



## Safe Work Procedure for COVID-19 – Wind in the Willows

29 April 2022

### General

In order to maintain a safe working environment, the following Safe Work Procedure must be followed at all times.

This Procedure is based on current directives and advice from the relevant authorities, including the WA Government and Department of Health WA, and will be updated as required, to ensure that it reflects the latest advice, as well as any other measures implemented by the Town.

Please note that this Safe Work Procedure is effective immediately and must be adhered to by all team members at all times.

### 1. Current Requirements & Systems – Protecting Yourself and Others

- Please **stay home** if you are unwell (regardless of the symptoms) and do not come to work until you are well. Families have also been requested to stay home if unwell. Any staff member, child, parent or family member who appears to be unwell will be politely requested to leave the Centre.
- Workers who have been tested for COVID-19, are a close contact with symptoms, are a close contact with no symptoms and/or have been directed by the Department of Health to isolate, must submit a **Notification Form** (available on the Town of Bassendean FAQ page). Test results are also required to be uploaded through the **Test Result Notification Form** (also available on the Town of Bassendean FAQ page).

### COVID-19 Staff information and FAQs

*The information outlined on this page is for Town of Bassendean employees only and does not apply to community members or Councillors.*

#### Latest update

27 April 2022

The Health Minister has announced that most mask wearing requirements, density and capacity limits, proof of vaccination for venue entry, G2G Pass requirements and quarantining for asymptomatic close contacts protocols will end from 12:01am Friday, 29 April.

Further information on the changes can be viewed [here](#).

Workers are urged to follow the relevant public health advice - regularly check the Healthy WA website and the WA.Gov Coronavirus website.

[Advice for all staff](#)

[Vaccination advice](#)

[Health Advice](#)

[Safety at work](#)

[Advice for all staff](#)

#### Staff confirmed or suspected case of COVID-19 notification form

Notify the Town of your confirmed or suspected case of COVID-19 [here](#)

Notify the Town of your Test Results [here](#)



I am required to isolate due being a close contact with symptoms, waiting on the results from a PCR —

- Please refer to the **Town's COVID-19 FAQ page** for important advice and information. If you have not yet downloaded this to your phone, you can access the page through the following link: [Internal COVID-19 Advisory Information » Town of Bassendean](#)
- Where workers are considered vulnerable and at a high risk to the impacts of COVID-19, **special arrangements** have been previously considered and implemented. However, if your situation has changed and you believe that you may have a new condition or a circumstance that would make you more susceptible to the effects of COVID-19, and/or have been previously classified as 'vulnerable' and you are feeling concerned about the easing of restrictions, please raise this with your Manager as soon as possible.
- While it is no longer mandatory for **masks** to be worn in public indoor areas (which includes workplaces), the Department of Health advice is that wearing of masks is strongly encouraged where physical distancing is not possible. As you are aware, the environment at Wind in the Willows makes physical distancing difficult. Consequently, Educators are strongly encouraged to continue current mask wearing practices, at least for the next couple of weeks, at which time, this will be reviewed. We believe that this will assist the Town to continue to minimise the spread of COVID amongst staff and children and will assist the Town to continue to provide high quality early childhood education services.
- Please continue to apply the following **guidelines for mask use**:
  - Wash your hands before putting on the mask
  - Make sure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the side of your face
  - Do not touch the front of the mask while wearing it or when removing it. If you do touch the mask, wash or sanitise your hands immediately. Do not allow the mask to hang around your neck
  - Wash or sanitise your hands after removing the mask
  - Single use masks should not be re-used and should be discarded immediately after use. International guidance states that surgical masks can be worn for up to 4 hours and a P2/N95 respirator for up to 8 hours continuously without removing the mask unless damaged, soiled or contaminated
- Please approach your Manager if you **require any other PPE** recommended for infection prevention and control (i.e. gloves, disposable aprons, etc.)

- In response to the 'very high caseload' setting, the Town has in place a **Rapid Antigen Testing (RAT) Program** for identified workers under these guidelines. Roles identified include those who may have regular and ongoing contact with vulnerable members of the Community. Wind in the Willows workers qualify for participation in the program. Please raise this with your Manager if you would like more information, or would like to participate in this voluntary program.
- Continue to comply with **all hygiene, cleaning and physical distancing requirements**.
- The control measures documented in this Procedure are to be implemented to ensure your health and wellbeing. Please see your Manager immediately if you think that there is a risk to your health and wellbeing while at work or performing your work tasks.

## 2. Physical Distancing / Hygiene Measures

Thank you for continuing to observe and comply with the following **physical distancing** measures:

- a. Although it can be difficult in a childcare setting, where at all possible, **stay 1.5 metres from other people as a minimum**. Please continue to avoid congregating in any one area.
- b. All staff, parents, children and carers will be required to **wash or sanitise their hands** upon arrival at Wind in the Willows. 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.
- c. In accordance with the roster, **staggered morning tea and lunch breaks** applies to all team members to minimise the number of people in the staff room and amenities areas at one time. Currently, only **two (2) staff members** are permitted in the staff room at any one time. Chairs have been placed 1.5 metres apart in the lunchroom. **Where possible, staff should be encouraged to eat lunch and have breaks outdoors**.
- d. Measures have been put in place to **minimise the number of parents/carers** in the centre at any one time.
- e. If face to face contact is required with colleagues or parents, **physical distancing measures must be observed at all times**. Avoid shaking hands or making other unnecessary physical contact with others.
- f. Where possible, **staff will not be permitted to interchange** between each of the Wind in the Willows Centres.

- g. **No free flow** is permitted between rooms to ensure minimum contact between groups of children and staff.
- h. Where possible, **tables, chairs and equipment/toys have been relocated** purposefully throughout the Centre to encourage physical distancing.
- i. Any **excursions will be suspended**, and children and staff will not be permitted to go beyond the boundary.
- j. Where possible, **equipment, stationary and other items such as phones, cutlery, crockery etc. are not to be shared**. Educators are to serve children food to avoid cross contamination of serving implements.
- k. Where possible, **air flow will be enhanced by opening doors or windows, and air conditioning will be adjusted to optimise fresh air flow**.
- l. Weather permitting, **outside learning will be preferable over being indoors**.
- m. **Meetings** including de-briefs and team meetings are to be held in an open air or outdoor environment, wherever possible.
- n. Where possible, **access to Wind in the Willows** for external staff, contractors and other parties will be **restricted for urgent business purposes only**.
- o. When **carpooling or travelling with other persons for work related purposes**, the following **vehicle restrictions** will apply as follows:
  - a. A maximum of two (2) people are to be in the vehicle at any time
  - b. If adequate physical distancing (1.5m) cannot be achieved, a passenger must sit in the back seat in order to maintain physical distancing
  - c. All passengers must wear a face mask at all times
  - d. Increase ventilation in the vehicle by opening windows wherever possible
  - e. Avoid having air-conditioning on re-circulate
  - f. If you need to remove your mask (eating or drinking etc.) you must exit the vehicle
  - g. Occupants must sanitise their hands before getting into the vehicle and travelling to the next site
  - h. Occupants must sit in the same seat each time they travel to and from site (if possible)
  - i. All areas of the vehicle, including touchpoints, must be cleaned/disinfected upon entry and exit

### 3. Cleaning Requirements

Please continue to comply with the following cleaning measures:

- a. The Cleaner will continue to clean the Wind in the Willows Centres on a daily basis, however, **cleaning is everyone's responsibility.**

A register is to be in place to ensure that cleaning is completed, and a record is maintained for the following areas:

- **Vehicles, toys and equipment** are to have all contact surfaces regularly cleaned (including steering wheels, controls, handles, levers etc.) using appropriate detergent and disinfectant solutions. In addition, this equipment is to be cleaned before and after each use and the beginning and end of each work day. Soft toys will be washed/laundered regularly in accordance with the Centre's Policies.
  - **Cleaning of high contact surfaces** (i.e. eating areas, cots, high chairs, amenity rooms, doorknobs, light switches, appliances, taps, hand washing stations, etc.) is to be completed three (3) times a day.
  - Where possible, **high touch communal items will be replaced with hygienic alternatives, for example, single use or contactless options.**
- b. In the event of an outbreak or a confirmed case of COVID-19, a **Contractor trained in COVID-19 decontamination cleaning and sanitisation** will be engaged.
  - c. Cleaning of **personal workspaces** (office-based staff) is required to be undertaken every day.
  - d. **Please read and abide by the Manufacturer's Instructions and Safety Data Sheet** before using any chemical or new product.
  - e. When cleaning, wear appropriate **Personal Protective Equipment (PPE)** in order to reduce the risk of exposure.

### 4. Employee Assistance Program (EAP)

Employees are able to access the Employee Assistance Program at any time, for free and confidential counselling:

- Call 6424 8177
- Email [intake@clearhealthpsychology.com](mailto:intake@clearhealthpsychology.com)
- Visit <https://clearhealthpsychology.com.au/bassendean-eap-booking/>  
(Code: **Bassendean2021**)

**If you have any questions in relation to COVID-19 or this Safe Work Procedure, please approach your Line Manager, the Town of Bassendean COVID-19 FAQ Page or contact the WA COVID Hotline on 13 26 843.**