

INFORMATION SHEET FOR  
**EARLY CHILDHOOD  
 EDUCATION AND  
 CARE SERVICES**  
**CORONAVIRUS (COVID-19)**

Understandably, many services are actively seeking information and advice about how to manage their business' health and safety risk arising from Coronavirus (COVID-19). Rather than produce a draft policy, we have prepared a *Quick Links* document to assist your service to access reliable and up to date information about the virus, isolation, employee leave and entitlements and information related to Child Care Subsidy payments and absences.

The **Childcare Centre Desktop** will continue to support all services through updates as they come to hand and welcome your questions and feedback.

### What should we tell families about how our service is responding to the spread of the Coronavirus (COVID-19)?

Ensure families feel reassured that your service is complying to **all** policies, regulations and current guidance from the Federal Government, Public Health Units and Regulatory Authority in relation to the Coronavirus (COVID-19).

Provide the latest information on the virus from the *Australian Government Department of Health* website to families through the links below.

Emphasise to parents, families and all visitors to the service, that the best way to prevent the spread of this virus is to employ effective hygiene processes including:

- handwashing with soap and water or alcohol-based hand sanitiser
- cough and sneeze etiquette
- environmental cleaning
- isolation from others if your child is unwell

Focus on ensuring the health and wellbeing of all staff, children, family and visitors to the service.

Stay calm and follow the guidance of Government agencies

Communicate openly with families and children about the virus

Normalise any worries or fears children may be displaying

Ensure your policies are updated regularly, rather than develop *one* policy that may be outdated as soon as it is developed.

Ensure related policies for the effective management of the health and safety of the service are available for parents and families to access and discuss.

For Example:

*Sick Children Policy*

*Control of Infectious Disease Policy*

*Hand Washing Policy*

*Incident Illness and Trauma Policy*

*Payment of Fees Policy*

# CORONAVIRUS (COVID-19) QUICK LINKS

Information about the **Coronavirus (COVID-19)** is very fluid and guidance and recommendations are changing daily. Services are urged to check for alerts regularly to ensure information shared with families and employees is current.

[Coronavirus \(COVID-19\) Daily health alerts](#)

[What you need to know about the Coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID-19\) information for schools and early childhood services, students and parents](#)

[Isolation Guidance](#)

[Information about home isolation when unwell \(suspected or confirmed cases\)](#)

[Environmental cleaning and disinfection principles for COVID-19](#)

[Public Health Units contacts](#)

[Information for employers](#)

[Fairwork Ombudsman Coronavirus and Australia workplace laws](#)

[Child Care Subsidy- children's absence days](#)

[Novel Coronavirus \(COVID-19\) in language resources](#)

[Handwashing poster NSW Health](#)

[Handrub - sanitizer poster NSW Health](#)

