

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Epidemic/Pandemic Policy

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### National Quality Standards

2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

### Education and Care Services National Regulations

Children (Education and Care Services) National Law	
Section 168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
175	Prescribed information to be notified to Regulatory Authority.
176	Time to notify certain information to Regulatory Authority.

#### Aim:

To clearly outline the strategies and actions that we intend to take to prevent the transmission of infectious diseases that are epidemics or pandemics and control the transmission of infectious diseases when a case/s is identified. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic. (For the

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purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another.)

### **Implementation:**

From time-to-time infectious diseases develop into epidemics or pandemics and create increased risks for the community. These occasions require specific policies targeted at the disease in question and general efforts at preparedness.

- Warradale Community Children's Centre wishes as far as possible, to protect its children, families, staff, volunteers, and the public from infection or contagion by epidemics and/or pandemics.
- Warradale Community Children's Centre will facilitate, through its policies, procedures and risk assessments, strategies designed to reduce risks to its children, families, staff, volunteers, and the public.
- Warradale Community Children's Centre will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.
- We will, as far as possible, plan for, and make advance preparations for the possibility that operations will be affected by an epidemic or pandemic.

### **Leadership will (as far as possible):**

- Assist families, staff, volunteers, and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, and families to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g., masks, soap, and gloves) where appropriate and as advised by the World Health Organisation.
- Maintain services and operations throughout the period of concern, wherever possible.

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- Be guided by the information and directions provided by local health authorities, The World Health Organisation, Government and our Work Health and Safety obligations.
- Provide up to date information to all families through Storypark, notice board and face to face conversations.
- Follow Department of Education Guidelines regarding Pandemic/Epidemic diseases.
- Assess Warradale Community Children's Centres vulnerabilities in light of the pandemic or epidemic to the centres suppliers of goods and services and our own human resources.
- In the event of an epidemic or pandemic give notice to staff, volunteers, families, and any person s likely to be affected that epidemic/pandemic procedures are in effect
- Instituting any administrative measures necessary to reduce vulnerabilities within the service.
- Ensure staff and volunteers are aware of the epidemic procedures in effect at any time.
- The preparation of a comprehensive risk assessment.
- Advise staff when epidemic procedures should be activated.
- Educate staff with recommended procedures regarding epidemic avoidance.
- Notify families, staff, contractors, suppliers and ACECQA if there was an outbreak at our service or if advised to close for a period of time.
- Consider, on an ongoing basis, whether any events involving the attendance of staff or members of the public should be changed, rescheduled, or cancelled to minimise the risk of infection.

**In the event of an infectious disease being declared an epidemic or pandemic, Educators, staff, and the families will take the following precautions:**

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain at least 1.5 metre distance between yourself and anyone who is coughing or sneezing, where appropriate.
- Avoid touching your eyes, nose, and mouth, or shaking hands with others.
- Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow

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or tissue when you cough or sneeze and disposing of used tissues immediately and sanitising your hands immediately.

- Stay home if you feel unwell. Keep your child home if they are feeling unwell.
- Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid travelling to places - especially if you are more at risk.
- If you are, or are likely to be contagious, notify the Director as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
- Seek medical advice promptly and follow the directions of your local health authority.
- Abide by the above procedures when informed by authorised staff that epidemic/pandemic procedures are in effect.

### **Leave and Flexibility for Staff**

- Warradale Community Children's Centre recognises that staff may request, or require, paid and unpaid leave when they are unwell, at risk of, or vulnerable to infection, and at risk of infecting others.
- Workers may make use of leave consistent with Warradale Community Children's Centre's leave policy, relevant industrial instruments, and the National Employment Standards (including access to unpaid leave).
- Warradale Community Children's Centre may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

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## Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	1/7/20	Policy developed	Trish Cook	31/7/23
1.1	31/7/23	Department of Education Guidelines and Storypark communication is added.	Poornima Radhakrishnan	31/12/24

### Source:

- Revised National Quality Standards (2018)
- Education and Care Services National Regulations 2011
- Australian Health Management Plan for Pandemic Influenza (AHMPPI)
- SA Health
- Biosecurity Act 2015 (Commonwealth)
- Fair Work Act 2009
- Fair Work Regulations 2009
- Children's Services Award
- The Gums CCC.