

St Kilda Playgroup COVIDSafe Plan - additional information

Information in this plan expands on the completed [SKPG COVIDSafe template provided by the Victorian Government](#).

This additional information has been developed by the St Kilda Playgroup Committee, based on advice from the Federal and State governments, the City of Port Phillip, and Playgroup Victoria. The aim of both documents is to enable SKPG playgroup to proceed, be as accessible as possible, and protect the health and safety of all playgroup participants.

Keeping people safe

Maintaining good hygiene

- **Good hygiene** – To minimise the spread of any diseases, including Covid-19, it is important to observe good hygiene at all times. This includes regular washing of hands, coughing into your elbow, and using hand sanitiser provided. If soap or is running low, please alert the committee via our email stkildaplaygroup@gmail.com.
- **Toys** – Storage, accessing, cleaning, putting away – **All toys used must be sanitised and stored in the plastic containers provided at the end of each session. It is the responsibility of ALL adult carers attending any part of the session to ensure this is done thoroughly.** Only toys that can be easily cleaned will be provided by SKPG (no plush toys, dress up costumes, etc). If a child is mouthing/sucking toys, please bring your own for them to play with. Mats are limited to those that can be easily sanitised at the end of each session so please consider bringing your own.
- **Room cleanliness** – Ten minutes before the end of each session should be allocated by all adult carers in attendance to sanitise and put away all used toys, vacuum floors (vacuum in storage cupboard near kitchenette), and sanitise surfaces such as tables, chairs, door handles. [Guidelines for cleaning are provided by Playgroup Victoria](#). Also see the [Playgroup Victoria checklist](#) that is displayed in each room. Sanitiser and cloths are provided in the kitchenette. If supplies are running lower, please alert the committee via our email stkildaplaygroup@gmail.com.
- **Toilets & baby change** – Clean all surfaces after use, take soiled nappies home with you (no nappy bins are provided on site).
- **Kitchenette** – Bring your own cups/plates and food. Please remember we are a 'no nuts' facility.

Staying physically distant

- Room capacity is noted on each room. Children 12 months and older are counted in the capacity. For most sessions as at 28 January 2021, this means no more than 32 people in each room (2m space allocated per person) – ie 16 children aged 12 months or older & 16 carers maximum. [This is based on playgroup being considered a community facility similar to a library or toy library, and therefore applying the 2sqm rule.](#)
- No more than 128 people in adjacent playground (2sqm space allocated per person).
- 1.5m social distancing – where possible, noting:

"The current health advice is that early childhood services can continue to safely engage in group sensory activities, with hand washing before and after such activities strongly recommended. There are no restrictions currently in place on the use of sandpits, digging patches, water play or playdough."

–Department of Education – Early childhood education coronavirus (COVID-19) update
Thursday 11 June 2020

According to Playgroup Victoria, this means “playing at playgroup does not change. Children are able to play and socialize with other children as they were prior to COVID-19 restrictions.”

[Getting back to playgroup handbook](#), page 22

However, some processes regarding the playgroup routine have changed. See our routine poster.

- Children remain the responsibility of their parent/carer at all times. They should only ever be touched by their parent/carer.

Following advice

- If you or your child has any illness or temperature, you must not attend playgroup. [See our policies](#).
- Do not attend playgroup if you have been in contact with a person with a confirmed case of COVID-19 within the last 14 days; a negative test is required from you before you can attend.
- Follow Department of Health and Human Services advice if you or your child have COVID-19 symptoms/confirmed COVID-19.
- Immediately email SKPG at stkildaplaygroup@gmail.com if you or your child test positive for COVID-19 and have attended playgroup during the incubation period or while suffering from the virus.

SKPG communication chain if there is a positive or potentially positive COVID-19 case

- SKPG member to email SKPG committee via stkildaplaygroup@gmail.com immediately if they test positive to COVID-19 or are a close contact and have attended playgroup during the contagious period. Please include name, contact number, session date and time.
- SKPG president or delegated committee member to talk with SKPG member about situation and ascertain more details (ie confirm date and time of attendance, ensure member has already contacted Department of Health and Human Services, any other information considered important to relay to SKPG members).
- SKPG president or delegated committee member to contact City of Port Phillip on (03) 9209 6777 to notify of situation, request immediate closure of playgroup rooms and deep cleaning. Identity of SKPG member to remain confidential unless permission given by member.
- SKPG president or delegated committee member work with DHHS and council regarding provision of QR code registration details for contact tracing purposes. DHHS to notify SKPG members who may have been in contact with confirmed positive case.
- SKPG president or delegated committee member temporarily stop any future bookings on Try Booking app until playgroup reopens.
- SKPG president or delegated committee member email all members to alert them of the immediate closure, deep cleaning, and when (if known) playgroup will reopen.
- SKPG president or delegated committee member update SKPG website and Facebook page.

Adapting St Kilda Playgroup

- See the updated [playgroup routine outline](#) that notes changes during sessions.

- Attendance register compulsory – **All SKPG members must book into each session for themselves and their children aged 12 months and older.** Only members who have a confirmed booking are allowed to attend the session. Part of this booking process includes agreeing to the terms & conditions, including declaring that you and your child are healthy. Members can only register for one session at a time – no bulk registration is allowed. This enables members to correctly answer the question about their health, and ensure everyone has a fair chance of accessing playgroup sessions. Members are also required to scan in via the Victorian Government QR code provided on site each time they attend the playgroup rooms for contact tracing purposes.
- Toys – SKPG members have sorted and stored toys. Only toys that can be easily sanitised at the end of each session are permitted to be used. See the good hygiene section above for more details. Members are encouraged to bring their own toys for babies and children who mouth toys.
- The health of all SKPG members is at risk if this plan is not adhered to, and the plan is also a requirement of the City of Port Phillip as our landlord. The SKPG committee will be checking that people using the playgroup rooms are SKPG members and that they are registering via the Try Booking app, QV registration code, and abiding by this plan, including paying proper attention to sanitising used toys and the room at the end of each session.
- Any members with questions about the plan, or who are aware of people flouting the plan, should contact the SKPG committee on stkildaplaygroup@gmail.com.
- Anyone found to deliberately breach the plan may have their membership of SKPG cancelled and their access to the playgroup rooms denied.

Accessing support and assistance

- SKPG via email stkildaplaygroup@gmail.com
- [City of Port Phillip](#)
- [Playgroup Victoria](#)
- [Department of Health and Human Services](#), [State Government of Victoria Covid-19](#), [Federal Government Department of Health Covid-19](#)

Resources

- [SKPG CovidSafe Plan](#)
- Playgroup Victoria:
 - [Getting back to playgroup handbook](#)
 - [Cleaning guide for playgroups](#)
 - [Cleaning record checklist](#) (note some of these items are not applicable for SKPG)
 - [Playgroup routine](#)
- [SKPG website](#)
- [SKPG Facebook page](#)