



COVID Safe Plan

Tarralla Kindergarten Association Incorporated

Updated February 2023

Business name: Tarralla Kindergarten

Site location: 38 Gracedale Avenue Ringwood East VIC 3135

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Prepared by: Kate Klep (Secretary 2020)

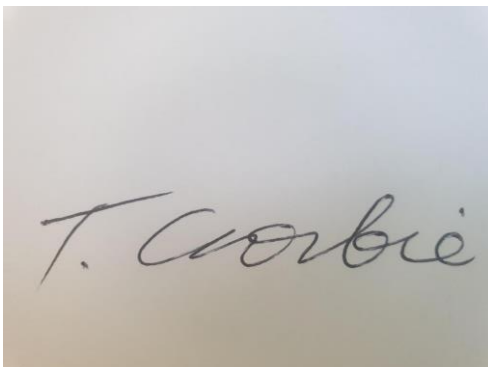
Date reviewed: 22 February 2023

1. Practise good hygiene

Requirement	Action
You should 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

2. 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 symptoms Staff 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 protocols and procedures to deal with COVID-19 cases available on our website tarrallakindergarten.org.au
You must keep records of all people who enter the workplace	<ul style="list-style-type: none"> In 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 book Staff: Time sheet register Visitors: Visitor Book



Tanya Crosbie

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
Version 5.0	Nominated Supervisor, Jessica Jones	May 2022
Version 6.0	Nominated Supervisor, Jessica Jones	February 2023