



NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

Novel Coronavirus (COVID-19)- Pandemic response.

Aim

To protect our children, staff and families from the impact of COVID-19 considering the Narnia community's physical, emotional and mental health and wellbeing and financial sustainability.

Explanation

There are many unknowns in considering the impacts of COVID-19 on the Narnia community and different ways centres could be affected by potential impacts of COVID-19.

Our approach to this pandemic is to access relevant information and advice from Government, Health and Education officials and official sites in order to plan ahead. This will include considering what procedures we might need to have in place to continue to effectively manage the centre operations to protect our children, staff and families.

What is COVID-19?

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is the disease caused by a new coronavirus. It was first reported in December 2019 in Wuhan City in China.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

Implementation

Each centre will maintain a COVID-19 risk assessment that will be regularly revised and updated which should be read in conjunction with this policy. The risk assessment will be regularly reviewed and updated with current information.

Each centre will update their cleaning schedule to include more frequent and expansive cleaning throughout the day

Management and staff will adhere to all instructions and advice provided by NSW Health, The Australian Government Department of Health, the Department of Education, Skills and Employment, NSW Department of Education, the Fair Work Ombudsman and the ATO.

All staff must –

- adhere to strict guidelines in maintaining social distancing with colleagues and parents.
- ensure all health and hygiene practices are maintained.
- follow the policies and procedures and maintain the usual best practice approach across all of our services
- stay updated with health alerts and follow management health notification procedures
- apply a risk assessment process to any new scenarios and maintain regulations, compliance and common sense.
- Not attend work when sick and seek medical advice if showing symptoms or have recently visited a hotspot.

The Director will-

- Ensure the contact list for families is up to date
- Ensure the staff contact list is up to date, including emergency contact details
- Check the status of the casual pool
- Consider adding elements to the health policy that cover this particular health alert
- Determine when and how to communicate information to families
- Determine how to respond to various scenarios
- Provide regular information updates to staff through email
- Meet regularly with the Directors group via zoom in addition to emails and phone calls to keep up with changes and relevant information.
- Communicate regularly with parents via email, Storypark and notices.
- Ensure all visitors follow instructions given including signing in and providing phone numbers for tracing
- Ensure children, staff and visitors who are unwell don't attend the centre. Anyone with a temperature of 37.5 degrees or higher and any of the symptoms below must not attend the Centre and should seek medical advice from their medical practitioner.

Management will-

- Follow all advise from Health, Education and other Government
- Remain current with information pertaining the ECECC through webinars and emails
- Consult with the CEO and CFO regarding areas of business sustainability
- The Head of Early Childhood Education will liaise with the Foundation Office on areas of financial risk and sustainability with an aim to maintain staff employment
- Communicate regularly with Directors
- Consult with Directors on decisions which need to be made
- Provide ongoing support to Directors
- Consider whether essential functions can be performed off site
- Check that employees' leave accruals are up to date
- Check cash flow and financial status
- Anyone who visits a COVID hotspot or returns from overseas is not permitted to attend the centre till they have had a COVID test and a negative result. They must isolate till they receive the test results.

Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.



COVID-19: Identifying the Symptoms

Symptoms		COVID-19	Cold	Flu	Allergies*
		Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms	May be abrupt or gradual onset of symptoms
Fever		Common	Rare	Common	No
Cough		Common	Common	Common	Common (asthma)
Sore Throat		Sometimes	Common	Sometimes	Sometimes (Itchy throat and palate)
Shortness of Breath		Sometimes	No	No	Common (asthma)
Fatigue		Sometimes	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
Headaches		Sometimes	Common	Common	Sometimes
Runny or Stuffy Nose		Sometimes	Common	Sometimes	Common
Diarrhoea		Rare	No	Sometimes, especially for children	No
Sneezing		No	Common	No	Common

Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology. *Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe. People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID-19 at the onset of their symptoms and if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.

For more information about Coronavirus (COVID-19) go to health.gov.au

Visit www.health.gov.au/resources/translated or for translating and interpreting services call 131 450.

DTDT000-1045

References:

www.nsw.gov.au

www.health.gov.au

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