

COVID-19 Safety Measures:

- Recording the Health and Temperature Check of each child, employee, parent or visitor upon entry at the Service
- Children will be greeted by an employee who will take their temperature and if the recording is below 38 degrees Celsius, the child will be taken to their room and they will wash their hands
- Upon arrival to collect children, parents are asked to wait in the main reception area and inform a member of staff of your presence. Service Managers will provide clear instructions to employees and parents of how collection will be managed, based on the most suitable options at the Service e.g. by employees assisting or the use of a cordless phone to call the room etc. Parents do not need to enter the rooms and should instead safely handover their child to a Service employee
- Busy Bees requests and will enforce the exclusion of any child, parent, visitor or employee that are unwell from the service. If symptoms are present including a fever, cough and difficulty breathing, medical attention is to be sought and a medical certificate will be required by all children and employees to return safely to the Service
- Hygiene Station in the entrance of the Service and at each QikKids sign in and out Kiosk
- Queuing strategies - e.g. 1.5 metre marked out spacing decals on the floor in high traffic areas such as the front entrance and reception areas at the Service
- "For Your Safety" caution notice signs at the front edges of reception desks and kiosk counters

COVID-19 Prevention



Prevent the Spread!
Stand 1.5 meters apart!



**We Take
Safety
Seriously**

COVID-19

Safety Measures:

- Limiting the number of people in the Service during high traffic times
- Placing caution signs in high touchpoint areas, reminding people not to lean on or touch surfaces
- Changing frequency, or using larger spaces for group mat times (e.g. outside)
- Setting up more individual activities throughout the rooms
- Continuing to run an indoor/outdoor program, spending additional time outdoors and implementing the placement of activities across the outdoor space (where possible)
- Displaying a sign that states the maximum number of employees and adults allowed in an enclosed space at any one time
- Reducing the number of employees utilising staff common areas at a given time - e.g. by staggering meal breaks and start times
- All personnel are to follow effective hygiene practices on arrival, during and departure of the Service
- Implement contactless deliveries (where possible)
- Designated WHS officer at each Service, responsible to monitor, review where reasonably practicable adults maintaining a 1.5 physical distance
- Commercial Cleaning and additional cleaning by staff of high traffic areas during the day

Other Tips to Follow:

- Maintain 1.5 metres between yourself and other adults
- Minimise time spent at the Service
- On entry to the Service wash your hands with soap or with hand sanitiser and again when exiting
- Frequently wash hands with soap or hand sanitiser, including before and after you eat and after going to the bathroom
- Limit contact with others, including not shaking hands and limiting extended face to face communication; where appropriate use other methods of communication such as email, phone and Educational Platforms.
- Minimise touching your eyes, nose and face;
- Covering your mouth while coughing or sneezing with a clean tissue or your elbow, and
- Putting used tissues straight into the bin

Your assistance and support is paramount to protecting the health, safety and well-being of all who enter our Services. Thank you for following our health and safety requirements.



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