

COVID Safety Plan for Playgroups - Issues to Consider

Your playgroup may be required to complete a Safety Plan. Please note, as playgroups meet in a variety of venues, you may need to work with your local government or other property owner/centre manager based on their requirements. They may already have a safety plan in place for your venue.

If you do need to prepare your own Covid-19 Safety Plan, outlined below is a list of issues to consider and some suggestions for inclusions. This information is based on the WA Government's COVID-19 Safety Plan template ([COVID-Safety-Plan-September-2021.pdf](https://www.wa.gov.au/government/publications/covid-19-safety-plan-september-2021) (www.wa.gov.au)) and Safety Guidelines ([21102021-COVID-Safety-Guidelines-General.pdf](https://www.wa.gov.au/government/publications/21102021-covid-safety-guidelines-general) (www.wa.gov.au)). *Please note*, Covid requirements may change and this document only provides issues to consider, which may not all apply to your playgroup's unique circumstances. If you would like further assistance, please contact Playgroup WA on 1800 171 882 or email hotline@playgroupwa.com.au.

1. Contact registration

What will be done to implement contact registration guidelines?

Consider: legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available

More information

There's helpful information and links on setting up contact registers here: [Mandatory contact registers at community venues - Playgroup WA](#)

2. Physical distancing

What will be done to encourage physical distancing principles?

Consider: physical distancing for staff and patrons

Things to consider:

The placement of furniture and equipment to encourage spreading out when playing

3. Hygiene

How will you ensure hygiene and cleaning standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Things to consider:

- Regularly washing hands is an effective way to prevent the spread of infections.
- Soap and paper towels provided in bathroom/toilet areas
- Hygiene and hand washing posters to be displayed
- Hand sanitiser to be available and used on arrival and departure
- Masks to be worn as per State Government requirements (eg indoors)
- Clean/wipe surfaces, toys, equipment during the session as appropriate and at the end of the session using sanitiser, disinfectant solutions, disinfectant wipes or other appropriate method.
- Reduce the number of toys available in the play space – remove toys that are difficult to clean or that have multiple or small pieces

- Consider if you will allow playdough and other activities such as shared craft materials. How will you manage the hygiene issues associated with frequent touching of shared materials such as these?
- Food and drink preparation and sharing eg will you require families to bring their own food and drinks and not have any shared food platters?
- Venue cleaning - will you need to do any additional cleaning eg vacuum and mop floors?

4. Training and education

How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

Things to consider:

- What training will be required for your playgroup members/volunteers? Will you ask people to undertake the COVID 19 Australian Infection Control training online course (<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>). While most playgroups do not employ staff, you may consider the training and education needs of others such as committee or organising group members, session leaders, playgroup families and volunteers
- Display COVID-19 training certificates at playgroup
- Display COVID-19 hygiene and other posters in the playgroup as a reminder to families
- Circulate information to playgroup families about keeping safe

5. Compliance

I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes/No

Things to consider:

- Does your playgroup need to undertake a risk assessment to identify COVID-related risks to employees and volunteers (attending without a child) and appropriate risk minimisation strategies (eg wearing masks, physical distancing, hygiene protocols)?
- Contact registration processes including management, storage and disposal of Covid-19 contact registration information.

6. Response Planning

How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

Things to consider:

- Mandatory contact registration is required, with the SafeWA app or paper records.
- Playgroup families encouraged to use the SafeWA app to register on arrival (put up posters with the QR code for your venue). Also keep your usual playgroup attendance register and ensure all members are registered.

- Keep up to date with COVID requirements, including any lockdowns or changes to venue capacity, or if there are any requirements for wearing masks. Talk to your venue owner about any changes and communicate with your members.
- If you are aware a Covid-19 positive individual has attended your playgroup, phone 13 26843 and follow the advice of public health officials.
- If suspected case: call 13 26843 and follow advice of health authorities. The venue may need to be closed for cleaning and disinfecting. The venue owner will need to be advised. Notify Playgroup WA. A deep clean of all toys and equipment will need to be done, following advice.
- Review the situation and procedures regularly.