



## Site Closure Management Procedure for COVID – 19

Dear parents/caregivers,

Our department has well-practiced disaster and emergency management protocols and a clear process for reporting and managing notifiable diseases.

If a confirmed case of COVID-19 is identified in a staff member, student or child, SA Health will contact the site to confirm the presence of a case.

SA Health will also notify the department. However, to ensure we can enact immediate support, directors should immediately contact their education director and the department's work health and safety team on 8226 2000.

**In the event of a confirmed case, the site will be closed for a minimum of 24 hours and children will need to be picked up immediately.**

Our centre procedure to manage this will be children will be supervised by teaching staff to collect their bags, any clothing if necessary and while following social distancing recommendations will await parents or caregivers to collect them **immediately** from preschool.

The Director and /or Early Childhood worker will contact all parents/ caregivers by phone call to collect their children immediately from the centre. The children then be dismissed by the teachers at the side gate on parents /caregivers arrival.

Closure will allow public health officials to identify and notify any close contacts and advise on treatment and self-isolation. The site will also be subjected to a thorough clean. It will only reopen on the advice of health experts and when it is safe to do so.

In the event of a closure, parent communication materials will be provided for distribution. Advice will be given to site leaders about staffing arrangements at this time.

**Please Note:** If a child has flu-like symptoms while in our care, we will follow infection control practices and contact parents or caregivers to collect their child immediately and suggest seeking medical advice.

Emmy Kiriakou (centre director)

