



COVID-19 (Coronavirus) Health and Safety Plan

hey dee ho educational services are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. This policy is written in alignment with *National Quality Standard 2.1.2 - Effective illness and injury management and hygiene practices are promoted and implemented*

Keeping people safe

- hey dee ho educational services will run classes in line with our Covid-19 policy and Risk Assessment. We will continue to monitor the situation and update our guidelines as needed. Staff are informed of any updates to policies or training in writing via email and on our staff portal.
- All hey dee ho presenters have completed the Australian Government Department of Health Covid-19 Infection Control certified training as well as our internal comprehensive training modules on class procedures, personal hygiene, and physical distancing.
- All hey dee ho presenters have Covid-19 vaccinations in certificates jurisdictions where vaccinations are mandatory for early childhood personnel.
- All hey dee ho presenters will check in at each location via the official local state or territory government App
- All staff will follow hygiene guidelines:
 - Staff will sanitise their hands before and after entering and exiting a service, and between each room
 - Staff will sanitise their bag/trolley and music player between each use
 - Staff will regularly launder their uniform

No presenter may attend work if:

- they are unwell, showing any of the following symptoms: fever, cough, sore throat, runny nose, loss of sense of smell or shortness of breath.
- If they are awaiting the result of a Covid test or have been directed to isolate or quarantine.

We recognise that each client may have their own Risk Policies and hey dee ho will stay in contact with services and undertake any additional measures as advised.

Additionally, Presenters will follow any government directions at any given time, including mask usage.

Class Procedures

- Introduction of new programming material about good hygiene and physical distancing measures
- Where possible sessions will be conducted outdoors or in well ventilated areas

Props:

- All props are cleaned thoroughly prior to and after use

- Props or equipment are not shared between classes at early learning services where possible
 - Different instrument sets are used in each room at any one service where possible
 - Different props or puppets are used in each room where possible
- Props used by children who appear unwell, or have come in contact with saliva or respiratory fluid even if a child seems well, are isolated immediately
- All props and instruments are cleaned after attending a service.

Physical distancing

- Presenters will observe physical distancing measures with educators and carers
- Presenters undertake to follow individual service's protocols
- Presenters will avoid contact with others whenever possible (no high 5s or hugs - staying more than 1.5 metres from people).
- No merit stamps to be used
- Each of our programs are being modified to include activities which conform to physical distancing requirements
- Staff may wear a face shield when attending a service

Parent child classes

- Hand sanitiser will be available in the room
- Class numbers will be restricted in accordance with local state and territory guidance
- QR codes/Check Ins will be provided in accordance with local state and territory government requirements
- Vaccination requirements required to gain entry or participate in our sessions will be adhered to in accordance with local state and territory government requirements

Infection Response

If notified of a possible COVID-19 infection hey dee ho Educational Services will:

- Isolate the staff member to prevent the spread of infection
- Seek advice from state and territory public health officials and follow local guidelines.
- Communicate with staff whilst continuing to meet privacy obligations
- If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements
- Advise services
- Clean and disinfect any items, props, or items in use by the staff member
- Review Risk Management Controls

Related hey dee ho Educational Services Policies

COVID-19 (Coronavirus) Health and Safety Policy Occupational Health and Safety Policy Infectious Disease Management Policy Communication Protocol
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