

# Infectious Disease Policy

<b>Purpose:</b>	The purpose of this policy is to help effectively prevent and manage any occurrence of an infectious disease at the service	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> All previous Infectious Diseases Policies
<b>Authorised by:</b>	Dee Farquharson	<b>Date of Authorisation:</b> 17 Nov 2021
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 88, 168(2)(c), 170, 171, 172, 173, 181, 183, 184</li> <li>• <a href="#">Public Health Act 2005 (Qld)</a></li> <li>• <a href="#">Public Health Regulations 2005 (Qld)</a></li> <li>• <a href="#">Australian Privacy Principles</a></li> <li>• <a href="#">National Quality Standard</a>: Quality Area 2.1.4</li> <li>• <a href="#">Staying Healthy (5<sup>th</sup> ed.)</a></li> <li>• River School Early Childhood Centre Cleaning Procedure</li> <li>• River School Early Childhood Centre Immunisation Policy</li> <li>• River School Early Childhood Centre Work Health and Safety Policy</li> <li>• River School Early Childhood Centre Illness Policy</li> <li>• River School Early Childhood Centre First Aid Policy</li> <li>• River School Early Childhood Centre Privacy Policy</li> <li>• River School Early Childhood Centre Record Retention</li> <li>• River School Early Learning Centre Emergency Management Plan</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 17 Nov 2023
<b>Policy Owner:</b>	AME Board	

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## Policy Statement

River School Early Childhood Centre is committed to ensuring the health and safety of children and employees at the service by taking reasonable steps to break the chain of any infection and stopping the spread of disease.

In line with the *Education and Care Services National Regulations 2011*, the National Health and Medical Research Council's exclusion guidelines and *Staying Healthy* (5<sup>th</sup> ed), including its disease fact sheets and table of Recommended Minimum Exclusions Periods (see Appendix 1), it is the policy of River School Early Childhood Centre to take reasonable steps to prevent the spread of an infectious disease at the service by:

- Excluding children and employees with an infectious disease from the service until the recommended minimum exclusion period has passed and/or they are medically cleared to attend, according to the specific disease.
- Ensuring that parents understand that they are required keep children away from the service if they have an infectious disease and are to inform the service of such.
- Ensuring that employees understand that they are required to not report for work, if they have an infectious disease, and are to inform the service of such.
- Excluding from the service children and employees who are not medically vaccinated against a vaccine-preventable infectious disease for which there is an occurrence at the service until they are medically cleared to attend.
- Potentially requiring employees who are not medically vaccinated against a vaccine-preventable infectious disease for which there is an occurrence at the service to take antibiotics, even if the employee is not ill, and dependent upon professional advice.
- Excluding “contacts” of children and employees with an infectious disease from the service until the recommended minimum exclusion period has passed and/or they are medically cleared to attend, according to the specific disease.
- Ensuring that special care and consideration are given in the event of an occurrence of an infectious disease at the service whilst an employee is pregnant.
- Ensuring that the River School Early Childhood Centre Illness Policy is applied if there is an occurrence of an infectious disease at the service.
- Ensuring that appropriate health and hygiene practices are followed in line with the River School Early Childhood Centre Health and Hygiene Policy. Cleaning Procedure and Infectious Disease Procedures, particularly regarding:
  - Effective hand hygiene;
  - Cough and sneeze etiquette;
  - Appropriate use of gloves; and
  - Effective environmental cleaning;
- Promoting medical immunisation in line with the River School Early Childhood Centre Immunisation Policy.
- Informing the Public Health Unit of Queensland Health of the occurrence of a notifiable disease, in line with fact sheet for the particular disease.

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- Responding to any information requests from Queensland Health in accordance with the *Public Health Act 2005*.
- Notifying parents of each child at the service of an occurrence of an infectious disease at the service by displaying and positioning a notice so that it is clearly visible to anyone from the main entrance of the service premises.

## Definitions

Definitions relevant to this policy include:

**Chain of infection:** the steps involved in the spread of germs:

1. The germ has a source.
2. The germ spreads from the source.
3. The germ infects another person.

All three steps need to occur for germs to spread from one person to another

**Contact:** a person who has had the opportunity to catch a disease from someone while that person was infectious. The exact definition of a contact varies depending on how the disease spreads (e.g. airborne droplets, faecal–oral route, blood), see the disease fact sheet from [Staying Healthy \(5<sup>th</sup> ed\)](#)

**Contagious:** able to be passed from one person to another

**Contagious condition:** means a contagious medical condition prescribed under the *Public Health Regulation 2005*, Schedule 2A, Part 1 as a contagious condition

**Cough and sneeze etiquette:** covering your mouth and nose when you sneeze or cough to reduce the spread of germs in airborne droplets

**Disease fact sheet:** means the fact sheets that form part of [Staying Healthy \(5<sup>th</sup> ed\)](#)

**Infectious:** able to spread from one living thing to another

**Infectious disease:** disease caused by a germ that can spread from one living thing to another

**Infectious period:** the length of time a person who is infectious can spread the infection to others

**Notifiable disease:** a disease that must be reported to the Public Health Unit, see the fact sheet from [Staying Healthy \(5<sup>th</sup> ed\)](#) for the specific disease

**Outbreak:** a sudden increase in the number of people who have a particular disease

**Public Health Unit:** part of the Queensland Health Department that investigates and provide advice on infectious diseases, including outbreak management, immunisation and other public health matters. Your [local public health unit](#) may be in your local area or in Brisbane.

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## Responsibilities

### River School Early Childhood Centre has the following role and responsibilities:

- Exclude children, employees, and contacts from the service as appropriate to the disease.
- Manage any occurrence of infectious disease according to the River School Early Childhood Centre Illness Policy and Procedures.
- Ensure effective hand hygiene, cough and sneeze etiquette, appropriate use of gloves and effective physical environment cleaning <<in accordance with the River School Early Childhood Centre Physical Environment Checklist and Cleaning Procedure.
- Promote medical immunisation in accordance with the River School Early Childhood Centre Immunisation Policy.
- Notify the Public Health Unit of Queensland Health of an occurrence of a notifiable disease.
- Comply with information requests by Queensland Health under the *Public Health Act 2005*.
- Notify parents of each child at the service of an occurrence of an infectious disease at the service.

## Employees

Employees of the River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre’s Infectious Diseases Policy and Cleaning Procedures.
- Not report for work if they have an infectious disease and inform the service of this as soon as practicable.
- Accept and act upon decisions by River School Early Childhood Centre to take appropriate action to protect employees who are not medically immunised from vaccine-preventable infectious diseases.
- Accept and act upon decisions by River School Early Childhood Centre to exclude employees during outbreaks of some vaccine-preventable infectious diseases if they are not medically vaccinated against the disease.

## Families

Families of the River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre’s Infectious Diseases Policy and Hygiene Procedures.
- Keep children away from the service if they have an infectious disease, and inform the service of this as soon as practicable.
- Accept and act upon decisions by River School Early Childhood Centre to exclude children during outbreaks of some vaccine-preventable infectious diseases if they are not medically vaccinated against the disease.

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## Implementation

In practice, River School Early Childhood Centre’s commitment to effectively prevent and managing the spread of infectious diseases means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of preventing the spread of infectious diseases, including by the development and implementation of this Policy and the related Procedures, taking all reasonable steps to encourage children and employees to be vaccinated and via the clear support and promotion of this Policy.
- Training – providing employees with appropriate training in hygiene and infection control.
- Record keeping, monitoring, reporting – keep appropriate records, monitor, and report on infectious diseases within the service.

## Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families.
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service’s provision of education and care to any child enrolled at the service or the family’s ability to utilise the service.

## Appendices

In this section you should include any relevant appendices, such as flow charts

Appendix 1 – Table of Recommended Minimum Exclusion Periods

Appendix 2 – Cleaning Procedure

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**Appendix 1 – Table of Recommended Minimum Exclusion Periods**

[file:///C:/Users/ELC/Desktop/timeout\\_poster.pdf](file:///C:/Users/ELC/Desktop/timeout_poster.pdf)

Source: <https://www.health.qld.gov.au/public-health/schools/prevention> accessed 5/10/2022

**Appendix 2 – Cleaning Procedure**

**Aim**

Through proper cleaning and sanitation, the likelihood of contaminated will decrease and will discourage pests from the premises. Maintaining a clean and hygienic environment will ensure that staff and children will be less likely to contract illnesses. We understand the meaning of cleaning and sanitising to be:

- Cleaning - the removal of waste, dirt and grease from equipment and premises.
- Sanitation - reduces the number of microorganisms present.

Cleaning needs to cover the following areas to ensure that the whole centre is operated in a clean and hygienic manner

- Cleaning outdoor tables areas– Green Cloth
- Bathroom cleaning both am and pm Brown Cloth
- Laundry cleaning – Brown cloth
- Bed cleaning – paper towel
- Art and craft and messy activities – Red/Pink cloth
- Furniture, toys, walls, shelving, and storage – Blue cloth

Despite the services of a contracted cleaner, employees are still to ensure that the incidental cleaning occurs throughout the day.

Each room is responsible for the cleanliness of their room and any remaining shared areas of the centre.

Employees will ensure that physical environment checklists are completed on a daily, weekly, and monthly basis.

Any cleaning that cannot be completed by a staff member due to safety will need to be recorded on to the maintenance report.

The cleaning of ceiling fans will be done by the Cleaner or Maintenance.

**Related Policies**

Infectious Disease Policy  
Hygiene Policy  
Maintenance policy

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**Who is affected by this procedure?**

- Children
- Parents
- Family
- Educators
- Management
- Visitors
- Volunteers

**Implementation**

**Food service and eating areas, utensils, equipment, storage and play areas cleaning procedure**

- All items that encounter food must be effectively cleaned. This process removes dirt and grease and kills bacteria. The appropriate cloth, check cloth legend, must be used for this process. **Green**, **red/pink** or **yellow** cloth.

Preparation

- Remove excessive food particles.
- Rinse with warm water.

Cleaning

- Wash with hot water (60 C) and detergent.
- Rinse with clean water.

Cleaning detergent solution strengths, times and temperature requirements are to be in accordance with the manufacturer’s specifications. All chemicals used for cleaning and sanitation are stored away from any food in a locked cupboard.

Sanitising (bacteria killing stage)

- Treat with hot clean water for at least one minute; or
- If required wash in anti-bacterial solution.

Air drying

- Leave benches, containers, and equipment to air dry. The most hygienic way to dry equipment is in a draining rack. If not possible dry by hand using a clean tea towel.

**Bathroom cleaning**

Cleaning the toilets

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Use **brown** cloths for bathroom cleaning. Use a new cloth for sinks and bench tops and a new cloth for cistern and a new cloth for toilet seats, top and under.

- Spray all surfaces with orange squirt and let sit for a few minutes to disinfect.
- Sweep floors with bathroom broom while waiting for Orange Squirt to take effect and then use bathroom dustpan and brush to sweep up debris.
- Wipe all surfaces, starting with bench tops and then paper towel dispensers and soap dispensers and then sinks with one cloth.
- Use a fresh cloth to wipe all cisterns down.
- Use a fresh cloth to wipe **all** top of seats first then wipe all under seats
- Use bathroom mop and bucket to mop floors after other cleaning

#### Check and refill

- Check and refill any items as required, e.g., paper towel, soap, toilet paper etc. At all times toilets require toilet paper. The check and refill process should be done as needed throughout the day.

#### Nappy bins/ Bins

- To be taken out at midday cleaning cycle and again at the end of the day.
- Empty all bins and replace bin liner in nappy bin. Empty nappy bins if they smell, regardless if they are full or not. Take rubbish to large bins outside. Indoor bins are to be washed on a Friday afternoon and left to dry in the sun over the weekend. It is the last staff member in each rooms' responsibility to ensure this is done.

#### Room Floors

- Sweep floors with room broom and then mop with room mop using applicable floor solution as per centre requirement. Mop buckets are not to be accessible to children in rooms or bathrooms due to risk of drowning. If mop buckets are filled and cannot be used straight away, then they are to be stored in the Laundry where they are inaccessible for children **or** emptied until they can be used.

#### Cleaning of cloths

All except brown cleaning cloths to be washed at the end of each day. When cloths are appearing to be worn and no longer fit for purpose, dispose of them in the general rubbish bin. Brown cleaning

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cloths can be kept in the dirty brown cloth receptacle and washed every second day and always on a Friday.

### Laundry

Washing to be carried out continuously throughout the day adhering to loads of:

- Sheets, blankets, pillowcases, and cushion covers.
- Face washers, bibs, tea towels, green and yellow cloths, and kitchen aprons.
- Floor towels, art aprons and pink/red cloths.
- Bathroom cloths - washed every second day, separately to any other washable items.
- Hang washing outside on drying racks in sun to air dry if weather is permitting.
- Large blankets and towels are to be hung outside (not to go in the dryer).

When using the dryer, it is preferred that all washing is air dried and dryer used only in emergency circumstances or prolonged raining days:

- Do not overload the drier.
- Check the lint in the dryer vent before each load.
- Clean the lint from dryer vent after each load.
- Green, yellow, and pink/red cloths have dryer priority.
- Washing is to be folded and returned to rooms when dry.
- Clean the laundry sinks and make sure they are empty – no art equipment to be left overnight.
- Restock chemicals as required. Advise Director if stock is running low.
- Mop buckets are to be emptied down the mop drain slowly. Any spillage should be cleaned up.
- Mops and buckets to be stored appropriately in designated area.
- Hang mops up on hooks and leave to dry.
- Place buckets upside down. Never leave full buckets on the floor.
- Try to ensure all washing is done before the end of each day.
- Sweep and mop foyer floor and leave to air dry.

### Bed cleaning procedure

- After removing all children’s bedding, spray mattress with orange squirt and if possible, allow to air dry. If obvious signs of soiling, wipe over with paper towel and place mattress in sun to dry.
- If bedding used belongs to the centre, wash after the child’s last day of attendance for the week, as per laundry procedure.

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### Cleaning of Toys

- All mouthed toys need to be cleaned daily. Generally, this will be during rest time and the end of the day to ensure that cross contamination does not occur. All toys that could have encountered the mouth or bodily fluids are to be placed in the “mouthed toys” bucket and cleaned at the end of each day.
- Wash toys in hot soapy water and place on towel to air dry.
- When a child has been unwell in the centre with a contagious illness i.e., gastro; all toys and equipment are to be cleaned including and not limited to shelves, baskets, chairs, and tables.

### Source

**Education and Care Services National Regulations 2012**

### National Quality Standard

Occupational Health & Safety Act 2004

NSW food Authority

[Staying healthy](#)

### Review

The procedure will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

### VERSION CONTROL

Version	Date	Owner	Responsibility	Change Description	Review Date
1	17/11/21	Dee Farquharson	AMEB	Replaces all existing Procedures	16/10/2023
2	5/10/2022	RSECC Centre Manager	AMEB	Updated Time Out Poster information	2/9/2024

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