

Coronavirus Covid 19 Management Policy

Purpose

The purpose of this policy is to minimise staff, children, families, and visitor exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government Department of Health, local Public Health Units, and Safe Work Australia. Our Service is committed to implementing practices that reduce transmission, including exclusion of suspected or confirmed cases, enhanced hygiene practices, frequent cleaning and disinfection of high-touch areas, and clear communication with families and staff to maintain a safe environment.

Scope

This policy applies to all children, families, staff, management, and visitors of the Service.

Regulatory Framework

Our Service complies with the Education and Care Services National Law and Regulations, including regulations 77, 85–88, 90, 93, 162, 168, 170, 172, 173, and 175. This aligns with the National Quality Standard, Quality Area 2: Children's Health and Safety, and ensures adherence to requirements for health, hygiene, and notification of infectious diseases. Public Health legislation mandates the notification of certain vaccine-preventable or contagious diseases to the relevant authority while maintaining confidentiality and compliance with state and federal privacy laws.

Infection Prevention and Hygiene Practices

Our Service follows recommendations from Staying healthy: Preventing infectious diseases in early childhood education and care services and guidance from Public Health Units regarding exclusion periods, notification, and outbreak management. The need for exclusion depends on how easily the infection spreads, the duration of infectiousness, and the severity of the disease. Children are encouraged to practice good hygiene, including regular handwashing, respiratory etiquette, and safe food handling. Educators maintain a hygienic environment, clean and disinfect surfaces and toys, and supervise children to ensure hygiene practices are followed.

Managing Suspected Illnesses

Children suspected of having an infectious illness are isolated and supervised until collected by their parents or guardians. Families are required to notify the Service if their child is unwell or has been diagnosed with an infectious disease. Staff implement appropriate procedures when caring for ill children, including using personal protective equipment where necessary, and documenting all relevant details in the Incident, Illness, Accident, and Trauma Record.

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Immunisation

Immunisation is encouraged for all children and staff. Families are required to provide Immunisation History Statements for enrolment, and staff maintain records of their immunisations, including COVID-19 vaccinations. Immunisation protects both the individual and the broader community by reducing disease transmission.

Outbreak Management and Notifications

Outbreaks of vaccine-preventable or contagious illnesses are reported promptly to the Public Health Unit and Regulatory Authority. The Service monitors health alerts and implements guidance from health authorities, including exclusion periods and preventive measures. Families are informed about outbreaks through verbal communication, written notices, and electronic messaging while maintaining the privacy of affected individuals.

Environmental Cleaning and Equipment

Environmental cleaning is conducted daily, with high-touch surfaces disinfected regularly. Toys and equipment are cleaned weekly or more frequently during outbreaks. Soiled clothing and items are stored securely for families to collect. Pregnant staff are not required to assist with toileting or cleaning bodily fluids to minimise health risks.

Staff Responsibilities

Staff are responsible for maintaining personal immunisation, implementing hygiene practices, supervising children's hygiene routines, and recording incidents, illnesses, and infectious disease occurrences. Professional development opportunities are provided to ensure staff remain informed on best practices for infection prevention and maintaining a safe environment.

Family Responsibilities

Families are expected to follow exclusion requirements, notify the Service of illnesses or updated immunisation records, and support infection control measures. Children with complex medical needs may require additional risk management during outbreaks to ensure their safety.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the prevention and management of COVID-19.

This means that all infection control, hygiene and outbreak management practices must prioritise the protection of children from harm and the reduction of health risks above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to protect children, including implementing effective hygiene practices, responding promptly to symptoms of illness, and following current public health advice and exclusion requirements.

The Service will ensure that all responses to suspected or confirmed cases are timely, consistent and in accordance with recognised health authority guidelines. Children who are unwell will be supported in a safe and supervised manner while minimising the risk of transmission to others. Educators will provide reassurance and care to children, ensuring their physical and emotional wellbeing is maintained during periods of illness, isolation or disruption.

All practices relating to COVID-19 management must prioritise children's safety, health and wellbeing, ensuring a safe, hygienic and responsive environment is maintained for all children, families and staff.



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Review

Date:	Changes:	Reviewed by:
26/11/2021	New policy (All updated)	Charmayne Nathan
04/0/24	No changed made - reviewed policy	Charmayne Nathan
10/09/25	Policy was updated, information was condensed.	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan