

COVID Safety Plan for Playgroups - Issues to Consider

Your playgroup may be required to complete a Safety Plan before returning to playgroup. Please note, as playgroups meet in a variety of venues, you may need to work with your local government or other landlord/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 (<https://www.wa.gov.au/sites/default/files/2020-05/COVID-19-Safety-Plan-Other-Business-Pack.pdf>). If you would like a Word version of this information or further assistance, please contact Playgroup WA on 1800 171 882 or email hotline@playgroupwa.com.au.

Section 1- Physical and social distancing

What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

Issues to consider:

- What is the area of your playgroup space? Based on that area and the 2sqm per person requirements, what is the maximum number of individuals you can have in your indoor space?

Note: depending on your environment and set up you may not be able to include the outdoor space during poor weather conditions. If there are too many people in your session or playgroup to all attend at the same time, you could develop a system for deciding who can attend each session eg do you need to roster families on different weeks or sessions, increase the number of sessions, holding shorter sessions, restrict families to just one adult per family

- Is there a specific entrance/exit door that you want families to use?
- How many people can you safely have in other areas at one time eg kitchen, toilet, storeroom.

Section 2 - Hygiene

How will you ensure required hygiene standards are maintained?

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

Issues to consider:

- Hand sanitiser to be available and used on arrival and departure
- Hygiene posters to be displayed
- Soap and paper towels provided in bathroom/toilet areas
- Clean/wipe all surfaces, toys and 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?

Section 3 - Staff training and education

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

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

Issue to consider:

- What training will be required for your playgroup members? Will you require people to undertake the COVID 19 online course (<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>). While most playgroups do not employ staff, you still need to 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

Section 4 - 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.

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.

Issues to consider or include:

- A sign-in attendance register for all families and visitors will be important for contact tracing. Your register should include names, contact information (if you don't have that available), and arrival and departure times.
- Contact the COVID-19 Public Hotline on 1800 020 080 and follow the advice of health officials
- Playgroup families encouraged to download the COVID Safe App
- Deep clean of all toys and equipment
- Contact your venue owner to advise them of the situation
- Suspend the playgroup pending further advice



- Notify Playgroup WA – 1800 171 882
- Review the situation and procedures weekly