



16/3/2020

CORONAVIRUS (COVID-19) UPDATE

Key messages:

- The Centre is working to manage the risks arising from the Coronavirus threat.
- The Centre will remain open unless directed to close by the Department of Education and Training.
- Families are requested to ensure that the Centre has up-to-date contact details (phone numbers and email addresses).
- Families and staff are requested not to attend the Centre if:
 - They have returned from any overseas destination within the last 14 days
 - They feel unwell or have cold/ flu symptoms including shortness of breath or cough
 - They have an elevated temperature/ fever
- There will be further communications on the Centre's response to Coronavirus as the situation evolves.

Dear TRCC Community

This letter provides information for The Range Children's Centre community (families and staff) regarding the Centre's response to COVID-19.

The Centre Committee of Management is working to manage the risks arising from Coronavirus by:

- Closely monitoring official advice and taking steps to minimise the risk of Coronavirus infections in the Centre.
- Planning for the shutdown and reopening of the Centre, should it be required.
- Ensuring that the decisions made in response to Coronavirus uphold the Centre's legal, financial and employment obligations.

The Centre's response to Coronavirus will impact all families and staff. The Committee asks for the assistance and support of all families and staff to help reduce the risks and impacts of this evolving situation.

The Centre will remain open unless we are directed to close by the Department of Education and Training (DET). Closure may be due to a potential infection at the Centre or as part of a general shutdown. If the Centre is required to close, parents may be contacted by phone and will need to collect their children as soon as possible.

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To minimise infection risks at the Centre we will implement risk mitigation procedures in line with the evolving health advice provided by the Department of Health and Human Services (DHHS). As of Monday 16 March 2020, the Committee requests that any child, parent or staff member does NOT attend the Centre if any of the following apply:

- They have returned from any overseas destination within the last 14 days
- They feel unwell or have cold/ flu symptoms including shortness of breath or cough
- They have an elevated temperature/ fever

Within the Centre, staff and children will continue to implement hygiene procedures (hand washing, safe coughing practices etc). The Centre will also cancel all excursions, minimise incursions and limit movements between rooms. The Centre may implement additional health and safety measures in accordance with official advice. Health advice for Victoria is available at www.dhhs.vic.gov.au/coronavirus

If a child develops an elevated temperature or other symptoms while onsite at the Centre, they will be kept away from others and the parent will be contacted to collect them immediately. The Centre will not be disclosing information on individual families' health or medical status to the wider community. We will be guided by DHHS in any transmission information that needs to be shared.

All families are asked to ensure their contact details (phone numbers and emails) are up to date so that during any shutdown, we will be relying on electronic means of communication between the centre and families. Please see Janice or Nellie if you need to check or update your contact details.

The Committee will continue to communicate with families and staff as the situation evolves. Please direct any questions to Janice in the first instance.

Thank you for your support and cooperation during this challenging time.

Yours Faithfully,

Geoff Kaandorp
President

On behalf of The Range Children's Centre Committee of Management