



## **Frequently Asked Questions (FAQs): Our Response to COVID-19**

### **1. How is St Paul's Anglican Kindergarten responding to the challenges posed by the COVID-19 pandemic?**

In response to the coronavirus (COVID-19) pandemic, the St Paul's Anglican Kindergarten Committee of Management has developed and approved a Coronavirus (COVID-19) Management Policy. This policy sets out clear guidelines and procedures for how our kindergarten will protect the health of staff, children and their families, and other visitors to our kindergarten through implementing appropriate procedures to minimise the risks of exposure to COVID-19.

### **2. How was this new policy developed?**

We have used the latest information and guidance available to develop our new policy and procedures. This includes current guidance provided by the Australian Government, Victorian Government and early learning associations and regulatory bodies.

Children's health, safety, and wellbeing are paramount to all that we do. We work hard to maintain partnerships with families and this aspect is vital to open communication and ensuring that we understand the best way to support you and your family during these challenges.

As new information is provided by the authorities, we will update our procedures as necessary to ensure we are operating on a 'best practice' basis. We will also update these Frequently Asked Questions and inform all staff and families of changes.

### **3. What are the changed arrangements for dropping off children at the kindergarten?**

New procedures have been implemented for the drop off of children at the kindergarten:

- Upon arrival at the kindergarten, please remain outside of the gate with your child.
- Please practice appropriate social distancing while you wait for a staff member to greet you.
- A staff member will meet you at the gate and take your child's temperature.

- If your child's temperature is over 38 degrees, they will not be admitted to the kindergarten on that day and you will be asked to take your child with you.
- If your child's temperature is 38 degrees or under, the staff will sign your child in and ensure that they wash their hands prior to entering the education room to begin their day.

#### **4. What are the changed arrangements for collection of children at the kindergarten?**

New procedures have also been implemented for picking up children at the kindergarten:

- Upon arrival at the kindergarten, please come in through the gate and wait outside the education room.
- When a staff member spots you, they will sign your child out and send them out to you.
- Please exit the kindergarten premises promptly once you have collected your child and their belongings.

#### **5. Are there any other matters relating to drop off and pick up that I need to be aware of?**

- Please note that parents, guardians and family members will no longer be permitted to enter the education rooms, unless absolutely necessary and a staff member indicates that this is ok.
- All families are requested to limit the number of persons accompanying the child for drop off and pick up.
- Please avoid congregating with other parents/guardians on or outside the Service premises by practicing appropriate social distancing measures (i.e. ensuring that you remain 1.5 metres apart from other families).
- Please be mindful of any other directions given by staff to you at these times.

#### **6. How is St Paul's Anglican Kindergarten encouraging good hygiene practices within the learning environment?**

To support and facilitate good hygiene practices in our kindergarten, we are:

- Requiring all children to wash their hands when arriving at the kindergarten and prior to entering their education room.
- Encouraging handwashing for children at regular intervals throughout the day and providing discussions, demonstrations, and modelling of these behaviours.
- Modelling and reminding children of appropriate cough and sneeze etiquette, including covering coughs and sneezes with a tissue, hand or elbow.
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- Regularly cleaning and disinfecting frequently touched surfaces like door knobs, bathrooms (e.g. taps, toilets), tables and chairs.
- Placing posters and signs promoting good hand and respiratory hygiene practices in appropriate locations around the Service premises.

## **7. How is St Paul's Anglican Kindergarten implementing appropriate social distancing measures into its day-to-day activities?**

In order to adhere with guidance from the Australian Government regarding implementing social distancing, we are implementing a number of measures including:

- Redesigning the setup and placement of activities to encourage children to participate with their peers in the safest way, for example experiences set at each end of a table.
- Progressive snack and meals times to ensure that children are not all eating at once and where possible limiting numbers at a table.
- Encouraging the use of a full indoor/outdoor program for the whole session (ratio-dependent).
- Ensuring group sizes are kept to the standards set by the Australian Government.
- Where possible, providing children with resources rather than letting children select from communal resources.
- Limiting the number of staff in the upstairs and downstairs offices, and kitchen at any one time.

## **8. What additional measures will St Paul's Kindergarten be taking to ensure the health and safety of educators and children?**

- Temperature checking on arrival of all children – the temperature must be 38 degrees or below. Staff to talk with families whose children may present as unwell. Nominated Supervisors are asked to check the temperature of each staff member before they commence work.
- Checking the temperature of all staff at the beginning of each day.
- Guidance on physical distancing – rooms will have physical distancing markers on the floor to guide distance requirements where needed and warranted.
- More regular cleaning of surfaces and resources – surfaces will be cleaned every 2 hours and there will be regular cleaning of toys and resources. Staff will be regularly cleaning the gate code number pad.
- Rearranging classrooms – ensure physical distancing is achievable.
- No congregation of parents on kindergarten premises inside or outside.

**9. Will I be notified if there is a diagnosed case at the kindergarten?**

Yes, we will immediately inform all families and staff.

**10. My child is not feeling well, but does not have a temperature, what should I do?**

If your child is displaying any symptoms of an illness – this includes cold, flu or is unwell with a temperature, you should not bring your child to the kindergarten. The Government has released a [symptom tool](#) to help provide clarity between cold, flu and COVID-19 symptoms.

**11. What happens if my child is unwell at the kindergarten?**

If your child displays cold or flu symptoms, or is unwell with a temperature, whilst at the kindergarten, we will be contacting you to pick up your child immediately.

**12. When can my child return to kindergarten after they have been unwell?**

If your child has been excluded from the kindergarten because they have recorded a temperature over 38 degrees or were displaying symptoms of COVID-19, you will need to organise written clearance from a doctor indicating that the child is not contagious before they will be able to return to the kindergarten program.

**13. How are you protecting my child at the kindergarten?**

In our everyday practice, St Paul's Anglican Kindergarten has strict protocols around cleaning to ensure children and staff's health, safety and wellbeing is a priority. During this outbreak, we have increased the frequency of our kindergarten cleaning that goes beyond our regulations. If there is a confirmed COVID-19 diagnosis, the kindergarten will also undergo further professional cleaning with high-grade disinfectant products.

**14. How can I protect my child and family from COVID-19?**

The best way to protect yourself from COVID-19 is to practice good hygiene and social distancing. This means:

- Wash hands often with soap and running water for at least 20 seconds. Dry with a paper towel or hand dryer.
- Avoid touching your eyes, nose or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow.
- Throw tissues away immediately and wash your hands.

- Ensure your hand sanitiser is alcohol-based (with over 60 per cent alcohol). Please note that hand sanitiser can be poisonous if ingested, so ensure it is kept out of reach of young children.
- Exercise social distancing (stay more than 1.5 metres from people).

### **15. What if I think I have COVID-19?**

The most common symptoms of COVID-19 are fever, cough, shortness of breath, muscle pain and fatigue. The Department of Health and Human Services (DHHS) has created a [self-assessment tool](#) to help people at risk or who are concerned.

We request that you not come to the kindergarten (including dropping off or collecting a child) if you are displaying symptoms associated with COVID-19.

### **16. What should I do if I, or a member of my household is diagnosed with COVID-19?**

If you or a member of your household receives a positive diagnosis for COVID-19, we request that you immediately notify the kindergarten.

Your child will not be able to attend the kindergarten until they have obtained written clearance from a medical doctor indicating that it is safe for the child to return.

### **17. Are you still having incursions and excursions?**

We have cancelled all incursions and excursions until further notice. This includes the Bush Kinder program and visits to Canterbury Primary School.

### **18. How do I get in contact with a St Paul's Anglican Kindergarten staff member during the day?**

Parents may call teachers during the day with questions or concerns. This will assist that there is no actual face to face conversations to minimise spread, and staff can organise to chat via a video call, or regular call, during or after sessions.

### **19. Will open days and family days still go ahead?**

Due to the rate this virus is spreading, we have taken the precautionary step to cancel or postpone all open days and kindergarten events (picnics, family nights, etc.).

## **20. My family is planning to travel interstate or overseas this year. Do I need to update the kindergarten?**

We ask that if you have travel booked for this year that you regularly check **Smart Traveller** for travel restrictions. Any travel overseas to any country will require 14 days of self-isolation upon return.

If you are planning to travel interstate or overseas this year, we ask that you let the kindergarten know your destination and dates. You can also email this information to [secretary@stpaulskinder.org.au](mailto:secretary@stpaulskinder.org.au).

## **21. How do I stay updated with COVID-19?**

We will continue to keep St Paul's Anglican Kindergarten families and staff updated with advice in accordance with national public health guidelines to ensure the health and safety of children and staff in our kindergartens. You can also receive updates via the following:

- To stay up to date with the Australian Government's latest Information, download the Coronavirus Australia app. iOS download [here](#). Android download [here](#).
- Daily updates are available from the Department of Health website.
- Fact sheets are available from the Department of Education website.
- Video resources with information and tips are available from the Department of Health website.
- Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week.
- If you require translating or interpreting services, call 131 450.