

CORONAVIRUS (COVID-19) MANAGEMENT POLICY

Happy Haven OSHC has been responding to the Coronavirus (COVID-19) pandemic since March 2020 by implementing a range of explicit measures to manage the risk of COVID-19. Our duty of care and responsibilities to children, parents, families, educators, and staff to provide a safe environment remain our priority. With the significant increase in transmission of variants of COVID-19 in all states and territories, this policy is amended to reflect the changes in the processes for testing, tracing, isolating and quarantining.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	Safety	Each child is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene, and safe food practices
85	Incident, injury, trauma and illness policies and procedures
87	Incident, injury, trauma, and illness record
88	Infectious diseases
168	Education and care service must have policies and procedures

RELATED POLICIES

Control of Infectious Diseases Policy Health and Safety Policy Immunisation Policy Interactions with Children, Families and Staff Policy	Medical Conditions Policy Privacy and Confidentiality Policy Physical Environment Policy Work Health and Safety Policy Incident, Injury, Trauma and Illness Policy
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PURPOSE

Happy Haven OSHC understands that COVID-19 has significant impacts on children, families, educators, staff, and our communities. The purpose of this policy is to outline Happy Haven OSHC's response to COVID-19, to provide consistency and clarity on the management of COVID-19 in our services, and the measures we have taken to manage the risk COVID-19 poses to all our stakeholders.

SCOPE

This policy applies to staff, families, schools, educators, nominated supervisors and Senior Leadership,

IMPLEMENTATION

This policy is guided by recommendations and health measures by the Australian Government, SA Health and the Regulatory Authority in South Australia to promote evidence-based COVID-safe behaviours to help minimise the community transmission of COVID-19. The *National Guiding Principles for Managing COVID-19 in Schools and Early Education and Care Services* state that ECEC services are essential and should remain open wherever possible in outbreak situations. ECEC workers are designated as 'essential workers' in all jurisdictions. [National Return to School Framework \(PDF, 498KB\)](#).

Each Happy Haven OSHC service has a *COVID-19 Safe Plan* in place and a copy is available on our premises at all times.

This policy must be read in conjunction with our other service policies:

Incident, Injury, Trauma and Illness Policy

Health and Safety Policy

Interactions with Children, Families and Staff Policy

COVID-19 POSITIVE (STAFF MANAGEMENT)

Happy Haven OSHC has effective and systematic risk management processes in place to identify any possible risks and hazards to our learning environment and practices related to COVID-19. Where

possible, we have eliminated or minimised these risks as are reasonably practicable. Control measures are reviewed in consultation with staff members and effectively communicated with families and visitors. Due to the constant changes in managing our service during the pandemic, our approach to risk management is ongoing and fluid.

Staff/educators will be required to remain away from work for 7 days if they have returned a positive result via a RAT (Rapid Antigen Test), or PCR test or until symptoms cease. These include acute symptoms such as sore throat, runny nose, cough and shortness of breath. The staff/educator will need to complete a COVID-19 reporting form upon detection of a positive result or being a close contact. [Covid-19 Reporting Form](#)

Staff/educators must report their inability to work due to COVID-19 to the COVID Hotline (08 8155 5419).

Staff that were working at the identified COVID-19 positive service, but were wearing face masks, will be deemed a Classroom Contact (see definition below). Classroom Contacts are not required to isolate, but should monitor for symptoms

All staff, after receiving notification that a positive COVID-19 case has been identified at a service or Head Office, will need to monitor for symptoms. If symptoms are identified, staff/educators are required to refer to the information below and ensure they are following Happy Haven OSHC processes.

COVID COMMUNICATION

For all questions and queries, staff are encouraged to contact the COVID-19 hotline (081555419). In addition, to streamline COVID-19 information there is a teams channel in GP: Happy Haven titled 'COVID Information only'. This channel will hold all relevant information and required steps to follow for positive cases, close contacts and classroom contacts for easy reference and guide.

This channel will be used to communicate positive cases at services outlining steps to follow for classroom contacts. **The Responsible Person or Service Director have the responsibility to inform the educators of their status of classroom contact and provide the next course of action.**

RAPID ANTIGEN TESTING (RAT) REQUIREMENTS:

Anyone who returns a positive RAT result must immediately seek a diagnostic COVID-19 PCR test and quarantine for 7 days, providing symptoms are no longer present. Everyone who uses a RAT is asked to fill out this online Rapid Antigen Test Reporting Form.

[Rapid Antigen Test \(RAT\) Reporting form](#)

Who should get tested?

People who have any of the symptoms below, even if mild, should get tested for COVID-19 as soon as symptoms appear:

- fever (a temperature of 37.5°C or higher) or chills
- cough
- loss of taste or smell
- sore throat
- tiredness (fatigue)
- runny or blocked nose
- shortness of breath (difficulty breathing)
- nausea, vomiting or diarrhoea
- headache
- muscle or joint pain
- loss of appetite

Staff who have been at an exposure location must also seek testing as directed.

COVID-19 POSITIVE REQUIREMENTS:

Educators/staff can leave isolation 7 days after receiving confirmation of a positive COVID-19 test (day of positive test is considered day 0), unless otherwise advised by SA Health or unless symptoms persist.

If worried about persistent symptoms, call the COVID-19 Response Care Team on [1800 272 872](tel:1800272872).

After you receive your positive PCR test result, you are not required to do any further testing (this includes a negative clearance test). This is due to the virus being able to be detected on PCR swabs for up to 3 months after the infection, due to shedding of the virus.

CLASSROOM CONTACT REQUIREMENTS:

You Are A Classroom Contact If:

- you shared a classroom/OSHC service with someone who has tested positive for COVID-19

You Are Required To:

- Collect the 7-day RAT 'test to stay' kits (this will be provided by Happy Haven OSHC).
- You must test either on cycle 1 days or cycle 2 days depending on when the positive case was in service or when the RAT test's are acquired.

Cycle One

- **MONDAY, WEDNESDAY & FRIDAY** mornings only
 - Only attend work if you receive a negative result

Cycle Two

- **TUESDAY, THURSDAY & SATURDAY** mornings only
 - Only attend work if you receive a negative result

CLOSE CONTACT REQUIREMENTS:

Close contacts are **not required to isolate**. They must, however, ensure to

- Undertake 5 rapid tests over a 7-day period
- Wear a mask when leaving the house
- Not attend Tier 1 (high risk) sensitive settings for **14** days after exposure date, except for the purposes of obtaining medical care or medical supplies
- Not attend Tier 2 (medium risk) sensitive settings for **7** days after exposure date, except for the purposes of obtaining medical care or medical supplies
- Notify Head Office that they are a close contact

Happy Haven OSHC requires people to fill in the [Covid-19 Reporting Form](#) this form must be filled in if you test positive, are a close contact or are getting tested as you have symptoms. If you have any COVID concerns, or questions please call the COVID line on 081555418.

CLASSROOM CONTACT ADVICE

The Chief Public Health Officer advises it is good practice for classroom contacts to do the following for 14 days to minimise risk to others, when outside of the school, preschool or early childhood education and care setting:

- Avoiding high risk settings or COVID Management Plan events
- Wearing a surgical mask around others (where age appropriate) and outside your home
- Avoid working across worksites unless an approved risk management plan is in place (e.g., rapid antigen testing)
- Avoiding contact with vulnerable people outside of your workplace or family, where possible
- Avoiding non-essential activities where possible (e.g., where there are large groups of people, inside, in close contact)
- Avoiding shared spaces and maintain physical distance.

MULTIPLE CLASSROOM CONTACTS

If a service detects **5 or more** positive cases of Covid-19 within a 7-day period (using the date of each positive swab collected) Happy Haven OSHC are to:

- Inform the families of the service of the number of cases detected
- Request all educators who have worked (within the 7-day period) along with all children who have attended the service to obtain a PCR test and inform of any further positive cases
- Promote the importance of COVID-19 vaccination to reduce the risk of transmission in our services and communities
- Review the ventilation at the service (utilise various play areas, keep windows open etc.)
- Provide air purifiers for services upon request for a 7-day period after the last positive test was detected.

If a service detects **four or fewer** cases, there is no further action required to be taken by the service (follow classroom contact guidelines).

CIRCUIT BREAKER

In the event, there is a further five cases detected Happy Haven OSHC may consider a three day 'circuit breaker' closure period of the service. This is to reduce transmission of COVID-19 by stopping

the children from interacting amongst each other. After the three days a second PCR test may be requested prior to returning to the service.

VACCINATION

Happy Haven OSHC no longer requires proof of vaccination as they are no longer required to work in the Early Childhood Education Care sector. However, Happy Haven OSHC still recognises and encourages COVID-19 vaccination as the best protective practice against contracting the virus.

SOURCE

Australian Children's Education & Care Quality Authority. (2014). <https://www.acecqa.gov.au/>

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

SA Health (2022). *Close contacts*. Accessed on 16th February 2022.

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/close+contacts>

SA Health (2022). *COVID-19 Education Plan for Early Childhood, Primary and Secondary Schools in South Australia*. Access on 16th February 2022.

SA Health (2022). *Management of COVID-19 outbreaks in early Childhood, Primary and Secondary Schools in South Australia*.

SA Health (2022). *Testing for COVID-19*. Accessed on 16th February 2022.

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/testing+for+covid-19>

REVIEW

Last updated: **12/05/22** as approved by Happy Haven OSHC Pty Ltd. Page 7 of 8

POLICY REVIEWED	MAY 2022	NEXT DATE	REVIEW	MAY 2022
MODIFICATIONS	<ul style="list-style-type: none"> Vaccination and communication information added Close contact rules changed to align with current SA Health guidelines. 			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT DATE	REVIEW
MARCH 2022	<ul style="list-style-type: none"> Updated information with information from SA Health Classroom contact guidelines changed (multiple contacts) Circuit breaker information added 			
FEBRUARY 2022	<ul style="list-style-type: none"> Updated by WHS Officer with guidelines and information from Department for Education and SA Health 			