

Alexandra & District Kindergarten

COVID Safe Plan

Wellbeing of ADK Employees, Families & Children

- Exclude all ADK Employees, families & children who are unwell from building & grounds.
- Make sure all staff comply with COVID-19 health & restriction advice.
- Provide information on how to stay COVID safe and provide advice on what to do in the event they come in close contact with a confirmed case of COVID-19.
- Provide advice in relation to personal hygiene (including PPE), updated infection control practices and the adherence to COVID-19 control requirements.

Guidance

- Restrict non-essential contractors from entering the ADK building or grounds and reschedule visits to a more practical time.
- Monitor entry and exit points to maintain social distancing and prevent over-crowding, including provision of clear signage. Ensure similar arrangements are in place for general access and exit including evacuation routes.
- Where reasonably practical, always ensure employees, contractors & families maintain 1.5 metres physical distancing.
- Use telephone or video for essential meetings where practical.
- Where reasonably practical, stagger start times for kinder sessions to minimise the risk of close contact between families.
- Request contactless delivery and invoicing of goods/resources, where practical.

Physical Distancing

- Display signage with maximum capacities directing employees & families to maintain physical distancing wherever practical.
- Adopt strategies to avoid crowding at kinder entrance/exit.
- Consider what work can be done offsite, such as administration work from home.

Hygiene and Cleaning

- Adopt good hand hygiene practices.
- Have hand sanitiser at key points around ADK, such as entry and exit points and kitchen areas. Ensure bathrooms are well stocked with hand soap and paper towels.
- Ensure rubbish collection is performed regularly to avoid rubbish overflow.
- Clean indoor hard surface areas frequented by staff or families at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces including in foyer, printers, handrails, taps and washing facilities, whenever practical with a detergent or disinfectant solution or wipe.
- Display signs about physical distancing, hygiene, and hand washings practices around the centre where practical.

Record Keeping

- Make employees & contractors aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.
 - Ensure that all site visitors record their details on the visitor sign in register