

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

General

Business details

Business name	Tanderra Out Of School Hours
Business location (town, suburb or postcode)	Springwood, NSW 2777
Completed by	Suzanne Allnutt
Email address	<u>tanderra@sncc.org.au</u>
Effective date	18 October 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Signs in prominent places asking people to not enter when sick.

Letters and reminders sent via email to families reminding them of their responsibility to not attend or send children when they're sick.

Staff to monitor children and any adults on the premises for any overt signs of sickness.

Send anyone home immediately who develops unwell symptoms

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

We have disposable face masks available at all times.

We have sanitiser available at all times in front room.

We have signage reminding adults to remain physically distanced.

We have touch point cleaning checklist and deep cleaning procedures displayed on the office wall and times allocated for when staff need to perform the cleaning.

Staff have been forwarded information via email showing how and where to access vaccinations and the details of the public health order.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Staff and parents have been advised to provide a negative covid test, including for children, if they have unwell symptoms and before returning to the centre via policies, reminders and signage.

Incident reports and register of illnesses captures the advice of anyone who is unwell while in attendance at the centre.

Signage on the front door explains that admittance is disallowed if unwell.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff have been advised of how and where to get vaccinated. All those working in the centre from 8 November have provided their positive vaccination status.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Our premises is easily large enough to accommodate the number of staff that will not exceed this squared area requirement. All groups using the centre have been cancelled at this time. Parents and carers are not permitted to enter the centre at this time but are collecting children from outside, at the front gate.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Administrative staff work in different rooms when working at the same time. Staff working directly with children are allocated via a roster to work in different areas of the premises. Staff endeavour to keep physically distant as far as possible while carrying out their duties in relation to the children. There are signs in prominent places reminding staff of this requirement.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Signing children in and out is being done via a printed QR code at the front gate. This avoids bottle-necking and handling the icheckin device (iPad).

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Families have a large area at the front fence perimeter where they can wait for their child to enter and leave the building. They can sign their child in and out using the iCheckin QR code on their own device, which means they avoid collecting around a central point when collecting their children.

Agree

Yes

Tell us how you will do this

Not applicable

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

The front, side and back doors of the building remain open while the service is in progress. Windows are kept open in the TV room. The office door is kept open at all times while anyone is in the building.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The children play outside whenever possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Our doors and window are kept open while the service is in progress.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

The air conditioning unit is being used at the busiest times of the day, such as when the children arrive from school and before the majority of them have gone home.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

The air conditioning units are scheduled to be cleaned every 3 months.

Consider consulting relevant experts such as building owners or facility managers,

ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

If the need arises, we will consult on this matter. Currently, our building is well-ventilated as 3 sides of the building have exits and there are windows in every room.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

All staff are required to wear masks while working inside.

We have disposable masks available at all times.

Families are not entering the premises at this time.

Any tradespeople or delivery personnel are required (reminded via posters and verbal cues) to wear masks inside.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We have sanitiser clearly marked at the front entrance of the building. Due to having children in care, we are not placing sanitiser freely at other locations due to safety considerations. The sanitiser is clearly marked.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Each day staff perform checks which include checking that hand soap and paper towels are well stocked at all outlets.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Touchpoint cleaning is performed by staff towards the end of every session. During Vacation Care it is performed 3 times per day. We have a checklist and procedures displayed to show how and where this will be performed.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

Our QR code is clearly displayed at several locations, including at the front gate. A paper record of attendance is available at the front sign in desk.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Anyone entering the premises is required to use the QR code to sign in and to show the Responsible Person on duty. QR codes are located at front gate, front room and in the office. Signs remind staff and visitors to socially distance.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

We have an attendance sheets prominent at the sign in desk in the front room for those who are unable to QR code. We are keeping these records for at least 28 days. We also require sign in of all visitors, collectors and tradespeople via our Kidsoft software which can be accessed by an icheckin device or QR code to own device. All educators are required to sign in and out each time they work.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

We collect all contact details of visitors and collectors via our third party software, Kidsoft, each time anyone attends the premises. This captures names, times of attendance, address, phone number.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes