

# COVID- 19 Communication Protocol



Updated: 5<sup>th</sup> June 2020

The Health & Safety of all Adventure Patch employees and families is paramount during these unprecedented times. We have clear guidelines in the workplace to maintain good hygiene practices and to minimise the risk of COVID-19.

## For Employees:

Employees must follow Adventure Patch's Policies and Procedures relating to COVID-19.

What happens if you feel unwell?

You must report to your Director, Assistant Director or Coordinator as soon as possible, even if you are working from home or have finished your shift:

- If you are experiencing symptoms of COVID-19.
- If you have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
- If you have undertaken, or are planning to undertake, any travel.

The key symptoms of COVID-19 are:

- Fever
- Coughing
- A sore throat
- Fatigue, and
- Shortness of breath.

You should not come to work if you are displaying symptoms. If you are already at work, please advise your supervisor and leave as soon as practical, minimising contact with children and other staff members. You will need to seek medical advice and arrange to have a COVID-19 test as soon as you can.

Please advise your supervisor or HR:

- When the test will occur.
- Once the test has been undertaken and when the test results are expected.
- As soon as results of the test are received.

Please don't return to the workplace until your symptoms have cleared and/ or any quarantine period advised by medical practitioners has elapsed.

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## Families:

Based on advice from the Australian Health Protection Principal Committee (AHPPC), families should keep children at home if they are unwell. We recognise that this may be inconvenient for families however the threshold, for attending care with a minor ailment is lower than pre-COVID.

If a child attends one of our services and appears to be unwell, we will ask that the family take them home. If a child becomes unwell during the day, we will contact the family and ask that the child be collected ASAP.

It is a condition of providing care that, if a child, who has attended one of our services in the previous seven days, is referred for a COVID-19 test, the family must advise Adventure Patch as soon as reasonably practical.

## Communication:

COVID-19 tests are becoming frequent and emailing families and staff every time is not practical. We will post to Xplor to advise when there is a test and advise result.

Adventure Patch will maintain a list of COVID-19 tests, undertaken by staff members and children in our care, on our website.

The list will indicate:

- The service the staff member works at or the service child attends.
- The recent days that person was present at the service.
- The date of the test.
- The result of the test.
- It will **not** include names or any other personal details.

Each service will display a similar list of COVID-19 tests that relate to the specific service.

In the event of a positive test:

- All advice and direction given by Department of Public Health will be followed.
- Families will be notified by email and Xplor posts
- Where practicable, families will be phoned