

COVID-19 Pandemic Action Plan 2020 for Yackandandah LYLY V3 14/08/20 CJ

STAGE ONE – BE READY	
No novel strain detected (or emerging strain under initial detection)	
Category	Key Actions
Review Emergency Management Plan	<ul style="list-style-type: none"> ● Review your Emergency Management Plan (EMP), including: <ul style="list-style-type: none"> ○ pandemic planning arrangements ○ up-to-date contact lists of staff, children, families, local services – (e.g. your State Department of Health and Local Government Emergency Management Coordinators) ○ Communication tree (key staff).
COVID-19 prevention	<ul style="list-style-type: none"> ● Promote basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health and Staying Healthy in Childcare) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ Additional casual cleaners employed for touch points x 2 daily. ○ Staff in situ should also be wiping touch points regularly. ○ Careful disposal of used tissues. ● Appropriate home-based exclusion from early childhood service for children, educators and staff with flu-like illness. ● Staff from LYLC have been delegated a separate Tea room to ensure there is no Transmission of the virus. ● Only emergency related works are to be completed to reduce the risk of Transmission. Maintenance staff to enter only as required.
Communications	<ul style="list-style-type: none"> ● Maintain personal hygiene messages with educators, staff, families and children. ● Weekly Senior Management meetings discussing COVID-19 ● Convey seasonal influenza messages as directed by DET.
Travel	<ul style="list-style-type: none"> ● Encourage educators, staff and parents/carers to access the smartraveller website prior to international travel. ● Use the Traveler Risk assessment document for visitors coming into the facility
Business continuity	<ul style="list-style-type: none"> ● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ Considers workforce strategies to enable continued operations, if pandemic affects a portion of the early childhood workforce. ○ Ensure regular communication with CEO.
<p>Being ready for an emergency such as a pandemic should be incorporated into business as usual activities.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes an incident such as COVID-19 as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and update plans.</p> <p>Communicate pandemic plans with YH staff.</p> <p>*Emergency Management Plans (EMP) are required under Victorian state law. In other states, you are required to have Evacuation Plans, Risk Management Plans, Emergency Procedures etc. The EMP is a handy collation of these other policies and procedures, and it would be timely and useful for services across the country to consider developing an EMP if you have not already done so. You can find a link here</p>	

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STAGE TWO – STANDBY

Sustained community person-to-person transmission detected overseas

Category	Key Actions
Review Emergency Management Plan	<ul style="list-style-type: none"> ● At the time of the overseas detection, <ul style="list-style-type: none"> ○ ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ○ ensure contact lists of staff, children, families, local services – (e.g. your Department of Health and Local Emergency Response Coordinators) are up-to-date ○ Ensure communication tree (key staff) is circulated to nominated service Incident Management Team (IMT) members. ○ Communicate with the WHS Specialist
Incident response	<ul style="list-style-type: none"> ● At the time of the overseas detection, prepare to enact pandemic response section of your EMP
Hygiene measures	<ul style="list-style-type: none"> ● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health and Staying Healthy in Childcare) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ Careful disposal of used tissues. ● Ensure germicidal wipes are available in supplies for staff to clean staff administrative area, telephones etc.
Communications	<ul style="list-style-type: none"> ● Ensure hygiene information/posters are communicated/ displayed. ● Consider providing information sessions for staff and parents/carers to communicate: <ul style="list-style-type: none"> ○ the status of the situation ○ The risk of COVID-19 and how to identify COVID-19 symptoms based on the current, up-to-date case definition by the Chief Medical Officer (Department of Health). Symptoms can include fever, cough, sore throat, fatigue or shortness of breath. Symptoms can take up to 14 days to develop. ○ best practice hygiene measures ○ Considerations and measures for vulnerable children. ● Regularly access and follow Chief Medical Officer, Dept of Health advice and distribute consistent messaging to staff, children and parents/carers. ● If you think a child, or staff member may have the coronavirus, urgently contact the Department of Health in your state – see https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments
Travel	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the Department of Health website prior to international travel (https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors).
Business continuity	<ul style="list-style-type: none"> ● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ Considers workforce strategies to enable continued operations, if pandemic affects a portion of your workforce. ○ Consider available cash flow vs continuing expenses and if considered necessary, contact your bank or financial advisor. ○ contact your insurer to seek advice
Supplies, food etc	<ul style="list-style-type: none"> ● Ensure stocks of essential items such as <ul style="list-style-type: none"> ○ Nappies, ○ Wipes, ○ Gloves, ○ Toilet tissue and

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- Hand towels
- Washing materials (eg soap, detergent, sanitizer)
- Forward order nonperishable food
- Document usage to ensure supplies are managed and that stocks are not let run down too far.

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STAGE THREE – RESPONSE - INITIAL ACTION
Cases detected in Australia – information about the disease is scarce

At this stage, the most reliably up to date source of advice is the federal Department of Health:
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Category	Key Actions
Incident response	<ul style="list-style-type: none"> ● Enact your EMP where necessary. ● Activate Incident Management Team (IMT) to implement the service's response ● Notify the WHS Specialist
Hygiene measures	<ul style="list-style-type: none"> ● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health and Staying Healthy in Childcare) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ○ increase hygiene practices in your service ● Ensure germicidal wipes are available in supplies for regular use
Communications	<ul style="list-style-type: none"> ● Follow and distribute information and advice from the Department of Health in accordance with instructions, including information about: <ul style="list-style-type: none"> ○ the status/situation ○ personal hygiene measures ○ containment measures including any plans for closure if applicable to staff parents/carers using templates that may developed by government or your association ● Communicate the risk of COVID-19 and how to identify cases of based on current, up-to-date case definition by the Chief Medical Officer, Department of Health. ● If you think a child, or staff member may have the coronavirus, urgently contact the Department of Health in your state – see https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments
Containment strategies	<ul style="list-style-type: none"> ● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the Department of Health or other Government agencies. ● COVID-19 symptoms can include fever, cough, sore throat, fatigue or shortness of breath. Symptoms can take up to 14 days to develop ● Regularly check for updates at: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert ● Manage the health of your workforce and children by: <ul style="list-style-type: none"> ○ following current Department of Health advice about required self-isolation or exclusion of staff and/or children ○ encouraging staff who develop symptoms to stay away from work until completely well ○ ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the Department of Health, DHHS and DET regarding service closures and exclusion periods for infectious diseases. ● Identify a designated area to keep sick children (or staff) quarantined from others until they can be taken home by parents/carers & factor in mechanisms for supervision and protection for staff ● Inform carers of their obligations during closures.
Travel	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the Department of Health website prior to international travel at: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors
Governance and reporting obligations	<ul style="list-style-type: none"> ● Notify your relevant regional office about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> ○ Refer to the fact sheet regarding serious incidents and complaints for your state

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	<ul style="list-style-type: none"> ○ Notify via the NQAITS <p>You will be advised of any additional reporting requirements by the Education Department and/or the Department of Health in your state.</p>
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce to continue operations ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs ● If service closure cannot be avoided contact the Education Department in your state regarding service closure within 24 hours ● Inform staff of their obligations during service closures. ● Ensure that you have the most up to date advice regarding payment of staff & entitlements via ACA/ ABLA – click here for the latest update ● Consider available cash flow vs continuing expenses and if considered necessary, contact your bank or financial advisor. ● Consider applying to the Community Child Care Fund if appropriate – see: https://docs-edu.govcms.gov.au/node/53362 ● Contact your insurer to seek advice
Supplies	<ul style="list-style-type: none"> ● Monitor usage and order stocks of essential items <ul style="list-style-type: none"> ○ Nappies, ○ Wipes ○ Gloves ○ Toilet tissue and ○ Hand towels ○ Washing materials (eg soap, detergent, sanitizer) ● Forward order nonperishable food ● Document usage to ensure supplies are managed and that stocks are not let run down too far. ● Member of IMT to manage this function per site.

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STAGE FOUR – TARGETED ACTION
Cases detected in Australia - enough is known about the disease to tailor measures to specific needs

Category	Key Actions
Incident response	<ul style="list-style-type: none"> ● Enact your EMP ● Activate Incident Management Team (IMT) to implement the service's response ● Notify the WHS Specialist
Hygiene measures	<ul style="list-style-type: none"> ● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health and Staying Healthy in Childcare) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ○ increase hygiene practices in your service ● Ensure germicidal wipes are available and in regular use
Communications	<ul style="list-style-type: none"> ● Follow and distribute information and advice from Department of Health and the Education Department/Department of Health in your state in accordance with instructions, including information Alert the OHS Specialist. <ul style="list-style-type: none"> ○ the status/situation ○ personal hygiene measures ● containment measures including any plans for closure if applicable to staff parents/carers ● Communicate the risk of COVID-19 and how to identify cases of possible pandemic based on current, up-to-date case definition by the Chief Medical Officer ● Alert ● If you think a child, or staff member may have the coronavirus, urgently contact the Health Department in your state- see https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments
Containment strategies	<ul style="list-style-type: none"> ● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the Government agencies. In particular, the need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or similar events) will be communicated to services by DET, if the clinical severity requires this. The situation could unfold very rapidly so be on the alert for information in this regard. ● COVID-19 symptoms can include fever, cough, sore throat, fatigue or shortness of breath. Symptoms can take up to 14 days to develop ● Regularly check for updates at: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert ● Manage the health of your workforce and children by: <ul style="list-style-type: none"> ○ Following current Department of Health advice about required self-isolation or exclusion of staff and/or children ○ encouraging staff who develop symptoms to stay away from work until completely well ○ ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the government agencies regarding service closures <ul style="list-style-type: none"> ● Identify a designated area to keep sick children (or staff) quarantined from others until they can be taken home by parents/carers & factor in mechanisms for supervision and protection for staff ● Inform carers of their obligations during closures. ● Alert the OHS Specialist
Travel	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the Department of Health travel advice prior to international travel at: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors

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Governance and reporting obligations	<ul style="list-style-type: none"> ● Notify your relevant regional office about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> ○ Notify the regulator ● You will be advised of any additional reporting requirements by the Education Department and/or the Department of Health in your state.
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to continue operations ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs ● If service closure cannot be avoided contact the Education Department in your state regarding service closure within 24 hours ● Inform staff of their early childhood development obligations during service closures ● Ensure that you have the most up to date advice regarding payment of staff & entitlements via ACA/ ABLA – click here for the latest update ● Urgently consider available cash flow vs continuing expenses and if considered necessary, contact your bank or financial advisor for advice or support ● Consider applying to the Community Child Care Fund if appropriate – see: https://docs-edu.govcms.gov.au/node/53362 ● Contact your insurer to seek advice
Supplies	<ul style="list-style-type: none"> ● Monitor usage and order stocks of essential items <ul style="list-style-type: none"> ○ Nappies ○ Wipes ○ Gloves ○ Toilet tissue and ○ Hand towels ○ Washing materials (eg soap, detergent, sanitizer) ● Forward order nonperishable food ● Manage delivery to ensure stocks are not depleted without being able to be replaced. ● Member of IMT to manage this function per site. ● OHS Specialist to assist.

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STAGE FIVE – STAND DOWN

The public health threat can be managed within normal arrangements and monitoring for change is in place

Category	Key Actions
Containment strategies	<ul style="list-style-type: none"> ● Be aware that multiple waves of the virus may occur. ● Replenish Personal Protective Equipment (if required).
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> ○ restoring workforce capacity ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. ● Chief Warden to de-activate Incident Management Team and conduct final debrief(s). ● Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur.
Communications	<ul style="list-style-type: none"> ● Communicate the updated status to CEO, staff and parents/carers including supports that may be available.
Travel	<ul style="list-style-type: none"> ● Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel.

Please note this document relates specifically to COVID-19 global pandemic.

We have provided useful contact information below.

- **National Coronavirus Health Information Line:** 1800 020 080
- **State Health Departments:** <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>
- Health Department phone numbers below for easy reference:
 - **Victoria:** 1300 651 160
 - **NSW:** 1300 066 055