

# Infectious Prevention Control (IPC) & Pandemic Policy

## 1 Applies to

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This Policy applies to:

- All staff, parents, visitors and students of the club
- Schools and other venues where the club is located
- Holiday Programs

## 2 Purpose

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Block Crafters considers the health and safety of all staff and families to be a High Priority.

## 3 Policy

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### Staff

Each member of staff follows the IPC & Pandemic policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting symptoms to parents and management for themselves and children
- All reported occurrences are reviewed, so that preventative measures can be taken

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures. There will be a staff member who is trained in first aid at the club.

### Responsibilities of the Manager/staff

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature (if possible)
- The premises are used by and solely available to the Club during opening hours
- A working phone is always available on the premises
- Hands are washed/clean

### Food and personal hygiene

- Staff at Block Crafters maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.
- A generally clean environment is always maintained.
- Waste is disposed of safely and all bins are kept covered (when possible).
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### Controls (Flu, Flu Like and Pandemic Status)

- No Staff, Parent, Visitor or Child will be allowed to attend Block Crafters Clubs while having any illness which presents as Flu like (if undiagnosed) or have confirmed infectious diagnoses.
- If a person presents symptoms before, during or after a club session...They will be isolated from the group while waiting to be taken home by a parent. A length of time will need to pass before being allowed back to club (please check with your GP) generally 7 days minimum. During Pandemic Status, it will increase from 7 to a 14-day minimum and we may require a doctor's certificate to confirm a "clear" status (we may not accept pharmacy certificates).
- Please do not let your child attend any club session or holiday program while ill or at an infectious stage of diagnoses.
- There are no refunds for Club sessions or Holiday Programs if a child falls ill during Club or Holiday Programs.
- Generally, the Flu is a reportable infection from your GP, and it is advised to seek GP advice or treatment.
- If a child has diagnosed ongoing respiratory difficulties, we advise caution during a Pandemic being declared.
- If you are unsure that your child may attend (if feeling unwell), please contact us on 0432 884 436.
- Recommend families to continue with good hand and respiratory hygiene to assist prevention.

### Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately. Any costs incurred will be carried forward to parents for settlement.

## 4 Related Block Crafters Documents

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- Illness and Accidents Policy
- Emergency/Evacuation Policy

## 5 Definitions

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- Pandemic - A pandemic is a disease epidemic that has spread across a large region
- Influenza (Flu) – Is a viral infection which can be dangerous and is easily spread
- Flu Like – Is the description used for a person presenting with the same symptoms as diagnosed flu but is yet to be officially diagnosed by a doctor.

## 6 References

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Some information derived from the ACT Health and other organisations.