these guidelines provide for exclusions and encourage vaccination, they are currently not supported by accreditation and licensing requirements.

The Australian Government is committed to providing all Australians with access to free, safe and effective COVID-19 vaccines. While the Government aims to have as many Australians as possible choose to be vaccinated, receiving a vaccination is voluntary. The approved provider can encourage staff to get a COVID-19 vaccination, if they are able to.

## ATTACHMENT 7. COVID-19 VACCINATION REQUIREMENTS

ELAA has made every effort to ensure the information in this template is accurate and current at date of publication. The information contain within this template may change to keep in line with the Public Health Orders. It is the responsibility of the approved provider to ensure the currency and accuracy of the information contained in this attachment.

### COVID-19 mandatory vaccination directions

COVID-19 Mandatory Vaccination (Workers) Directions given by the Acting Chief Health Officer under the *Public Health and Wellbeing Act 2008 (Vic) 200(1)(d)* obliges employers to ensure the vaccination of their staff to limit the spread of COVID-19 within the service setting, this includes:

- onsite early childhood education and care services or children's services provided under the Education and Care Services National Law, the Education and Care Services National Regulations, and the Children's Services Act 1996 (Vic).

### Educational staff

Under the Chief Health Officer direction, educational staff includes:

- any person employed to work in an education facility (including teachers, early childhood educators and educational support staff)
- a person contracted to work at an education facility and who will or may be in close proximity to children, students or staff
- DET staff who attend an education facility
- staff of any other entity who attends an education facility
- students on placements.

### Contractors

Contractors are covered by the Directions if they will have contact with children or staff. These may include:

- IT Personnel
- Bookkeepers
- Gardeners
- Cleaners employed to work at the service
- Breakfast Club suppliers.

### Authorised Workers

Contractors that are considered Authorised Workers must be vaccinated or have a valid medical exemption; this can include but is not limited to:

- Repairs and maintenance workers
- Contract cleaners
- Delivery drivers.

Under the Public Health Order, the approved provider can:

- contact the contractor's employer (e.g., the cleaning company) or contractor directly for proof of vaccination
- advise that it is a requirement to comply with the Public Health Order in relation to who may attend the ECEC service.

Volunteers and parents attending the service

This includes:

- Committees of Management (CoM) (can continue to work remotely if unvaccinated)
- Parent Advisory Groups (PAG) (can continue to work remotely if unvaccinated)
- Parent helpers and volunteers.

Unvaccinated CoM member (without a valid medical exemption) cannot:

- Attend the ECEC premises
- Attend an in-person Committee meeting with the Director or a member of staff present
- Attend an in-person AGM or Special General Meeting

Unvaccinated parent helpers cannot continue to volunteer if their work involves in person contact with children or staff, or attending the ECEC premises.

Educational staff, Contractors and Volunteers and parents attending the service must have had:

- their first vaccination by 25 October 2021; and
- their second vaccination by 29 November 2021

### Medical exemptions

Medically exempt staff must provide a medical contraindication certificate from their medical practitioner which outlines one of the following contraindications to the administration of a COVID-19 vaccine:

- a. anaphylaxis after a previous dose;
- b. anaphylaxis to any component of the vaccine, including polysorbate or polyethylene glycol;
- c. in relation to AstraZeneca:
  - I. history of capillary leak syndrome; or
  - II. thrombosis with thrombocytopenia occurring after a previous dose;
- d. in relation to Comirnaty or Spikevax:
  - I. myocarditis or pericarditis attributed to a previous dose of either Comirnaty or Spikevax; or
- e. The occurrence of any other serious adverse event that has been attributed to a previous dose of a COVID-19 vaccine by an experienced immunisation provider or medical specialist (and not attributed to any another identifiable cause); AND has been reported to State adverse event programs and/or the Therapeutic Goods Administration.

**Additional medical exemption:** A person who has been diagnosed with COVID-19 can have a medical certificate from their treating medical practitioner stating that they cannot be vaccinated for up to six months

### Collection of vaccination records

By 18 October 2021, approved providers need to have collected the following information from all current and potential staff, contractors and volunteers attending the service:

- whether staff have received both doses of a COVID-19 vaccination; or
- whether they have received one dose of a COVID-19 vaccine and the date they have booked in to receive their second dose (which needs to be before 29 November 2021); or
- whether they have made a booking to receive their first COVID-19 vaccination, noting that this must be on or before 25 October 2021; or
- whether they cannot receive a COVID-19 vaccination because an exemption applies to them, and they have evidence from an approved medical practitioner certifying an exemption applies to them.

If staff have not provided the above information by 18 October 2021, they will not be permitted at the service, and will need to be treated as though they are unvaccinated.

Additionally, if staff have not received their first dose by 18 October 2021 but have made a booking to receive their first dose by 25 October 2021, they will be permitted on site. If the person has not received their first dose by 25 October 2021, they will not be permitted at the service after that date.

### Vaccination records

A vaccination record is information about a person's vaccination status made under, or in accordance with, the [Australian Immunisation Register Act 2015 \(Cth\)](#).

- Fully vaccinated staff vaccination record:
  - A certificate of immunisation. This is a COVID-19 Medicare Digital Certificate (printed) as provided by Medicare, OR
  - An immunisation history statement obtained from the Australian Immunisation Register as provided by Medicare (also available for partially vaccinated workers).
- Partially vaccinated or unvaccinated staff vaccination record:
  - Booking information that demonstrates that the staff member will:
    - receive, by the first dose deadline (25 October 2021), a dose of a COVID--19 vaccine that will cause the staff to become partially vaccinated, OR
    - receive, by the second dose deadline (29 November 2021), a dose of a COVID-19 vaccine that will cause the staff to become fully vaccinated.
- Medically exempt persons record:
  - A medical contraindication certificate/letter as certification from a medical practitioner that the person is unable to receive a dose, or a further dose, of a COVID-19 vaccine

**Sighting the documentation alone (i.e. on a mobile phone) is insufficient**

### Storage of vaccination records

- It is recommended that vaccination records to be kept on the premises either in hardcopy or electronic format in secure location with restricted access
- Vaccination records are to be stored in accordance with the *Privacy and Confidentiality Policy* and kept on each staff record:
  - Disclosure of a staff vaccination status without consent is permitted if the collection of this information is required or authorised by an Australian law.
  - Prior consent from staff is not require if collecting and storing vaccination information for the purposes of complying with the Directions under the *Public Health and Wellbeing Act 2008 (Vic)*
  - Private sector organisations who have lawfully collected vaccination information can access the employee records exemption in the *Privacy Act 1988 (Cth)*
  - The Australian Privacy Principles under the *Privacy Act 1988 (Cth)* will not apply when information is collected and held in an employee record and directly related to the employment relationship
- Only nominated person/s appointed by the approved provider/Committee of Management/employer (i.e., Human Resources, nominated supervisor, director) can be permitted access to confidential vaccination records.

### Disclosures

- Approved providers have disclosure obligations to Authorised Officers for vaccination records
- Authorised Officers are appointed by the Victorian Chief Health Officer and may exercise requirements under the Public Health Order
- An Authorised Officer must produce their identity card for inspection unless it is impractical to do so - *section 166(1)* of the *Public Health and Wellbeing Act 2008 (Vic)*
- WorkSafe inspectors can be appointed as Authorised Officers to enforce workplace compliance with Victorian Chief Health Officer (CHO) Directions.
- An Authorised Officer may request staff members to provide their worker vaccination information at the premises
- If an Authorised Officer makes a request for vaccination information, staff must comply with the request

Note: In this instance an Authorised Officers under the Public Health and Wellbeing Act 2008 (Vic) are not the same as Authorised Officer from QARD/DET. Authorised Officers can be from WorkSafe who will check a service's vaccination records

## ATTACHMENT 8: PANDEMIC CLEANING CHECKLIST

	Mon end of session 1	Mon end of session 2	Tues end of session	Wed end of session 1	Wed end of session 1	Thurs end of session	Fri end of session 1	Fri end of session 1
As required washable toys washed in warm water then disinfected								
Wipe the forehead thermometer								
Clean phone x2								
Water bottle holders sprayed and wipes								
Clean fridge door, kettle, microwave, sink and taps in kitchen								
Camera								
Clean art easel								
Swing and eat cleaned								
Gate handle wiped								
As required clean outside areas								

As required clean sandpit toys								
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**BETWEEN THE SESSIONS**

	Mon	Wed	Fri
All door handles including bathroom			
Tabletops wiped			

**Notes:**

Wiped means wiped with disinfectant using a yellow cloth

Clean keyboard and mouse at the end of use

Clean shed door once a week on Wednesdays

(version 5 -last updated 30.7.20)



## ATTACHMENT 9: STAGGERED PICK UP/DROP OFF TIMES

Purple group			
	Monday	Wednesday	Thursday
Drop off	1.15-1.30pm	8.30-8.45am	8.45-9.00am
Pick up	4.15-4.30pm	12.30-12.45pm	3.15-3.30pm
Drop off	1.30-1.45pm	8.45-9.00am	9.00-9.15am
Pick up	4.30-4.45pm	12.45-1.00pm	3.30-3.45pm
Yellow group			
	Tuesday	Wednesday	Friday
Drop off	8.45-9.00am	1.30-1.45pm	8.30-8.45am
Pick up	3.15-3.30pm	4.00-4.15pm	1.00-1.15pm
Drop off	9.00-9.15am	1.45-2.00pm	8.45-9.00am
Pick up	3.30-3.45pm	4.15-4.30pm	1.15-1.30pm
Green group			
	Monday		
Drop off	8.30-8.45am		
Pick up	12.00-12.15pm		
Drop off	8.45-9.00am		
Pick up	12.15-12.30pm		

## ATTACHMENT 10: PROCEDURE FOR CHRONIC (PERSISTENT OR PROLONGED) ILLNESSES.

Families are to provide the below to the teacher upon discussion of a child returning to Kinder who has been diagnosed as suffering prolonged or persistent symptoms as a result of a chronic illness, ongoing or unusual symptoms as a result of a viral illness or as a result of a diagnosed medical condition.

- A negative Covid-19 PCR test one day prior to return date
- A doctors letter that states/lists the symptoms the child is suffering, that the illness/condition and the stated/listed symptoms are not contagious and that the child is fit to return to Kinder.

### Temporary exemption from isolation if you recently had COVID-19

If you have recovered from COVID-19, you aren't required to get tested or isolate/quarantine if you are re-exposed to a case within 8 weeks of ending your isolation period.

After 8 weeks, you must follow the relevant advice depending on the type of contact you are.