



COVID Safe Plan

Tarralla Kindergarten Association Incorporated

Updated January 2022

Business name: Tarralla Kindergarten

Site location: 38 Gracedale Avenue Ringwood East VIC 3135

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Prepared by: Kate Klep (Secretary 2020)

Date reviewed: 28 January 2022

1. Ensure physical distancing

Requirement	Action																																													
You must ensure workers and visitors are 1.5m apart as much as possible	<ul style="list-style-type: none">• Signage at the entrance to the kindergarten, and inside the kindergarten, reminding staff and visitors to practice social distancing• Staff reminded at staff meetings to practice social distancing																																													
You must apply density quotient to configure shared work areas and publicly accessible spaces	<ul style="list-style-type: none">• Kindergarten facility rooms have been measured. The following density quotients apply (adults only). Signage has been placed at the entrance to each room <table><thead><tr><th></th><th>4m² rule</th><th>2m² rule</th></tr></thead><tbody><tr><td>• Office: 25m²</td><td>4*</td><td>4*</td></tr><tr><td>• Foyer: 23m²</td><td>6</td><td>11</td></tr><tr><td>• Wattle Room: 98m²</td><td>24</td><td>49</td></tr><tr><td>• Wattle Room Store 1: 8m²</td><td>2</td><td>2*</td></tr><tr><td>• Wattle Room Store 2: 5m²</td><td>1</td><td>1*</td></tr><tr><td>• Wattle Room Kitchen: 8m²</td><td>2</td><td>2*</td></tr><tr><td>• Wattle Room Children Toilet: 8m²</td><td>2</td><td>2*</td></tr><tr><td>• Wattle Room Toilet: 3m²</td><td>1</td><td>1</td></tr><tr><td>• Banksia Room: 90m²</td><td>22</td><td>45</td></tr><tr><td>• Banksia Room Store 2: 9m²</td><td>2*</td><td>2*</td></tr><tr><td>• Banksia Room Kitchen: 7m²</td><td>2*</td><td>2*</td></tr><tr><td>• Banksia Room Children Toilet: 10m²</td><td>2</td><td>2*</td></tr><tr><td>• Banksia Room Toilet: 5m²</td><td>1</td><td>1*</td></tr><tr><td>• Banksia Room Cleaners Room: 2m²</td><td>1</td><td>1*</td></tr></tbody></table> <p>* Limited by 1.5m social distancing restrictions</p>		4m ² rule	2m ² rule	• Office: 25m ²	4*	4*	• Foyer: 23m ²	6	11	• Wattle Room: 98m ²	24	49	• Wattle Room Store 1: 8m ²	2	2*	• Wattle Room Store 2: 5m ²	1	1*	• Wattle Room Kitchen: 8m ²	2	2*	• Wattle Room Children Toilet: 8m ²	2	2*	• Wattle Room Toilet: 3m ²	1	1	• Banksia Room: 90m ²	22	45	• Banksia Room Store 2: 9m ²	2*	2*	• Banksia Room Kitchen: 7m ²	2*	2*	• Banksia Room Children Toilet: 10m ²	2	2*	• Banksia Room Toilet: 5m ²	1	1*	• Banksia Room Cleaners Room: 2m ²	1	1*
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You should provide training to workers on physical distancing expectations while working and socialising	<ul style="list-style-type: none">• Signage at the entrance to the kindergarten, and inside the kindergarten, reminding staff and visitors to practice social distancing• Social distancing expectations discussed at staff meetings																																													

	<ul style="list-style-type: none"> • DET <i>Early childhood education and care coronavirus (COVID-19) updates</i> emailed to all staff
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2. Wear a face covering

Requirement	Action
You must ensure all workers and visitors entering the worksite wear a face mask as per public health advice	<ul style="list-style-type: none"> • Signage at the entrance to the kindergarten reminding staff and visitors to wear a face mask (when required) • Staff required to wear a face mask when physical distancing (1.5m metres) cannot be maintained • Parents and visitors (over the aged of 12 years) required to wear a face mask when physical distancing (1.5m metres) cannot be maintained • Parents required to wear a face mask at drop off and pick up where social distancing cannot be maintained.
You should install screens or barriers in the workspace for additional protection where relevant.	<ul style="list-style-type: none"> • Not applicable
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately	<ul style="list-style-type: none"> • Correct use of face masks discussed at staff meetings • DHHS <i>How to wear a face mask</i> poster displayed in staff office • DHHS <i>How to wear a face mask and care for it</i> handout available in staff office

3. Practise good hygiene

Requirement	Action
You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones	<ul style="list-style-type: none"> • High touch surfaces cleaned at the end of each kindergarten session by staff • Cleaner to undertake a nightly clean of entire kindergarten building (include high touch surface and items)
You should display a cleaning log in shared spaces	<ul style="list-style-type: none"> • Not applicable
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing	<ul style="list-style-type: none"> • Antibacterial hand soap available at all sinks • Hand sanitizer available throughout the kindergarten facility, including on entry to the building • DHHS <i>Wash your hands regularly</i> poster displayed near sinks

4. Keep records and act quickly if workers become unwell

Requirement	Action
You must support workers to get tested and stay home even if they only have mild symptoms.	<ul style="list-style-type: none">Tarralla Kindergarten COVID-19 Protocols and Procedures require staff and children to stay home and get tested even if they have mild symptomsStaff entitled to sick leave if they are required to stay home and be tested and / or required to self isolate
You must develop a business contingency plan to manage any outbreaks.	<ul style="list-style-type: none">Tarralla Kindergarten has in place a <i>COVID-19 Risk Minimisation Plan and Response to a Positive Case</i>. Available on OneDrive: Executive\COVID-19\3. COVID-19 Risk Assessment – Plan
You must keep records of all people who enter the workplace for contact tracing	<ul style="list-style-type: none">All parents and visitors to sign in using Service Victoria QR code and complete the visitors register if they will be at the kindergarten for more than 15 minutesIn addition, the following are used to record the entry and exit of people from the kindergarten.<ul style="list-style-type: none">Children: Sign in bookStaff: Time sheet registerVisitors: Visitor Book
You should implement a screening system that involves temperature checking upon entry into a workplace	<ul style="list-style-type: none">Temperatures of children that appear unwell to be taken. If a child has two readings of 37.5°C or above they must be immediately collected.

5. Avoid interactions in enclosed spaces

Requirement	Action
You should reduce the amount of time workers are spending in enclosed spaces.	<ul style="list-style-type: none">Focus on programming of outdoor activities, & indoor/outdoor activities

6. Create workforce bubbles

Requirement	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes	<ul style="list-style-type: none">Consistent staffing rosterStaff permitted to preform non-teaching duties from home
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts	<ul style="list-style-type: none">Not applicable



Brooke Clerkin

President, Tarralla Kindergarten Committee of Management

Version number	Prepared / Updated by	Date
Version 1.0	Secretary, Kate Klep	August 2020
Version 2.0	Secretary, Kate Klep	January 2021
Version 3.0	Director, Chriss Ryan	April 2021
Version 4.0	Director, Chriss Ryan	January 2022