



COVID-19 Operating Guidelines for Cairns Catholic Early Learning and Care Preventative Measures

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1 INTRODUCTION

These operating guidelines are designed to support Nominated Supervisors in determining what best reflects the interests of their staff, children and families and community, in line with the Queensland Government's [Roadmap for easing restrictions](#).

As we continue to navigate a changing COVID-19 landscape, **Nominated Supervisors will need to make decisions that are appropriate to their local context**, while aligning with Head Office and Queensland Health advice.

1.1 KEY MESSAGES

- All adults in services must follow the physical distancing rules, as far as reasonably practicable, as outlined by the Queensland Government which includes staff to staff.
- Frequent washing of hands and the use of hand sanitizer should be available and used regularly.
- Queensland Government directives and guidelines remain the minimum standard and where possible and/or practical, standards above these minimum standards are encouraged.
- If children are unwell or show symptoms of cold or flu, then they must not come to service or if already at service, parent or caregivers should be contacted to take the child home.
- If staff are unwell or showing signs of cold or flu, then they must not come to work.

2 CHILDREN

2.1 UNWELL CHILDREN

If children are unwell or show symptoms of cold or flu, then they must not come to service; or if already at the service, parent or caregivers should be contacted to take the child home.

Parents should be encouraged to take the child for a COVID test (as applicable to the child's age) if flu like symptoms are evident. Children can return to the service once symptoms subside, or they present with a doctor's certificate or a negative COVID-19 test.

It should also be noted that the requirement for children to stay at home is a legal directive, and alternative measures such as wearing of face masks etc. is not considered a suitable option.

2.2 CHILD SAFETY AND WELLBEING

Services are required to monitor child attendance and respond in accordance with normal policy and procedures.

Concerns about children at risk of significant harm should continue to be reported to Child Safety in accordance with [policy and procedures](#).

3 STAFF

3.1 VULNERABLE WORKERS

Please be aware of vulnerable staff who may have different needs.

The current Australian Health Protection Nominated Supervisor Committee (AHPPC) advice defines vulnerable people as:

- First Nation staff 50 years and older with one or more chronic medical conditions
- people 65 years and older with chronic medical conditions. The most current definition of 'chronic medical condition' is on the Department of Health website
- people 70 years and older
- people with compromised immune systems (see Department of Health website).

Other staff who may be medically vulnerable, including those with chronic health conditions, should seek their own medical advice and provide this to their Nominated Supervisor so appropriate arrangements can be put in place.

3.2 UNWELL WORKERS

Current Queensland Health advice requires workers not to come to work if they are unwell, and a responsibility is also put upon an employer to not allow unwell workers to attend work. This is further legislated in the WHS Act 2011 (Qld.).

If staff are presenting with flu like symptoms, they should get tested for COVID-19, in accordance with state recommendations. Unwell staff can return to work once symptoms subside, or they present with a doctor's certificate confirming that they are no longer contagious.

If a staff member has hay-fever, allergies or other conditions that are not contagious but may present as flu-like symptoms, they will need to obtain a medical certificate stating that they are able to continue work. Medical certificates for hay-fever etc. may be considered perpetual exemptions, however staff should monitor their condition and see their GP if their symptoms worsen or change.

4 SITE ACCESS

Services are asked to ensure all visitors:

- Follow normal sign in and sign out procedures AND
- Scan the CHECK IN QLD COVID 19 AP (This includes staff, who are required to scan in x once per day)

4.1 PICK UP AND DROP OFF

Services have a responsibility, as far as is reasonably practicable, to ensure there is ample space for physical distancing.

5 CONTRACTORS AND EXTERNAL WORKERS

Services will need to ensure any contractor, supplier or external support worker entering the service to undertake work or provide services complies with the on-site health and safety measures outlined within the service's COVID-19 plan.

Contractors may also need to supply services with their own COVID plans on a case by case basis. For example, a delivery service person may follow the services COVID-19 measures, but a tutor will need to have a documented plan on how they will deliver their services. Communication is key, and these plans should be discussed with providers.

All persons coming onto site will need to continue to sign in as per normal service procedures.

6 GATHERINGS

Gatherings may be held with the Nominated Supervisor ensuring that physical distancing requirements are maintained for all adults and other COVID-19 control measures are implemented. Outdoor, undercover areas are recommended where possible, to promote natural ventilation.

All adults must always aim to maintain physical distancing from each other.

Normal sign in procedures and Check In QLD App will apply.

7 OUTDOOR PUBLIC EVENTS (INCLUDING FETES AND SERVICE SPORTS)

Outdoor public events do not require a COVID Safe Plan. CELC still require services to collect [contact tracing information for outdoor public events](#). Physical distancing should still be promoted to the extent possible.

8 INDOOR PUBLIC EVENTS

Services may have indoor public events, providing they have completed the [COVID Safe Event Checklist](#). There is currently no limit on the number of patrons, this will be governed by the one person per 2 square metre rule.

Where a COVID Safe Event checklist is being used, an [event Statement of Compliance](#) will need to be signed and displayed at the event.

If it is likely, more people want to attend an indoor event than the 2 square meter rule allows an RSVP process will need to be implemented so that people are not turned away at the door.

8.1 VENUE DENSITY RULES

For indoor events (and in line with normal staff practices), services will need to adhere to the 2m² per person rule. As an example, a hall which measures 20m x 15m would be 300m², and divided by 2m², this would allow 150 people.

8.2 SERVING OF FOOD

There are currently no restrictions relating to serving of food, and self-serve buffets are permissible. Regular food safe procedures should still be adhered to.

8.3 RECORDING OF DETAILS FOR CONTACT TRACING

Where services are hosting public events, recording of contact tracing information will be required, in line with the [COVID Safe Event Checklist](#).

All services are required to use the [Check In Qld](#) app to obtain contact tracing details for persons coming onto site or attending events.

9 EMERGENCY MANAGEMENT

Emergency evacuation drills such as fire evacuation, bomb threats and lockdowns may continue to be conducted every term, with staff practicing physical distancing from each other.

10 EXCURSIONS

Services will need to continue to have risk management plans in place for excursions as per normal, however these should now include COVID measures. The key things here are ensuring that plans detail:

- environmental cleaning duties/frequencies
- a procedure to ensure unwell children or staff do not attend
- a procedure to determine how to deal with children or staff who develop flu like symptoms during excursions

10.1 TRANSPORT AND BUSES

See [Service Transport](#)

10.2 EXTERNAL PROVIDERS

Venue and service providers are no longer required to hold Industry COVID plans, however services should still discuss how COVID measures will be shared between parties, including cleaning, venue density etc. Services will need to follow the provider's COVID measures.

Note: Children are not required to provide contact tracing details during excursions. For example, a group of 20 children attending a movie theatre which requires contact tracing via the Check in Qld App. Adult staff and volunteers will need to complete contact tracing details for themselves, but the children are exempt under section 11 of the *Restrictions on Businesses, Activities and Undertakings Direction (No. 23)*.

11 HEALTH AND CARE SUPPORT PROCEDURES

All services must continue to implement child health plans, as normal.

Advice from the Chief Health Officer indicates staff should undertake a visual assessment of the child to ensure there are no visible signs of being unwell prior to any procedure being undertaken:

- if the child appears unwell, do not continue with the procedure, follow existing guidance for unwell children/COVID-19 suspected cases, and advise parents as soon as possible
- where a child appears well, carry out the procedure with the Personal Protective Equipment (PPE) as per the table below.

Where a child has excess saliva, a risk assessment should occur in each case (as it should each time there is a procedure) to ensure that the risk of body fluid exposure is minimised and correct PPE is used (for example the addition of a gown if it is required).

It is always important to ensure that [hand hygiene](#) is carried out at the correct points of the procedure as per the [5 moments of hand hygiene](#).

Queensland Health advice has been used to inform the PPE as outlined in the table below.

Specialised health and care procedure	PPE
Blood glucose measurement	Gloves
Insulin pen injection or needle and syringe	Gloves
Enteral feeding	Gloves
Nasogastric feeding	Gloves
Colostomy/ileostomy care	Gloves. Plastic apron if risk of splashes (staff may choose)
Clean intermittent catheterisation	Gloves. Plastic apron if risk of splashes (staff may choose)
Continuous oxygen administration	Gloves
Administration of buccal midazolam	Gloves
Cleaning of soiling	Gloves and plastic aprons
Use of asthma reliever medication with spacer	Nil unless coughing then gloves, mask goggles/face shield*
Oral and nasal suctioning	Gloves Long sleeved fluid resistant gown mask Goggles/face shield
Tracheostomy care	Gloves Long sleeved fluid resistant gown mask Goggles/face shield

During COVID-19, this additional PPE should be considered for asthma if the child is coughing.

Services should purchase PPE from their regular suppliers. If regular supplies are not available, then please contact the [CELC Head Office](#).

12 MEETINGS WITHIN THE SERVICE

Physical meetings, including staff meetings and parent meetings, can occur within service grounds, including indoor and outdoor areas, providing that all relevant public health measures are adhered to (1.5m physical distancing, 2m² per person, limits on numbers with regards to current state government requirements). Services should still allow for persons to attend meetings electronically if they wish.

As these are not public events, COVID sign in is not required, but normal service sign in procedures will apply.

13 STAFF PHOTOS

13.1 STAFF PHOTOS

Staff group photos may be taken with staff less than 1.5m from each other, with the aim to keep the time to less than 15 minutes.

14 ON-SITE HEALTH AND SAFETY MEASURES

Under the Queensland Chief Health Officer Directive, any child who is unwell must not attend service and children should remain at home until well. The service must ask parents/carers to collect their child from service if they are unwell.

Services are required to maintain appropriate health and hygiene measures:

- Frequent [handwashing and hand sanitising](#), particularly before and after eating, and after going to the toilet.
- Regular cleaning protocols, with a mid-week COVID clean.
- physical distancing of adults.

14.1 CLEANING

Services are able to return to their normal pre-COVID cleaning regimes, with a mid-week [COVID clean](#) to be undertaken. A mid-week clean will allow an adequate amount of protection, with the 48-hour weekend period effectively eliminating any potential COVID.

Disinfectants used for COVID cleans will need to be either a bleach solution as per the [COVID cleaning guide](#), or a disinfectant [approved for COVID use](#) by the Therapeutic Goods Administration. The preference is still for a quaternary ammonium compound based disinfectant such as [Sigura hospital grade disinfectant](#), due to its longer surface protection, and non-hazardous nature.

14.2 PLAYGROUND CLEANING

Cleaning of Playgrounds is as per normal arrangements with daily inspections for general cleanliness and foreign bodies.

14.3 HYGIENE SUPPLIES

Services should actively monitor cleaning and hygiene supplies and reorder in advance of needing additional materials. Most suppliers are back in stock of hygiene, cleaning and PPE supplies, but if services are stuck, then please contact CELC.

14.4 USE OF SHARED EQUIPMENT OR LOANED RESOURCES

Shared child equipment such as ITD resources and sports equipment used within the service, or equipment loaned to children to take home may resume regular pre-COVID cleaning regimens. Shared items for staff should continue to be wiped down with alcohol wipes or similar.

15 SCHOOLS

Services are required to work with their school to ensure approaches to COVID management are consistent and effective. COVID plans must be shared, reviewed and amended to ensure consistency.

16 PROGRAM SUPPORT (EXTERNAL AGENCIES)

External agencies supporting the program may operate and Nominated Supervisors should negotiate suitable arrangements with the provider of the relevant agency. All persons entering the service to support the program must comply with the on-site health and safety measures outlined in these guidelines. This includes not attending the site if unwell, maintaining physical distancing requirements and practicing good health and hygiene.

17 CHURCH AND PARISH BUILDINGS

Currently our churches are operating under an approved Industry COVID Plan, which requires a number of things, including retaining a record of attendees to the site. Where churches and parish buildings are used for service child activities (not open to the public), then the normal church COVID plan does not apply. Regardless, services should communicate with their local parish to ensure that appropriate measures are in place when using parish building, including provision of cleaning after use. Note that adults, including parents and caregivers, attending such activities would still be subject to distancing requirements and the Industry COVID Plan.