

# Emergency Procedures

## *Pandemic*

### PREPAREDNESS STAGE- ANNOUNCEMENT OF A PANDEMIC

On announcement of a pandemic emergency by the World Health Organisation (WHO); inform preschool families of the pandemic emergency and the disease involved including name of disease, origin of disease, symptoms, health department and the response the preschool is taking

Review pandemic planning arrangements and all contact lists for staff, children, families and local services

Complete an emergency risk assessment

Communicate appropriate emergency plan details including hygiene control and reminders of the preschool's Infectious Disease policy with staff and families. Display correct hygiene control measures and any relevant announcements from the NSW Department of Health and the Early Childhood Education and Care Directorate (ECECD)

Utilise, follow and continue to monitor the information and guidelines from the NSW Department of Health information and the Department of Education Guidelines

Ensure adequate levels of cleaning products, personal protective equipment and consumables are on hand. Including but not limited to Gloves, Masks, Hand soap, Toilet paper, paper towel, baby wipes, toilet paper and hand sanitiser

Ensure all staff are informed and aware about the risk of exposure at the workplace and the steps they can take to minimise risk for themselves, other staff and the children

### RESPONSE STAGE CASES DETECTED IN AUSTRALIA

#### **Communication**

Ensure regular communication using various platforms, with families regarding the Preschool in relation to any operational or routine changes.

#### **Daily Routines**

Take steps to minimise the number of visitors and parents who enter the preschool. This could include but not limited to

- Stopping all visitors entering the preschool eg. Incursions, tradespeople
- Parents Signing Children in/out of preschool from the varandah
- Cancelling all excursions

Utilise the outside environment as much as possible

Ensure that appropriate physical distancing measures are adopted and monitored in the workplace

Stagger staff breaks and allow space for workers to physically distance themselves in the lunchroom and using shared spaces

#### **Hygiene and Environment Cleaning**

Increase environmental cleaning throughout the day especially of high touch surfaces and items that come in contact with the face including but not limited to

- At Crunch and Sip time
- Door handles
- Rails
- Taps
- Tables
- Chairs
- Switches
- Devices
- Pens

Reinforce handwashing program especially at entry and exit of preschool and respiratory hygiene measures for all staff and children.

### **Business Continuity**

Encourage staff who are unwell to stay at home or if become unwell, to leave immediately

Consider workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce.

Prioritise work functions to ensure adequate workforce availability to deliver the Early Childhood Program

In the event that the Preschool closure cannot be avoided, contact the Early Childhood Education and Care Directorate. Inform staff of their obligations during service closure.

## **PRESENTATION OF PANDEMIC DISEASE SYMPTOMS AT PRESCHOOL**

*Used in conjunction with the Infectious Disease Policy*

### **Identification**

Isolate affected person to the designated isolation area. 1-2 staff member/s, depending on child's need, to remain with child until the parent/guardian arrives. Limit the number of staff for this task if safe to do so.

Wear Personal Protective Equipment – Apply face mask to all in quarantine area if applicable. Eye protection and long sleeve plastic gown worn by attending staff, gloves worn when in contact with child. Wash hands before and after applying/removing all PPE items. Dispose of all items in nearest general waste bin on completion of use.

### **Notification**

- Emergency Services - If child appears very unwell, Responsible person to ring an Ambulance
- Parents – Parents are to be contact and asked to promptly collect the child.
- Public Health unit – Inform of suspected case
- ECECD – Inform of a suspected case
- All staff present in the workplace – Responsible Person to ensure all staff present are communicated with. Follow the advice from the Public Health Unit regarding contact of families whose children were present

### **Documentation**

- Child's incident and Accident form to be completed including documentation of symptoms, time of presentation, the time the public health unit were notified, upon talking with parents also record if the child has been in a pandemic related region or have had close contact with a confirmed case.
- Emergency Incident Report to be completed

- A record of all persons (staff, children and visitors) present at the Preschool at the time of the presentation

**After the presentation occurs**

- All children in contact with the affected person to be gathered together and kept safe whilst environmental cleaning performed, and further advice is sought from ECECD and the Public Health Unit
- Remaining staff not caring for children to apply gloves and perform environmental cleaning especially of high touch surfaces including but not limited to
  - Door handles
  - Rails
  - Taps
  - Tables
  - Chairs
  - Switches
  - Utilised Toys/Equipment
  - Toilets
  - Remove visible soiling and clean with a household bleach

**STAND DOWN STAGE**

Be Aware that multiple waves of the virus may occur

Replenish cleaning products, personal protective equipment and consumables

**Business Continuity**

Implement business continuity plans for restoration of full capacity again including communication with staff and families, monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.

Provide support including counselling if required

Review effectiveness of Pandemic Emergency Response Plan

**CONTACT DETAILS**

- Local Public Health Unit – 1300 066 055
- ECECD – 1800 619 113
- Health line – 1800 022 222
- Australian Government Department of Health [www.health.gov.au](http://www.health.gov.au)
- NSW Government Department of Health [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Early Childhood Education and Care Directorate [www.education.nsw.gov.au/early-childhood-education](http://www.education.nsw.gov.au/early-childhood-education)

**SOURCES**

Australian Government Department of Health [www.health.gov.au](http://www.health.gov.au)  
[www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf](http://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf)

NSW Government Department of Health [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

Community Early Learning Australia (CELA) Dealing with Infectious Diseases COVID-19 Sample Policy