

Play Matters Australia COVID-Safe Plan February 2022

Statement of Intent

Play Matters Australia's intent for the COVID-19 safe plan is to support our employees, volunteers, and members in reducing the risk of infection from COVID-19 at our locations. The COVID-19 virus is ever-changing, and new variants are constantly evolving. The Australian population (aged 16 and over) is over 92% double vaccinated, and Australia has moved from an elimination strategy to learning to live with COVID-19 now that the population has reached these vaccination levels. As a responsible employer, Play Matters Australia will support and guide its employees, volunteers, and members on protecting themselves from the virus.

Objective

Play Matters Australia's programs create opportunities for parents and carers to connect with and support children in their care and the community. The programs are an essential support for families by providing programs that support the social, emotional and wellbeing through early childhood activities. Where possible, PMA will endeavour to continue face to face services and move to operate with COVID-19 in the community. PMA will provide support and guidance to its employees, volunteers and members on how to deliver its programs in a COVID-safe way. PMA recognises the need to be flexible and adapt its service delivery and support to manage and mitigate risk. We aim to return to normal operations across our business, however, on a case-by-case basis, we may need to consider flexible or alternative delivery models for a short period to mitigate higher levels or risk, this would be done in conjunction with a considered risk management process and in consultation with our funders, partners, staff and families. Our company will also always align to government legislation and directives in each State.

Resources

Health Direct: <https://www.healthdirect.gov.au/coronavirus>

PMA COVID safe check list

Queensland: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

New South Wales: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>

Victoria: <https://www.dhhs.vic.gov.au/coronavirus>

South Australia: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/covid-19>

Western Australia: https://ww2.health.wa.gov.au/articles/a_e/coronavirus

Tasmania: <https://www.coronavirus.tas.gov.au/>

Northern Territory: <https://coronavirus.nt.gov.au/>

Level	Red	Orange	Green
Hazard – COVID-19	The State has increasing cases due to a new variant not yet at peak infections or at the peak of infections	The State has declining case numbers of COVID-19 as advised by the State Government	COVID-19 has become endemic, with regular patterns of infection
What is the harm that the hazard could cause?	Staff/volunteers/members catching COVID-19 (unvaccinated people could result in severe illness or death).	Staff/volunteers/members catching COVID-19 (unvaccinated people could result in serious illness or death).	Staff/volunteers/members catching COVID-19 (unvaccinated people could result in serious illness or death).
The likelihood that harm (COVID infection) would occur?	High, a large number of cases of COVID-19 infectious in the community; booster vaccinations yet to be taken up waning immunity in the community; children 5 -12 only recently commenced being vaccinated; children under five still at risk due to not being able to be vaccinated	Medium, reduced number of cases, booster shots received, RAT tests available; children 5 -12 may have only received one vaccine; children under five still at risk due to not being able to be vaccinated	Low, COVID-19 has become endemic; there is a regular pattern of infection established; potentially supports have been developed for children under five or children under five still at risk due to not being able to be vaccinated
Actions - controls in place	<ul style="list-style-type: none"> Office-based employees must work from home Services delivery can continue with COVID safe checklist/controls A case-by-case risk management approach will be taken with sites or services that are of much higher risk Get tested if unwell Employees must wear KN95 face masks in all settings Volunteers and members to wear facemasks in all indoor settings RAT before entering vulnerable settings Physical distancing and density rules apply Hand hygiene and cough etiquette Get tested if unwell and follow government isolation requirements Check-in at venues to support contact tracing Employees, volunteers and members are supported to be fully vaccinated Enhanced cleaning of offices, service locations and equipment 	<ul style="list-style-type: none"> Office-based employees can return to working at their usual work location; Enoggera may require a roster (i.e. team a/b), work from home Service delivery employees can deliver with COVID safe checklist/controls A case-by-case risk management approach will be taken with sites or services that are of much higher risk Employees must wear KN95 face masks in all indoor settings if directed by the CHO in each State (must remain working from home if exempt from wearing a mask) Volunteers and members to wear facemasks in all indoor settings (if directed by the CHO in each State) RAT before entering vulnerable settings Physical distancing and density rules apply Hand hygiene and cough etiquette Get tested if unwell and follow government isolation requirements Check-in at venues to support contact tracing Employees, volunteers and members are supported to be fully vaccinated Enhanced cleaning of offices, service locations and equipment 	<ul style="list-style-type: none"> All employees to return to usual work location Services return to routine operations Physical distancing Density rules may apply Hand hygiene and cough etiquette If unwell, stay home and get tested Check-in at venues to support contact tracing Employees and members are supported to be fully vaccinated Return to standard level cleaning measures

COVID safe checklist

- PMA employees must be fully vaccinated if required by a health direction
- Contact participants to confirm they are well and are not displaying any symptoms of COVID-19
- Confirm that none of the participants are considered a close contact and are not waiting on COVID-19 PCR test results
- All participants must wear a face mask (unless a medical exemption is held or a child)
- For vulnerable settings, PMA employee's must complete a RAT and return a negative result
- Practice social distancing at all times
- Practice good hand hygiene
- Where possible, meet outdoors

FAQ - Employees

Red

Orange

Green

Where am I able to work at each level	<p>PMA office-based employees must work from home.</p> <p>Services delivered face-to-face, delivery and hub workers can continue to deliver services but must comply with COVID safe checklist/controls</p> <p>Controls include KN95 masks; hand hygiene measures; physical distancing; staying home if unwell and not returning to delivery until a negative result is reached; vaccination; Rapid tests before entering vulnerable settings</p>	<p>PMA office-based employees can commence returning to the office; density limits may, a roster may be required in Enoggera</p> <p>Services delivered face-to-face, delivery and hub workers can continue to deliver services but must comply with COVID safe checklist/controls</p> <p>Controls include wearing masks; increased hand hygiene measures; physical distancing from members; staying home if unwell and not returning to delivery until a negative result is reached; vaccination</p>	<p>PMA workplaces are open</p> <p>Controls include continued good hand hygiene, physical distancing; staying home if unwell and getting tested, returning after a negative result, getting vaccinated</p>
What services can operate	<p>Services will be assessed in line with the current requirements that apply</p> <p>A risk assessment must be completed on each service type that is requested to operate.</p> <p>Use the risk assessment template for a service operating</p>	<p>Services will be assessed in line with the current requirements that apply</p> <p>A risk assessment must be completed on each service type that is requested to operate.</p> <p>Use the risk assessment template for a service operating</p>	<p>Services return to usual operation</p>
What is a vulnerable setting	<p>Aged care, Health care settings (including disability services), Aboriginal and Torres Strait Islander Communities</p>	<p>Aged care, Health care settings (including disability services), Aboriginal and Torres Strait Islander Communities</p>	<p>Aged care, Health care settings (including disability services), Aboriginal and Torres Strait Islander Communities</p>
Cleaning	<p>Everyone is to wipe down all items after use, using the antibacterial wipes or antibacterial cleaning solution provided</p>	<p>Everyone is to wipe down all items after use, using the antibacterial wipes or antibacterial cleaning solution provided</p>	<p>Everyone is to wipe down all items after use, using the antibacterial wipes or antibacterial cleaning solution provided</p>
What does Physical distancing look like at each level	<p>Staying at least 1.5 metres away from all people, including children</p>	<p>Staying at least 1.5 metres away from all people not in your household</p>	<p>Staying at least 1.5 metres away from all people not in your household where possible</p>
What does hand hygiene look like at each level	<p>Wash your hands with soap regularly; try not to touch your face. Use hand sanitiser if you can't wash your hands</p>	<p>Wash your hands with soap regularly; try not to touch your face. Use hand sanitiser if you can't wash your hands</p>	<p>Wash your hands with soap regularly; try not to touch your face. Use hand sanitiser if you can't wash your hands</p>
Cough etiquette	<p>Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.</p>	<p>Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.</p>	<p>Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.</p>
Do I have to wear a mask?	<p>Yes, you must wear a mask at all times at work, except when eating and drinking.</p>	<p>Mask wearing may be required, depending on the current health directions. If mask-wearing is needed, this will include when attending services, except when seated to eat and drink.</p> <p>A mask will be shown on the orange status if they are currently required for your local area.</p>	<p>Masks are not required</p>
I am unwell with COVID-19 symptoms but feel well enough to attend a service	<p>Get tested and work from home if you are well enough to do so.</p>	<p>Get tested and work from home if you are well enough to do so.</p>	<p>Get tested and talk to your manager about working from home if you are well enough to do so.</p>
When should I get my vaccination	<p>Vaccines are encouraged; you should register to receive your vaccination from your State or territory as soon as you become eligible.</p> <p>You can book your vaccination appointment, if necessary, during your work hours</p>	<p>Vaccines are encouraged; you should register to receive your vaccination from your State or territory as soon as you become eligible. You can book your vaccination appointment, if necessary, during your work hours</p>	<p>Vaccines are encouraged; you should register to receive your vaccination from your State or territory as soon as you become eligible.</p> <p>You can book your vaccination appointment, if necessary, during your work hours</p>

FAQ – Members/ Volunteer

Red

Orange

Green

Is my playgroup or service open?	Your playgroup or service can meet, provided it operates under a COVID-Safe plan and follows government health advice. PMA will complete risk assessments and advise playgroups and services of any issues or concerns.	Your playgroup or service can meet, provided it operates under a COVID-Safe plan and follows government health advice. PMA will complete risk assessments and advise playgroups and services of any issues or concerns.	Your playgroup or service can meet, provided it operates under a COVID-Safe plan and follows government health advice. PMA will complete risk assessments and advise playgroups and services of any issues or concerns.
Controls	Controls include wearing masks; increased hand hygiene measures; physical distancing from others who are not from your household; staying home if unwell and not returning to services until a negative result is reached; vaccination	Controls include wearing masks; increased hand hygiene measures; physical distancing from others who are not from your household; staying home if unwell and not returning to services until a negative result is reached; vaccination	Controls include continued good hand hygiene, physical distancing; staying home if unwell and getting tested, returning after a negative result, getting vaccinated when it is your turn
What cleaning measures apply at each level	Each service must wipe down all items before returning using an antibacterial wipe or antibacterial cleaning solution	Wipe down all items after each use, using the antibacterial wipes/antibacterial cleaning solution	Wipe down all items at the end of each service
What does Physical distancing look like at each level	Stay at least 1.5 metres away from all people not in your household	Stay at least 1.5 metres away from all people not in your household	
What does hand hygiene look like at each level	Wash your hands with soap regularly; try not to touch your face. Use hand sanitiser if you can't wash your hands	Wash your hands with soap regularly; try not to touch your face. Use hand sanitiser if you can't wash your hands	Wash your hands with soap regularly. Use hand sanitiser if you can't wash your hands
Cough etiquette	Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.	Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.	Cover your nose and mouth when you cough or sneeze, preferably with a tissue; if you don't have a tissue handy, cough or sneeze into your elbow or upper arm rather than your hands. Wash and dry your hands afterwards.
Do I have to wear a mask?	Mask wearing is required, except when seated to eat and drink. The Status Notes on the Service Updates page will specify requirements for masks.	Mask wearing may be required, depending on the current health directions. If mask-wearing is needed, this includes when attending services, except when seated to eat and drink. The Status Notes on the Service Updates page will specify requirements for masks.	Masks are not required
I am unwell with COVID-19 symptoms but feel well enough to visit a service	Get tested and don't attend a playgroup or service delivered by PMA.	Get tested and don't attend a playgroup or service delivered by PMA.	Get tested and don't attend a playgroup or service delivered by PMA.
Vaccination	Vaccinations are available and encouraged.	Vaccinations are available and encouraged.	Vaccinations are available and encouraged.
Can we have food?	No Shared morning tea; however, separate portions or a pre-packed lunch box can be enjoyed.	Shared morning tea should be avoided however separate portions or a pre-packed lunch box can be enjoyed.	Yes. Groups zoned green can have a shared morning tea; however, it is best to have one person serving with tongs and gloves.

Risk assessment - Operating a service

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Completed	Maintenance and review
COVID-19 from members who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death).								
COVID-19 from staff who are infected	Other staff or members catching COVID-19 (could result in serious illness or death).								
Persistent use of hand sanitiser	Dermatitis								
<i>Add others</i>									