







# COVID Safety Plan

Premises name: **Wind in the Willows ECE Bassendean**

Agrees to the following:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Maintain mandatory contact registration</b>                  | <input type="checkbox"/> <b>Encourage physical distancing</b>       |
| <input type="checkbox"/> <b>Maintain hygiene standards and conduct frequent cleaning</b> | <input type="checkbox"/> <b>Advise staff to stay home if unwell</b> |

-  **Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in** completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
-  Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
-  **The COVID-19 pandemic is an evolving situation –** review your plan regularly and make changes as required.
-  **Print and display the COVID Safety Plan Certificate** available at the end of this form.

## Premises details

<b>Premises name:</b>	Wind in the Willows ECE	<b>Prepared by:</b>	Sally Griffiths
<b>Type of premises:</b>	Early Childhood Education	<b>Position title:</b>	Manager
<b>Street address:</b>	28 Wilson Street Bassendean	<b>Completion date:</b>	9 February 2022
<b>Contact no:</b>	(08) 9279 3773	<b>Revision date:</b>	As Required
<b>Email:</b>	sgriffiths@bassendean.wa.gov.au		

**\* For the sections below, please complete the form and attach additional pages or information as required.**

### 1. Contact registration

- What will be done to implement contact registration requirements?

Consider: **legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.**

- SAFEWA QR Codes are on display at the main entrances of Wind in the Willows, at all entrance/exit points, and throughout the Centre.
- A hard copy Contact Tracing form is available at the Centre.
- All staff and children's records are up to date.
- Families are required to sign in and out at drop off and pickups. Where possible, Wind in the Willows workers will monitor this to make sure parents and workers sign in when entering the premises.
- All workers have been requested to sign in when entering a TOB workplace or facility, regardless if it is their normal place of work.
- Sign in records will be kept for a minimum of 28 days.

### 2. Physical distancing

- What will be done to encourage physical distancing principles?

Consider: **physical distancing for staff and patrons; management of waiting areas etc.**

- Only **one (1) family is permitted in the front entrance at any one time.**
- For any family waiting to access the building, **floor markers** have been placed at least 1.5 metres from each other on the outside path.
- Families are encouraged to have **only one (1) person** drop off and pick up in order to minimise numbers in the service. The **drop off and pick up is to take no longer than five (5) minutes.**
- **No free flow is permitted between rooms** to ensure minimum contact between groups of children and staff.
- In accordance with any **maximum occupancy directions**, the staff room and amenities area occupancies will be calculated. Clear and visible signage stating the maximum number of people permitted in each area will be displayed. Currently, only **two (2) staff members are permitted in the staff room at any one time**, and this is reflected through staggered morning tea and lunch breaks.

- **Visible signage** has been placed throughout the Centre, encouraging staff and parents to practice **physical distancing**, and to avoid congregating in any one area.
- Where possible, **tables, chairs and equipment/toys have been relocated** throughout the Centre to encourage adequate physical distancing.
- For staff working at Wind in the Willows, the following measures have been implemented in accordance with the Safe Work Procedure:
  - a. Where possible, **staff will not be permitted to interchange between each Centre.**
  - b. **Break rotations have been implemented** to minimise the number of staff in the kitchen and amenities area at any one time.
  - c. Chairs have been placed **1.5 metres apart in the lunch room.** Where possible, staff will be encouraged to either eat lunch in an open outdoor space.
  - d. Any **staff interactions** are to be undertaken in compliance with the physical distancing protocol of at least 1.5 metres apart.
  - e. **Meetings** including de-briefs and team meetings are to be held in an open-air or outdoor environment. Where this is not possible, the meeting can be held in an indoor area that complies with physical distancing and the maximum square metre/person requirements.
  - f. Where possible, **access to Wind in the Willows** for external staff, contractors and other parties will be restricted for urgent business purposes only.
  - g. Restrictions will apply to Town of Bassendean staff when **carpooling** to ensure adequate physical distancing.

### 3. Hygiene

- How will you ensure hygiene and cleaning standards are maintained?

**Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.**

- **COVID information** and recommended **hygiene practices will be promoted** through posters placed throughout the Centre, Safe Work Procedures, on the FAQ page and through other internal comms.
- Family and staff members who are **unwell** are directed to **stay home.**
- **Visible signage** has been placed at the front entrance, urging parents, visitors and children **not to enter the premises if they are unwell.** Any staff member, child, parent or family member who appears to be unwell will be politely requested to leave the Centre. If a staff member is unwell with COVID-like symptoms, the '**Suspected or Confirmed Case of COVID-19 Procedure**' is to be followed.
- The Town has a **good supply of hand sanitiser, hospital grade cleaners and disinfectants, gloves, masks (surgical and P2) etc.** available. An infrared forehead thermometer has been purchased for use within Wind in the Willows if and when required. Safety Data Sheets are provided for all chemicals used within the workplace.
- **Alcohol based hand sanitiser** has been placed at the front entrance of the Centre, and is available in various
- All staff, parents, children and visitors are required to **hand wash or sanitise on entry.**
- **Effective handwashing** is to take place throughout the day before all clean and after all dirty tasks. Children are to be adequately supervised when handwashing.
- **Handwashing posters** are displayed throughout the service.

- **Masks must be worn in all indoor areas**, including workplaces and vehicles.
- The workplace is **monitored** to ensure that hygiene supplies are available and re-stocked as required.
- A supply of **Rapid Antigen Test (RAT)** kits has been ordered and will be used in accordance with Government directions and the Town's procedures.
- A **Cleaning Procedure** has been distributed with the cleaning kit to each workplace, and all employees have been provided with the COVID-19 Environmental Cleaning for Workplaces for Non-Health Care Setting Guideline released by the Department of Health as an attachment to the Safe Work Procedure.
- Cleaning of the Centre will be completed by the **Cleaner** on a daily basis.
- Cleaning of **common (high) touch areas and surfaces** (i.e. door handles, table tops, taps and hand washing stations, toys etc.) are to be completed three (3) times a day. Cleaning of these areas is the responsibility of all staff.
- Where possible, **high touch communal items will be replaced** with hygienic alternatives, for example, single use or contactless options.
- **Cleaning of personal workspaces** (office-based staff) is required to be undertaken every day.
- Workers using **Council vehicles or equipment** are to adhere to the hygiene guidelines in the Safe Work Procedure.
- A **Contractor trained in COVID-19 sanitation services** has been sourced to conduct any urgent deep cleans in the event that there is an outbreak or confirmed case of COVID-19 at the Centre.
- **Educators are to serve children food** to avoid cross contamination of serving implements.
- Where possible, **air flow** will be enhanced by opening doors and windows, and air conditioning will be adjusted to optimise fresh air flow.
- Weather permitting, **outside learning will be preferable** over being indoors.
- Any **excursions will be suspended**, and children and staff will not be permitted to go beyond the boundary.
- Where possible, the **number of people in unventilated areas** will be reduced.
- Where possible, **equipment**, stationary and other items such as phones, cutlery, crockery etc. are **not to be shared**.
- Staff who have a **suspected or confirmed case of COVID-19** are to notify the Town on the **Notification Form** (available on the FAQ page).
- A **Risk Assessment** has been undertaken for **vulnerable workers** to consider control measures in order to reduce their risk of infection. The Line Manager must conduct any further reviews or amendments to work arrangements in consultation with the vulnerable worker. Workers have been encouraged to discuss any conditions which might make them more vulnerable to the effects of COVID-19 with their GP/Line Manager.
- Employees were offered a **flu vaccination** as part of the Town's Annual Influenza Vaccination Program, and the vaccinations have been completed.
- The Town is complying with the Mandatory Vaccination Policy and is sighting worker **COVID-19 vaccination certificates** and maintaining a Register. All workers at Wind in the Willows fall under Group 2 of the Policy and have complied with vaccination directions.
- **Individual Safe Work Procedures** will be developed for any vulnerable or unvaccinated worker (that is not mandated under the Mandatory Vaccination Policy) in order to minimise their exposure and infection risk.

#### 4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: **staff training; records of training; additional education; signage; guidance material etc.**

- Every Town of Bassendean worker has received a **COVID: Safe Work Procedure** relevant to their work area, which incorporates all the required measures to keep themselves and others safe from COVID-19.
- All staff have completed **COVID-19 Infection Control training**.
- Workers are provided with **education** through the FAQ page, posters, emails, SMS messages, intranet posts and team meetings.
- All **Town of Bassendean Contractors**, their employees and Sub-Contractors, have been required to complete and sign a Declaration Form, confirming all prevention and management measures implemented to protect themselves, Town of Bassendean employees and community.
- A World Health Organisation video on **how to fit and wear a face mask** has been uploaded to the FAQ page.

#### 5. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

**Yes** ✓

The Town of Bassendean acknowledges our obligations arising from the Emergency Management Act and the directions made under that Act.

The Town of Bassendean also acknowledges our obligations and responsibilities under existing legislation and regulations, including occupational and health legislation, and will ensure that these are complied with.

## 6. Response Planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

**Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.**

- The Town will adhere to the '**COVID-19: Suspected or Confirmed Case within the Workplace Procedure**' which has been developed in accordance with Department of Health and Government WA Guidelines and requirements.
- The Town will contact the **COVID-19 Public Hotline** if we become aware that someone with COVID-19 has been at this workplace.
- The Centre will **notify the regulatory unit** as required (6551 8333 / [ecru@communities.wa.gov.au](mailto:ecru@communities.wa.gov.au)).
- **Contact tracing** measures are in place and the Town will work with the Department of Health in providing the required information and assisting in the identification of close contacts.
- **Communication systems** have been implemented. Workers have been directed to check FAQ page and any urgent information or directions will be communicated through SMS.
- A **plan** has been developed to maximise business continuity should there be an exposure in the workplace, and in the event that the Centre must close or services must be modified (see attached).
- **Support mechanisms** for employees that are impacted by COVID-19 are in place.



**Premises name:**

Wind in the Willows ECE, 28 Wilson Street, Bassendean

# COVID Safety Plan Certificate

**Welcome. We are a business implementing COVID-safe principles.**



**Contact registers**



**Physical distancing**



**Frequent cleaning and disinfection**



**Staying home when unwell**

Prepared by:  
Sally Griffiths

Date:  
21 February 2022

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**