



CORONAVIRUS (COVID-19) UPDATE NUMBER 2, 23/3/2020

Key messages:

- The Centre must remain open unless directed to close by the Department of Education and Training.
- Families and staff are requested not to attend the Centre if:
 - They have a confirmed or suspected case of COVID-19 or have been in close contact with someone with a confirmed or suspected case
 - 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
- Every person entering the Centre must sanitise their hands at the front entrance
- Please support our valued staff by complying with the above requests and by continuing to pay your fees in a timely manner.

Dear TRCC Community

This letter provides further information for The Range Children's Centre community (families and staff) regarding the Centre's response to COVID-19. A previous update was sent on 16 March.

The Range Children's Centre continues to operate as per usual and Centre is only able to close upon the direction of the Victorian Department of Education and Training. We are closely monitoring the situation and advice from the relevant government departments and we have a plan in place should the Centre be required to close.

In the meantime, information about your obligations and how you can help is provided below.

The health and safety of our community, and particularly our staff is of paramount concern to the Committee of Management. To minimise infection risks at the Centre we have implemented risk mitigation procedures. As of Monday 23 March 2020, the Committee advises that any child, parent or staff member must NOT attend the Centre if any of the following apply:

- They have a confirmed or suspected case of COVID-19 or have been in close contact with someone with a confirmed or suspected case
- 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

We also ask that families try to minimise as much as possible the number of people coming into the centre, and to make your drop off and pick up as short as possible. Within the Centre, there is now a



hand sanitising station inside the front entrance. All children, parents, visitors and staff entering the centre are required to sanitise their hands. **We would also like to implement temperature checks upon entry to the Centre, but we have not been able to source an infrared thermometer. If anyone has access to one and can lend it to the Centre, please speak to Janice.**

Impact on our valued staff

We ask that you please be diligent in complying with these enhanced hygiene practices, particularly out of respect to our valued staff who are continuing to come to work each day to educate and care for our children. Please be aware that while the government requires the Centre to remain open, no material support has been forthcoming from government to minimise the risk of infection at the Centre.

We have so far received no assurance from government that we will have access to sufficient funding to continue to pay our staff in full, should we be required to close. The Committee of Management will monitor the new funding packages from government and will actively pursue opportunities to secure funds to ensure that we can continue to pay our staff in the event of a closure. In the meantime, staff are actively trying to minimise the chance of the spread of infection via the centre, and we ask for your help to please comply with the enhanced hygiene practices noted above.

We also request that all families continue to pay their fees in a timely manner as this will enable to Centre to continue to pay staff while we remain open. Please be aware that even if you choose to keep your children home and not attend the Centre, that fees are payable for all days that children are enrolled, including when children are sick or cannot attend for any other reason. We understand that this is an extremely difficult time for many families. Those facing financial hardship may be eligible for the Additional Child Care Subsidy (temporary financial hardship). Please see servicesaustralia.gov.au for more information. There are currently spaces available. Please talk to Janice if you would like to pick up any additional days.

All families are again asked to ensure their contact details (phone numbers and emails) are up to date so that you can receive further information from the Centre.

Thank you for your support and cooperation during this challenging time. Please direct any questions to Janice in the first instance.

Yours Faithfully,

Geoff Kaandorp
President
On behalf of The Range Children's Centre Committee of Management