



## P2-02 – Pandemic (including COVID-19) Policy

Version Control	Date	Author	Description of Change
1.0	1999	QDPA	Original document
2.0	2002	QDPA	Updated in line with Public Health information
3.0	2004	QDPA	Updated in line with Public Health information
4.0	June 2020	QDPA	Updated in line with Public Health information
5.0	April 2021	QDPA	<ul style="list-style-type: none"> <li>Scheduled review</li> <li>Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes</li> <li>Addition of information on processes to reflect different approaches during periods of high risk and low risk</li> <li>Inclusion of information regarding vaccination</li> </ul>

### Links

<a href="#">Education and Care Services National Regulations</a>	77, 85, 86, 87, 88, 90, 93, 162, 173 (2) (g).
<a href="#">National Quality Standard (NQS)</a>	2.1.1, 2.1.2, 2.2

### RELATED POLICIES

Health & Medical Conditions Policy	Pandemic Emergency Management Plan
Child Safe Environment Policy	Pandemic Risk Assessment
Immunisation & Infection Control Policy	Workplace Health & Safety
Critical Incident Policy	Excursion Policy
Staff Immunisation & Infection Control	

### STATEMENT

From time-to-time infectious diseases develop into epidemics or pandemics, and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness.

- Queanbeyan & District Preschool Association (QDPA) wishes as far as possible to protect its children, its families, its staff, its volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- QDPA will facilitate, through its policies and procedures, strategies designed to reduce risks to its children & families, its staff, its volunteers, and the general public.



- QDPA will comply with all directions from authorised public health officers and recognised medical authorities and Government in relation to the epidemic or pandemic.
- QDPA will comply with all directions from authorised Funding Bodies in relation to reporting of the epidemic or pandemic.

### PURPOSE

The purpose of this policy is to outline the strategies and actions that QDPA intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases when a case/s is identified. This policy also identifies how times of low risk are managed by QDPA.

QDPA will minimise staff and children's exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government- Department of Health and local Public Health Units to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive to having COVID-19. Our Service will implement effective hygiene practices as per our general policies and procedures and increase the frequency of cleaning and disinfecting high touch areas as per SafeWork Australia recommendations.

QDPA will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government, Department of Health and state Ministry of Health about COVID-19 as it becomes available.

Recommendations and health measures mandated by the Federal Government Department of Health will be strictly adhered to at all times.

As recommended, QDPA has a COVID-19 Safety Plan in place and a copy is available on our premises at all times. We are a COVID Safe business and are registered with the NSW Government.





## SCOPE

This policy applies to:

Employees	Directors	Officers	Contractors	Volunteers	Children	Families
✓	✓	✓	✓	✓	✓	✓

## DEFINITIONS

For the purpose of this policy, **infectious diseases** mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

## IMPLEMENTATION

QDPA is committed to minimise the spread of the COVID-19 virus by implementing recommendations provided by the [Australian Government- Department of Health](#) and Safe Work Australia.

QDPA implements procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Service.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction under the Public Health Act. COVID-19 is a notifiable condition in all states and territories of Australia.

The Public Health Unit (PHU) may contact the Approved Provider in the event of any child, educator, staff member or visitor who has attended our Service, and has tested positive to COVID-19. Contact tracing will be conducted by the PHU and further advice provided.

National Coronavirus (COVID-19) Health Information Line
<b>1800 020 080</b> Call 131 450 for translating and interpreting service
Health Direct <b>1800 022 222</b>
<a href="#">Public Health Unit- Local state and territory health departments</a>

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



- Health & Medical Conditions Policy
- Child Safe Environment Policy
- Immunisation & Infection Control Policy
- Critical Incident Policy
- Pandemic Emergency Management Plan
- Pandemic Risk Assessment
- Workplace Health & Safety
- Excursion Policy

### Minimising the transmission of COVID-19

#### Risk Management

Under the NSW Public Health Act, Early Childhood Education and Care Services are exempt from mandatory electronic check in for customers/parents, however ECEC services are required to collect information on all parents and visitors to the service (via sign in sheets and visitor logs) as part of their compliance with National Regulations and to assist with contact tracing if necessary by Public Health Units.

Families of children attending the preschools will sign in as per standard procedures (sign in sheets), however as a COVID-Safe business, QDPA Preschools have implemented a QR code scan for visitors and for use at events or gatherings to assist with contact tracing should it be required.

QDPA 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 is reasonably practicable. Control measures are reviewed in consultation with staff members. Due to the constant changes in managing our Service during the pandemic, our approach to risk management is ongoing and fluid.

Effective 6 April 2020 the [Australian Health Protection Principal Committee](#) made recommendations to the general public to help manage the spread of COVID-19. These measures include implementing good hygiene, self-isolation and social distancing.

Amendments to this statement have been updated regularly and include recommendations for risk mitigation measures such as:

- exclusion of unwell staff, children and visitors



- enhanced personal hygiene for children, staff and parents
- full adherence to the NHMRC childcare cleaning guidelines and cleaning and disinfecting high touch surfaces, washing and laundering play items and toys
- discouraging excursions to local parks, public playgrounds

### Vaccination

As vaccines for COVID-19 become available, QDPA will strongly recommend that all staff, visitors and families consider receiving these. The Association will reimburse any cost of employees receiving the vaccine (out of pocket gap fee). The Association will record information of employees who receive COVID vaccines via the *QDPA COVID-19 Testing & Vaccine Log*.

For information regarding general immunisation requirements please refer to *Immunisation & Infection Control Policy* (children) and the *Staff Immunisation and Infection Control Policy*.

### Hygiene practices

Alcohol-based hand sanitiser will be kept out of reach of young children and only available for adults to use. If families decide to apply this to their child, they must supervise the child to avoid rubbing it into their eyes or a child swallowing the gel/liquid.

Information will be provided to families as risk becomes elevated in line with public health information. Should “hotspots” or “areas of concern” be identified in the area, information will be shared relating to:

- o symptoms of COVID-19
- o transmission of the virus
- o self-isolation and exclusion
- o prevention strategies- including hand hygiene and self-isolation
- o contact details for health assistance
- o Public Health Orders (if required)
- o Wearing of face coverings (if required)
- o Any heightened measures that will be adopted by QDPA

**The Approved Provider, Nominated Supervisor, educators, staff, families and visitors will comply with the following:**

### Exclusion/ Self-isolation/ Self-quarantine

QDPA has an obligation to ensure the health and safety of employees, children and visitors in our workplace, so far as reasonably practicable. We may therefore collect information from visitors about their potential exposure to COVID-19 in order to identify, assess and control risks of infection in line with Department of Health guidelines. To comply



with privacy laws, personal information will only be disclosed on a 'need to know' basis to the Public Health Unit to prevent and manage COVID-19 if required. (ACTU Privacy at work)

- Any person visiting our Service must sign the Visitor Sign in and scan the QR code for the service. As part of the QR code scan, visitors will be asked to confirm that they have not come into *close contact* with anyone with a positive COVID-19 diagnosis in the past 14 days.
- Effective from March 2020, **any person** entering Australia from any overseas destination will be required to undertake 14-day quarantine at designated facilities (Australian Government)
- Travellers from New Zealand are able to enter Australia quarantine-free under certain criteria (14.12.20)
- Any person who has been in close contact with someone who has a positive diagnosis must self-isolate for 14 days and follow the instructions of your state/territory Health department and authorised contact tracers. (see: [Quarantine for coronavirus \(COVID-19\)](#))
- Household members of a person who has a confirmed case (including children) of COVID-19 must also be isolated from the childcare Service and general public and follow instructions by Public Health
- The Public Health Unit will provide further information on a case-by-case basis as to the length and place of isolation (see: [COVID-19 self-isolation](#))
- In the event of a staff member, parent, child or visitor being diagnosed with COVID-19 the Public Health Unit will conduct contact tracing and provide further advice to our Service as required
- Any person (employee, enrolled child, parent, caregiver, visitor or contractor) who is displaying symptoms such as: **fever, coughing, sore throat, fatigue and shortness of breath**, is encouraged to be tested either by visiting a free COVID-19 respiratory clinic to arrange a test for COVID-19 and not attend our preschools **under any circumstance until they receive a negative test result.**
- The Association will record persons undergoing testing and their subsequent results using the *COVID-19 Testing & Vaccine Log*.

### Implement effective hygiene measures

The national campaign *Help Stop The Spread and Stay Healthy*, launched by the Australian Government has emphasised that effective handwashing is a vital strategy to help reduce the spread of the COVID-19 virus.

Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet is recommended.

QDPA will adhere to National Regulation requirements and Government guidelines to ensure all educators, children, families and visitors to the Service implement best practice.



Department of Health units in states/territories may introduce various measures to help slow the spread of coronavirus during the pandemic.

QDPA practices include:

- Encourage all employees, parents, children and visitors to wash their hands with soap and water or use the alcohol-based hand sanitiser provided upon arrival to the Preschool
- A workplace attendance register is maintained for all staff, parents, visitors at all times (including contact phone numbers)
- Employees are required to thoroughly dry their hands using disposal paper and disposed of in the bin provided
- Disposable tissues must be used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- Hands must be washed following the use of tissues
- Hands must be washed thoroughly using soap and water after using the toilet
- Cough and sneeze etiquette must be used- cover your cough and sneeze with your hand or elbow
- Children are supervised when washing hands
- Educators and staff must adhere to effective food preparation and food handling procedures
- Equipment, resources and surfaces including high-touch surfaces- taps, door handles, light switches, nappy change areas, toys, keyboards and laptops/iPads will be cleaned more frequently as required
- Washroom facilities for employees have adequate supplies of soap, toilet paper and alcohol-based sanitiser

### Social/Physical distancing in Preschools

Social or physical distancing is important because COVID-19 is most likely spread from person-to-person through close contact with a person while they are infectious, close contact with a person with a confirmed infection who coughs or sneezes or from touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your nose or mouth. (Source: Australian Government Department of Health. Coronavirus disease)

Social or physical distancing in early childhood education and care is not feasible for educators to perform their job, however we will implement measures to minimise the risk of exposure as *reasonably practicable*.

Early Childhood Education and Care services are not subject to restrictions on how many people (adults or children) can be on the premises at one time. Our Service will encourage Educators to apply physical distancing measures



where possible and not gather in groups or encourage groups of parents to congregate. (SafeWork NSW, AHPPC). Social Gatherings and events will follow Public Health Office and Department of Education directives & restrictions.

### To reduce the spread of COVID-19 parents are reminded of the following:

- If your child is sick, do not send them to our Preschool
- Do not visit our Preschools if you or another family member is unwell
- sanitise your hands at regular intervals throughout the day
- avoid physical contact with other people who may be sick- such as older people and people with existing health conditions
- clean and disinfect high touch surfaces regularly (door handles, car seats, mobile phone, toys, dummies)
- promote strictest hygiene measures when preparing food at home and at the Service

### To minimise the risk of exposure to COVID-19 QDPA will:

- Undertake risk assessment to identify potential risks and mitigate with consideration risks to children and staff
- Revisit the risk assessment whenever new risks or potential risks are identified and adjust our management plan
- Restrict the number of visitors to our Service (including students, delivery of goods) during periods of elevated risk in line with NSW public health recommendations and Department of Education directives & restrictions
- Provide markers on floor to indicate social distance expectations for areas at drop off that may get congested.
- Where possible, outdoor play will be promoted within our Service to provide children with additional personal space
- Conduct COVID-safe risk assessments for any group outings to public places (excursions to local shops, schools, libraries)
- Conduct COVID-safe risk assessments for any large group celebrations and abide by NSW restrictions for groups size, square metre allowance and other measures
- Communicate with parents and families the risk mitigation strategies to be adhered to during any group celebrations

### Suspected cases of COVID-19 at our Service

As per our *Health & Medical Conditions Policy* we reserve the right to refuse a child into care if they:





- have a contagious illness or infectious disease
- have been in close contact with someone who has a positive confirmed case of COVID-19
- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature/fever, or vomiting in the last 24 hours
- have had diarrhoea in the last 48 hours
- Have been given medication for a temperature prior to arriving at the Preschool
- Have started a course of anti-biotics in the last 24 hours or

If a child becomes ill whilst at the Service, educators/staff will respond to their individual symptoms of illness and provide comfort and care.

Educators will take the child's temperature. If the temperature is above **37.5°C** parents will be contacted and required to collect their child within 30 minutes. If they are unable to collect their child, an emergency contact person/authorised nominee will be contacted, and they must collect your child within 30 minutes. [NSW Health recommends anyone with a temperature above **37.5°C or reports any symptoms**, should be tested for COVID-19 and self-isolate until they receive their results - December 2020]

**Coronavirus Disease 2019 (COVID-19)** CDNA National Guidelines for Public Health Units  
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

Educators will attempt to lower the child's temperature by:

- removing excessive clothing (shoes, socks, jumpers)
- encourage the child to take small sips of water
- move the child to a quiet area where they can rest whilst being supervised

Educators will wear disposable gloves to avoid possible contamination. All items/resources touched by the child will be cleaned and disinfected to avoid possible cross contamination.

Educators will keep accurate records of the child's temperature, time taken, time parent/s were contacted, staff member's name and time of collection.

All information will be recorded in our *Incident, Injury, Trauma and Illness Record*. Parents will be required to sign this record upon collection of their child.

Parents are reminded to ensure their contact details are current and emergency contact details are updated if required.



### Notification

The Approved Provider or Nominated Supervisor is mandated by law to notify the Public Health Unit on **1800 020 080** of any confirmed case of COVID-19. In addition, the Approved Provider must also notify the [Regulatory Authority](#) in their state or territory within 24 hours.

At all times, privacy laws must be adhered to and information about individuals must not be shared without permission.

### Talking to children about COVID-19

QDPA is committed to maintaining positive interactions and relationships with children and their families. Information provided to children about COVID-19 will be age appropriate and sensitive to their emotional wellbeing. Educators will both acknowledge children's concerns and be open to discussions about COVID-19.

Educators will inform children about the virus and emphasise preventative measures such as handwashing, use of tissues, cough and sneeze techniques and limiting touching other children's faces.

Children's emotional well-being will be closely monitored by all educators and staff and any concerns communicated with parents and families. Children's questions will be respected and supported.

In the event of the Service being closed as a precaution to limit the spread of the virus, information will be provided to parents/families to help explain the situation to young children.

### What happens if our Preschool/s are forced to close?

The decision to close our Service will be made, and advised, by the Public Health Authority or the Regulatory Authority. This may be due to a confirmed case of COVID-19 in our Service community.

Should this occur, all families will be notified immediately via email and/or phone.

Our Service will receive a 'deep clean' to ensure all areas are cleaned and disinfected as per Safe Work cleaning guidance. We will continue to keep families informed as to when we are expected to re-open as advised by the Public Health Unit.

### Staff entitlements if sick or suspected to have COVID-19

Under workplace health and safety laws, our Service must ensure the health and safety of all employees.



### Confirmed COVID-19

If an educator or staff member is confirmed to have COVID-19, they are unable to attend the workplace and cannot return to work until they have completed a period of self-isolation of at least 14 days and receive a negative test result.

Full and part-time employees who cannot attend work due to illness can take paid sick leave.

As per our privacy obligations under the *Privacy Act*, the identity of a person with a confirmed case of COVID-19 will only be shared with Public Health and/or on a strictly 'need to know' basis. Access to personal or medical information can only be shared with the consent of the employee.

### Leave and Flexibility

QDPA recognises that staff may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.

Workers may make use of leave consistent with QDPA leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).

QDPA may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely where this is possible. If the QDPA Managing Director asks a staff member who is at risk but not diagnosed with the disease or any other illness to stay away from the workplace for any reason for a stand down period then this leave will be paid as normal pay.

QDPA will ask staff or families that have travelled overseas or to identified hotspots to remain away from the preschool for a period of 14 days (or the length of the incubation period of the pandemic disease) in self-isolation - For staff members this period will need to be covered by available annual leave (as per QDPA Leave policy) or be LWOP.

In carrying out the procedures listed below, QDPA will be guided by the information and directions provided by local NSW health authorities, Commonwealth Government and the World Health Organisation, and its occupational health and safety obligations.

### QDPA above and beyond staff provisions



Below is a list of provisions, provided by the QDPA Management Committee, that go beyond minimum Fair Work requirements and will support QDPA staff through this period of Pandemic uncertainty.

- QDPA will continue to pay any staff member who is diagnosed with the infectious pandemic disease their available paid leave entitlements to cover any period the person is required to spend in quarantine or self-quarantine.
- QDPA will, at its discretion, offer any staff member who is diagnosed with the infectious disease in question their paid leave entitlements (including LSL or ½ annual leave by agreement) to cover any period the person is required to spend in quarantine or self-quarantine, presuming that person cannot carry out their duties remotely.
- Following any NSW Health Department or National Government service closure notification QDPA will, at its discretion, offer any staff member additional paid 'QDPA Epidemic Leave' entitlements to cover any stand down period the person is required to spend in quarantine or self-quarantine but is not diagnosed with the infectious disease, presuming that person cannot carry out their duties remotely.
- QDPA will, at its discretion offer any staff member normal pay to cover a period the person is asked to stay away in self-quarantine but is not diagnosed with the infectious disease, presuming that person cannot carry out their duties remotely.
- Where possible during elevated risk or the declaration of hotspots in the immediate area, QDPA will aim to provide workers with flexibility to work remotely or work within another QDPA Preschool where possible.

### Waivers

In the event of staff members requiring to self-isolate due to possible infection of COVID-19, the Approved Provider will apply to the Regulatory Authority for waivers for qualifications and/or ratios to minimise disruptions to our provision of care. (Payment for waivers must be paid, however will be reimbursed by the regulatory authority)

### Communicating with families

Our Service will establish continue regular communication channels with families and share information about COVID-19 as required. Staff who have approved leave will be replaced with casual staff as per our usual practices to ensure continuity of care where possible.

As restrictions continue to be lifted across all states and territories, our risk mitigation measures may also be eased. Any changes to our current organisational plans will be communicated clearly with families.



## Caring for our community

We understand that the outbreak of COVID-19 and the constant amount of information received through the media may be very stressful to young children and parents. The anxiety about this virus may be overwhelming and cause fear and anxiety to some people, especially children.

Our Service is committed to continue to provide quality education and care to all children and support families responsibly during this unprecedented challenge with the COVID-19 outbreak.

Knowing how to look after yourself, and others is very important during this crisis.

We will promote a safe and supportive environment by:

- reassuring children they are safe
- acknowledging and listening to children's questions
- promoting and implementing hygiene routines for handwashing and cough and sneezing
- keeping regular and familiar routines within our Service
- ensuring children eat well throughout the day
- engaging children in play, games and other physical activities
- being alert to children's level of anxiety and provide quiet and relaxing activities
- ensuring children are provided with rest and sleep when needed
- providing information to families and support services as required

**Dr Michelle Dickinson-** Video for kids about COVID-19

<https://youtu.be/OPsY-jLqaXM>

**Emerging Minds-** Talking to Children about Natural Disasters, Traumatic Events or Worries about the Future

<https://emergingminds.com.au/resources/supporting-children-during-the-coronavirus-covid-19-outbreak/>

**Play School-** Hello Friends! (A COVID-19 Special)

<https://www.abc.net.au/abckids/shows/play-school/covid-19/12114308>

**UNICEF-** [How to talk to your child about COVID-19](#)

In Home Care Support Agency resources – [Talking to children about COVID-19](#)

Asthma Australia- [What does Coronavirus \(COVID-19\) mean for people with Asthma](#)

## Responsibilities

The QDPA Management Committee are responsible for:



- Nominating the Epidemic Officer. The normal expectation will be that the Workplace Health and Safety Officer shall be appointed as Epidemic Officer, but the QDPA Management Committee may override this if they see fit.
- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the QDPA Epidemic/Pandemic Policy and QDPA Pandemic Risk Assessment
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
  - QDPA's own human resources
  - QDPA's financial resources
  - QDPA's ongoing ability to supply services to children, families and community

The QDPA Managing Director is responsible for,

- Working closely with the Epidemic Officer on all responsibilities.
- Giving notice to staff, volunteers, clients (children & families), and any persons likely to be affected that epidemic or pandemic, a copy of the procedures that are in effect
- Bringing into operation the epidemic or pandemic management procedures specified below
- Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above

Supervisors/Managers/Directors are responsible for:

- Ensuring that staff and volunteers are aware of and following the epidemic procedures in effect at any time.
- Supporting the QDPA Managing Director & designated Epidemic Officer as required.
- Stepping into higher duties/roles as required

Employees/volunteers are responsible for:

- Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect

The Epidemic/Pandemic Officer - (QDPA Finance Manager - as per Table 1: QDPA Pandemic Emergency Management Plan) is responsible for:

- Working with the QDPA Managing Director on the preparation of a comprehensive epidemic emergency plan
- Advising and working with the QDPA Managing Director on a timeline for when epidemic procedures should be activated



- Familiarising staff with recommended procedures regarding epidemic avoidance
- Working with the QDPA Managing Director in all sectors of the organisation to identify mission-critical staff and functions (see Template #3, “Identification of Mission Critical Functions” from the QDPA Pandemic Emergency Management Plan, 2020).

### Procedures

The following procedures apply in the event of the QDPA Managing Director giving notice that epidemic or pandemic procedures are in effect.

#### Events

The QDPA Managing Director, in consultation with the Epidemic Officer, will consider on a continuing basis whether any events involving the attendance of staff or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

#### Work procedures

The QDPA Managing Director, in consultation with the Epidemic Officer, will consider on a continuing basis whether:

- It is necessary or appropriate for nominated staff/volunteers to continue work.
- Staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated as per Federal Government guidance.
- Arrangements for staff/volunteers who work with children and families or the public should be modified to minimise risks for all parties.

The QDPA Managing Director, in consultation with the Epidemic Officer, may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take paid agreed Epidemic Leave (only for shut down periods) / Personal sick Leave/ ½ Annual Leave or LSL leave by agreement.

The QDPA Managing Director, in consultation with the Epidemic Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

#### Contractors and suppliers

The QDPA Managing Director, in consultation with the Epidemic Officer, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted



service delivery (See Template 7, “Major suppliers to the organisation” from *QDPA Pandemic Emergency Management Plan*).

### Health Messaging/Communication

The Epidemic Officer in consultation with the QDPA Managing Director shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.

The QDPA Managing Director in consultation with the QDPA Management Committee, Preschool Directors and QDPA Finance/Business Manager will communicate, update and advise families of ongoing changes to QDPA Policy, Procedures and Practices in relation to the Coronavirus COVID-19 or other pandemic illnesses.

The QDPA Management Committee will be kept informed and updated at all times.

### Source

Education and Care Services National Regulations, October 2017  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017  
Guide to the National Quality Standard, February 2018  
Occupational Health and Safety Act 2000 and Regulations 2001 (NSW)  
NSW Government - <https://www.nsw.gov.au/covid-19>  
Public Health Act 2010 - As at 18 February 2021 - Act 127 of 2010  
Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services, National Health and Medical Research Council (NHMRC), 5th Edition 2012  
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>  
Safe Work Australia - <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

*This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.*

- *Biosecurity Act 2015 (Commonwealth)*
- *Fair Work Act 2009 (Cth)*
- *Fair Work Regulations 2009 (Cth)*
- *Education and Care Services National Law Act (2010) and National Regulations (2011)*