

## Epidemic/Pandemic Policy

**The Kapunda Outside School Hours Care Service will aim to minimise children's exposure to an epidemic or pandemic by adhering to all recommended guidelines from the Australian Government- Department of Health and local Public Health Units to prevent the spread of infectious disease. We will implement practices to prevent the transmission of infectious diseases and endeavour to control transmission of the disease by excluding any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive for the disease. Our Service will implement effective hygiene practices as per our existing policies and procedures.**

**Our Service will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government, Department of Health and state Ministry of Health about the disease as it becomes available. Recommendations and health measures mandated by the Health Department will be strictly adhered to at all times.**

**(For the 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. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.)**



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## How the policy will be implemented

Kapunda Outside School Hours Care will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

- 1.1 In the event of an epidemic or pandemic, Kapunda Outside School Hours Care will, as far as possible:
  - 1.1.1 Assist its children, families, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
  - 1.1.2 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
  - 1.1.3 Support staff, volunteers, families and children to take reasonable precautions to prevent infection or contagion.
  - 1.1.4 Provide standard precautions such as personal protective equipment (e.g. hand sanitizer, soap, and gloves).
  - 1.1.5 Maintain its services and operations throughout the period of concern.
- 1.2 In the event of an infectious disease being declared an epidemic or pandemic, Kapunda Outside School Hours Care requires children, family, staff and volunteers covered by this Policy to take the following precautions:
  - 1.2.1 Regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water.
  - 1.2.2 Maintain at least 1 metre (3 feet) distance between themselves and anyone who is coughing or sneezing.
  - 1.2.3 Avoid touching their eyes, nose and mouth, or shaking hands with others.
  - 1.2.4 Make sure they follow good hygiene, and encourage others to do the same. This means covering your mouth and nose with their bent elbow or tissue when they cough or sneeze, and disposing of used tissues immediately.
  - 1.2.5 Must stay home if they feel unwell.
  - 1.2.6 Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if more at risk.
  - 1.2.7 If they are or are likely to be contagious, notify the Director as soon as possible. It may be possible or necessary for them to self-isolate by staying at home until they recover.
  - 1.2.8 Seek medical advice promptly and follow the directions of the local health authority.

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Our Service implements procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Service.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction under the Public Health Act.

## Leave and Flexibility

- 1.3 Kapunda OSHC 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.
  
- 1.4 Workers may make use of leave consistent with Kapunda OSHC leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
  
- 1.5 Kapunda OSHC 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 where appropriate.

This policy must be read in conjunction with our other Service policies:

- Infectious Disease and Infestations Policy
  
- Child Safe Environment Policy
  
- Incident, Illness, Accident and Trauma Policy
  
- Medical Conditions Policy

| Regulations | National Quality Standard | Other policies/service documentation  | Other legislation/guidelines  |
|-------------|---------------------------|---|---|
| 168         | 2.1<br>2.2                | Medical Conditions Policy<br>Infectious Diseases and Infestations Policy<br>Child Safe Environment Policy | Health Support<br>Planning in Education and Children’s Services<br><i>Staying healthy: Preventing infectious diseases in early childhood education and care services</i> (Fifth |

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|---------------------------------|--|--|----------|
|                                 |  | Risk Assessment<br>Policy<br>Incident, Injury,<br>Trauma and<br>Illness Policy | Edition) |
| 77,85,86, 87, 88,<br>90,93, 162 |  |  |          |
|                                 |  |  |          |

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