

KIDS GIVING BACK

The next generation of generosity

COVID-19 Management Plan – Program

Area for Consideration	CONTROL MEASURES	ACTION AND IMPLEMENTATION	PERSON/S Responsible
COVID19 Restrictions	Complying with govt measures	<p>Inform participants of govt COVID-19 Management plan on registration</p> <p>KGB to retain watching brief on any new alerts and modify management plan accordingly.</p>	<p>Kids Giving Back admin on registration Participant prior to attendance</p> <p>Program Manager and CEO ongoing re information updates</p>
Preparing for participation	<ul style="list-style-type: none"> • All staff are fully COVID -19 vaccinated. • Staff are not to attend work if feeling unwell • Participants advised of our COVID-19 requirements on registration • Participants advised they cannot attend if unwell or have had flu like symptoms 3 days prior to attending • Infection control orientation on arrival • Washing /sanitising hands on arrival 	<ul style="list-style-type: none"> • Staff orientated in COVID-19 controls and have undertaken the Australian Dept. Health Infection Control Training COVID-19 Online training prior to participation. • Informing participants of control measures via email to sign and return before commencement • Temperature checks on arrival for all staff and participants • Using recommended 60% ethanol sanitiser • 1.5m distancing room set up and adhered to throughout the session • Staff to wear Face shields where appropriate • Participants orientated on <ul style="list-style-type: none"> - Cover coughs/sneeze with elbow/tissue - Avoid touch their face 	<p>Kids Giving Back admin on registration Participant prior to attendance</p> <p>Program staff are to maintain control measures using mapped out process of actions and delegation of tasks.</p>

	<ul style="list-style-type: none"> • Protective clothing for staff • Gloves available • Social distancing 	- Importance of washing hand washing and frequency	
Minimising risk of contracting via direct contact	<ul style="list-style-type: none"> • All physical contact to be avoided • Washing /sanitising hands before, during and after session • Using separate equipment • Social distancing • Common contact points minimised • Venue ventilation • Mobile phones to be sanitised before usage • Venue and equipment sanitised between each session 	<ul style="list-style-type: none"> • Using recommended 60% ethanol sanitiser • Sign in by sight not writing • Social Distancing Posters on display • Common contact points will be minimised/sanitised with sanitiser before and after session including door handles, power points. • Mobile phone sanitiser station set up • All equipment and touch points sanitised between each session and during each. • Bags and personal belongings not brought into space <p>For Cook4Good:</p> <ul style="list-style-type: none"> • Knives and equipment set up for each participant • Sharing equipment not permitted • Work benches spaced 1.5m apart • Participants grouped at benches by families/people they live with. • No other groups to share benches/equipment. • Only one family grouping in lift per time and lift sprayed after each use. 	Kids Giving Back Facilitator Participants
<ul style="list-style-type: none"> • Contracting COVID-19 via common contact points. 	<ul style="list-style-type: none"> • Common contact points will be minimised • All common contact points will sanitised. 	<ul style="list-style-type: none"> • Doors wedged open where possible including main door of toilet facilities • Hand Sanitiser available for participants/staff to use at each workspace. 	Kids Giving Back Facilitator/volunteers Participant during session

		<ul style="list-style-type: none"> • Benchtops sanitised by participants before and after participation using industrial strength sanitiser • Floors marked to indicate common walkways and no go-zones to avoid cross-contamination • Staff toilets to be separate from participant toilet facilities. • Spray sanitiser available for use in bathrooms • Meal packages/ prepared goods sprayed with sanitiser prior to staff/charity receiving 	
<p>COVID-19 outbreak</p>	<ul style="list-style-type: none"> • Kids Giving Back Facilitator/s have COVID19 app installed on their phone • All participant's contact details kept should an outbreak occur 	<ul style="list-style-type: none"> • All participants required to have COVID-19 app installed on phone as a requirement for participation • All participant's contact details provided on registration. • All participants will be contacted if an outbreak occurs 	<p>Kids Giving Back Admin Kids Giving Back Facilitator Participants</p>