



# COVID-19 (Coronavirus) Response Plan

## Policy and Procedures

### Dealing with Infectious Disease

#### **Policy Statement**

FOOSHC is committed to providing a safe and healthy environment that reduces the chance of being infected or spreading COVID-19. In recognition of the rapid spread of this disease and the ongoing release of information from authorities, FOOSHC will respond swiftly and correctly to advice from authorities. COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. Regular handwashing is vital. A key way to protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures in the workplace. A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus (Safe Work Australia, 2020).

**Coronaviruses (CoV)** are a large family of viruses that cause illness ranging from the common cold to more severe diseases.

A **novel coronavirus (nCoV)** is a new strain that has not been previously identified in humans. COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019 (World Health Organisation).

#### **Policy Aims**

FOOSHC will apply measures that prioritise health and safety, including:

- Implementing vigilant hygiene practices that prevent the spread of infectious diseases
- Encouraging good health and sanitation
- Monitoring sources of public health information
- Implementing all measures recommended by authorities, and
- Educating and informing our community with current and trusted information.

#### **Relevant Legislation Requirements**

- Work Health and Safety Act 2011
- National Quality Standards
- The Education and Care Services National Regulations 2018
- The Education and Care Services National Law Act 2018
- Children and Young People Act 2008

#### **Relevant FOOSHC Policy documents and other:**

- FOOSHC COVID-19 Risk Assessment Plan
- FOOSHC Family communication FAQ sheet
- FOOSHC Enrolment and Orientation Policy



**FORREST OUT OF SCHOOL HOURS CARE**

- FOOSHC Procedure for cleaning and disinfection for outbreaks of illness and infection
- FOOSHC Confidentiality of Records policy and procedures
- FOOSHC Medical Conditions policy
- FOOSHC Incident, Injury, Trauma and Illness policy and procedures

**Related Guidelines, Standards and Frameworks:**

- ✓ National Quality Standard, Quality Area 2: Children’s Health and Safety –Standards 2.1, 2.1.1, 2.1.2, 2.2
- ✓ National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standard 6.1, 6.2

**Roles and responsibilities**

ROLE	AUTHORITY/RESPONSIBLE FOR
<b>FOOSHC</b>	<ul style="list-style-type: none"> <li>▪ Follow practices to reduce the chance of being infected or spreading COVID-19 as outlined in FOOSHC policy.</li> <li>▪ Regularly check updates from reliable sources and communicate these to the Nominated Supervisor and action accordingly.</li> <li>▪ Ensure that required notifications are made within the defined time frame.</li> <li>▪ Provide hand washing facilities and make sure these are kept clean, adequately stocked and in good working order.</li> <li>▪ Provide PPE, including gloves.</li> <li>▪ Ask staff who are sick with respiratory illness to stay home until recovered and with medical clearance.</li> <li>▪ If there is a confirmed case of COVID-19, cooperate with directions from the health authorities and maintain confidentiality.</li> <li>▪ Make appropriate arrangements so that staff who need to self-quarantine stay away from work.</li> </ul>
<b>FOOSHC Nominated Supervisor – Ali Sewter</b>	<ul style="list-style-type: none"> <li>▪ Work with FOOSHC to ensure that current and reliable information is communicated to families and staff and actioned accordingly.</li> <li>▪ Uphold the COVID-19 Risk Assessment Plan.</li> <li>▪ Adhere to quarantine requirements and enforce self-quarantine as directed by ACT Department of Health.</li> <li>▪ Notify FOOSHC immediately if you need to self-quarantine, have a confirmed case of COVID-19, have recently travelled to an overseas destination or been in close contact with a confirmed case of COVID-19.</li> <li>▪ Make appropriate arrangements so that staff who need to self-quarantine stay away from work.</li> <li>▪ Assist FOOSHC to make the required notifications within the defined timeframes.</li> <li>▪ Arrange for any maintenance or ordering of supplies to ensure there are adequate hand washing facilities.</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ Ensure hand sanitiser, PPE and cleaning products are available for use.</li> <li>▪ Promote good hygiene practices such as through posters on handwashing and respiratory hygiene.</li> <li>▪ Keep FOOSHC clean and hygienic (in cooperation with Forrest Primary School).</li> <li>▪ Ask staff who are sick with respiratory illness to stay home until recovered and seek medical advice.</li> <li>▪ If children become sick while at the service, follow illness procedures to ensure they are isolated, and families are contacted.</li> <li>▪ Advise families of sick children to seek urgent medical advice. If they are very unwell, call an ambulance.</li> <li>▪ If there is a confirmed case of COVID-19, cooperate with directions from the ACT Department of Health and maintain confidentiality.</li> <li>▪ Follow practices to reduce the chance of being infected or spreading COVID-19 as listed in the FOOSHC COVID-19 Policy (this) document.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>▪ Follow the FOOSHC COVID-19 Risk Assessment Plan.</li> <li>▪ All Educators to complete the online training COVID Infection Prevention with the Department of Health - <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></li> <li>▪ Keep FOOSHC clean and hygienic and ensure/assist regular cleaning of high-touch surfaces as stipulated in this FOOSHC COVID Policy document.</li> <li>▪ Advise nominate supervisor of sick children whose families need to seek medical advice. If they are very unwell, call an ambulance.</li> <li>▪ If children become sick while at the service, follow illness procedures to ensure they are isolated, and families are contacted – in communication with the nominate supervisor.</li> <li>▪ Stay home if unwell.</li> <li>▪ If there is a confirmed case of COVID-19, cooperate with directions from the Department of Health and maintain confidentiality.</li> <li>▪ Follow practices to reduce the chance of being infected or spreading COVID-19 as listed in the FOOSHC COVID-19 Policy document (this document) and the Risk Assessment Plan.</li> <li>▪ Follow food preparation and handling procedures in conjunction with regular hand washing and respiratory etiquette.</li> <li>▪ Notify the Nominated Supervisor immediately if you need to self-quarantine, have a confirmed case of COVID-19, have recently travelled to an overseas destination or been in close contact with a confirmed case of COVID-19.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>▪ Follow practices to reduce the chance of being infected or spreading COVID-19 including regularly and thoroughly cleaning hands with an</li> </ul>



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	<p>alcohol-based hand sanitizer or with soap and water following good respiratory hygiene when coughing or sneezing.</p> <ul style="list-style-type: none"> <li>▪ Follow directions From the Local Public Health Unit (such as the need to self-quarantine) and inform the Nominated Supervisor if you have recently travelled to an overseas destination, have a confirmed case of COVID-19 or been in close contact with a confirmed case of COVID-19.</li> <li>▪ Follow instructions from FOOSHC staff regarding any changes in the drop off and pick up routines during the Covid-19 pandemic.</li> <li>▪ Follow instructions from FOOSHC staff regarding changes to staff flow, social spaces and rules in place to reduce risk of contamination during the Covid-19 pandemic.</li> <li>▪ Seek medical attention for your child should they be unwell.</li> <li>▪ Immediately collect your child from FOOSHC if requested to do so by the nominate supervisor/staff due to concerns for their health.</li> </ul>
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### Implementation

All staff will:

- ✓ Follow the FOOSHC COVID-19 Risk Assessment Plan.
- ✓ Regularly and thoroughly clean hands with an alcohol-based hand sanitiser or with soap and water.
- ✓ Encourage children to avoid touching eyes, nose and mouth as much as possible.
- ✓ Follow good respiratory hygiene, when coughing or sneezing:
  - ✓ cover mouth and nose with bent elbow or tissue and
  - ✓ dispose of the used tissue immediately and
  - ✓ wash hands with soap and water or, if water is not available, use hand sanitiser.
- ✓ Follow existing protocols for cleaning and disinfection for outbreaks of illness/infection which includes the following steps:
  - ✓ Put on gloves
  - ✓ Make up a fresh container of correctly diluted detergent and warm water
  - ✓ Immerse a cloth, wring it out, and clean the area vigorously to loosen germs.
  - ✓ Rinse away germs with clean water
  - ✓ Dry the surface to make it harder for germs to survive/grow
  - ✓ After this process, disinfect the clean and dry area, following the manufacturer's instructions.
- ✓ Exclude children or staff who are unwell and reasonably suspected to have a communicable disease from FOOSHC until they are cleared by a doctor to return.
- ✓ Follow cancellation of FOOSHC excursions during this heightened risk period.
- ✓ Follow directions given by the ACT Education Directorate and ACT Department of Health.
- ✓ Follow FOOSHC Individual Medical Plans at all times.



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- ✓ Request that families seek urgent medical attention if there are any concerns regarding the health of a child at FOOSHC (further guidance may be sought from Healthdirect on 1800 022 222).

### Enrolment and Orientation of Children

As per directions from the Department of Education, Skills and Employment (<https://www.dese.gov.au/covid-19/childcare>) on 2 April 2020, the Australian Government announced the new Early Childhood Education and Care Relief Package. From Monday 6 April 2020, weekly payments will be made directly to early childhood education and care services in lieu of the Child Care Subsidy and the Additional Child Care Subsidy, to help them keep their doors open and employees in their jobs. Payments will be made until the end of the 2019–20 financial year and families will not be charged fees during this time.

All staff will follow the FOOSHC Enrolment and Orientation of Children Policy and the FOOSHC Confidentiality of Records policy and procedures to ensure that procedures are clear to all families.

Families seeking a place at the service will be given Priority of Access in accordance with the following:

- Priority 1—a child currently enrolled in Forrest Primary School
- Priority 2— a child at risk of serious abuse or neglect
- Priority 3— a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- Priority 4—any other child.

To join the waiting list, families are required to make a phone appointment with the Nominated Supervisor and submit a completed waiting list application form. FOOSHC will accept enrolments of children whom have turned 4 years old are enrolled at and attending the first year of primary school education.

Enrolments are accepted providing the maximum daily attendance does not exceed the approved number of places of the service, (unless in the case of emergency care), and child-educator ratios are maintained across the service. On acceptance, families are provided with an enrolment pack, and will be introduced to the service educators. Families can be directed to <https://docs.education.gov.au/node/53380> for FAQ related to payment schemes.

The provider must meet the following conditions (<https://www.dese.gov.au/document/early-childhood-education-and-care-relief-package-conditions>):

- the service remains open and provides sessions of care to at least one child, unless closed on public health advice or by a state regulatory authority for COVID-19 health and safety reasons
- families and carers are not charged fees in relation to sessions of care provided to children during the period the provider receives the payments
- priority of access is given to children of essential workers, vulnerable and disadvantaged children and previously enrolled children
- the provider/service continues to record attendance of children



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- where children enrol at a service who otherwise would be considered 'at risk' for the purposes of ACCS (child wellbeing) services are required to make a referral to an appropriate support agency as per the existing ACCS (child wellbeing) referral requirements
- the provider and service must comply with all other Family Assistance Law and National Law requirements, including remaining eligible for the CCS.

It should be noted that the Relief Package payments are discretionary payments under Family Assistance Law, and failure to comply with the conditions can result in the payments being reduced or suspended.

### **Service of food and water**

FOOSHC will follow any direction from the ACT Education Directorate and the ACT Department of Health in relation to the safe service of food and water.

FOOSHC follows strict food preparation and handling procedures, including:

- ✓ Properly cooking food
- ✓ Following good hand hygiene
- ✓ Following respiratory etiquette
- ✓ Single use cups are used at all water stations for children
- ✓ Staff will provide meals and serve using designated tongs/utensils – children will not self-serve
- ✓ Water fountains are covered and not used during the COVID-19 pandemic.

### **Communication and Reporting**

In recognition of the rapid and consistent release of information related to COVID-19, FOOSHC will refer to reliable authorities daily. Advice, directions, and guidance will be communicated to ALL staff and families immediately and followed accordingly. FOOSHC will remain diligent in reporting responsibilities and any directions provided to the service by the Minister of Health.

### **Trusted sources of information include:**

- ✓ Australian Government Department of Health: [www.health.gov.au](http://www.health.gov.au)
- ✓ Coronavirus information for schools and early childhood centres, students and parents: [www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-schools-and-early-childhood-centres-students-and-parents\\_0.pdf](http://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-schools-and-early-childhood-centres-students-and-parents_0.pdf)
- ✓ Corona Health Information Line: 1800 020 080
- ✓ ACT Department of Health
- ✓ Children's Education and Care Assurance -The Regulatory Authority ACT Education directorate

Any incident that requires FOOSHC to close or reduce the number of children for a period will be notified to the Territory Regulatory Authority within 24 hours.

If a child or staff member at the service is diagnosed with COVID-19 this will be reported to the Regulatory Authority and the ACT Department of Health



A confirmed case of COVID-19 is a serious incident and as such will be notified as soon as practicable within 24 hours to the ACT Department of Health and CECA.

All Notifications will be made through the National Quality Agenda IT System (NQA ITS) or through direct contact via phone or email.

### **Cleaning and hygiene**

FOOSHC, in cooperation with FORREST PRIMARY SCHOOL, will maintain a clean and hygienic environment. During COVID -19 pandemic (and any infectious disease outbreak) the routine environmental cleaning is increased in frequency. Surfaces are cleaned to reduce contamination, then disinfected to remove germs. This includes:

- ✓ frequently touched surfaces and objects such as doors, windows, tables, benchtops, and toys
- ✓ personal items such as phones, glasses and workstation equipment such as keyboards, mouse, monitors using isopropyl alcohol wipes
- ✓ amenities including kitchens, lunchrooms, common areas, change rooms, toilets, tap handles, door handles, showers and drink fountains, are cleaned industrially and the frequency of this cleaning increased (FOOSHC drinking fountains are covered during the COVID-19 pandemic).
- ✓ surfaces which may have been mouthed or in contact with bodily fluids.

### **Cleaning and Disinfecting processes**

FOOSHC recognises that cleaning and disinfecting are two different processes. As stipulated by safe work Australia (2020) the following definitions are followed:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution.

A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It is important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

Water and physical effort alone will not kill the COVID-19 virus. A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID 19 has been recently. Disinfectants require sufficient contact time to be effective.



**Cleaning of various surfaces**

Safe Work Australia (2020) outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19 as follows:

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean at least daily or every shift change	Clean weekly	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent



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Glass	Clean and disinfect as soon as you become aware	Disinfectant	daily or every shift change	weekly	Detergent
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Fabric	Clean and disinfect as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA)  Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets  If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

#### Cleaning of various items at FOOSHC

According to Safe Work Australia (2020) The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19. It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable. More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.



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	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Call bell/door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor)	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent



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Cleaning Equipment	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds	Clean and disinfect as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Door knob/handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains (Covered during COVID-19)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Floor (non-slip vinyl)	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent



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Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required  Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Monthly & defrost as required  Daily spot check— clean when necessary	Refer to manufacturer's recommendations  Detergent
Hand rails, stair rails	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Keys, locks and padlocks  Toys, play equipment and activities	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily and at end of each shift	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations  Isopropyl alcohol-based wipes/sprays  Detergent
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant  Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighti ng	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations  Detergent



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	become aware				
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desk s	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant



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Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent



**Sources of Information and additional resources used:**

1. Community Early Learning Australia (CELA): <https://www.cela.org.au/resource/covid-19/>
2. Safework Australia: Early childhood education and care workers: Minimising the risk of exposure to COVID-19 - [www.safeworkaustralia.gov.au/sites/default/files/2020-04/early-childhood-education-minimising-the-risk-of-exposure-to-covid-19\\_0.pdf](http://www.safeworkaustralia.gov.au/sites/default/files/2020-04/early-childhood-education-minimising-the-risk-of-exposure-to-covid-19_0.pdf)
3. Safework Australia: <https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>
4. Spotlight on Quality Issue 5 – Unpacking reporting responsibilities: <https://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-earlychildhood-education-sector/news-and-events/spotlight-on-quality/issue-5-unpackingreporting-responsibilities> World Health Organisation – Coronavirus disease (COVID-19) Outbreak:
5. [www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019)
6. Fair Work Ombudsman: Coronavirus and Australian workplace laws: <https://coronavirus.fairwork.gov.au>
7. Australian Government Department of Health: [www.health.gov.au](http://www.health.gov.au)
8. Coronavirus information for schools and early childhood centres, students and parents: [www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-schools-and-early-childhood-centres-students-and-parents\\_0.pdf](http://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-schools-and-early-childhood-centres-students-and-parents_0.pdf)
9. Corona Health Information Line: 1800 020 080
10. Public Health Unit: 1300 066 055 (NSW)
11. The Regulatory Authority
12. Australian Health Protection Principle Committee (AHPPC) - coronavirus (COVID-19) statement on 3 April 2020: [www.health.gov.au/news/australian-health-protectionprincipal-committee-ahppc-coronavirus-covid-19-statement-on-3-april-2020](http://www.health.gov.au/news/australian-health-protectionprincipal-committee-ahppc-coronavirus-covid-19-statement-on-3-april-2020)
13. <https://www.dese.gov.au/document/early-childhood-education-and-care-relief-package-conditions>
14. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

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