

Management of COVID-19 in Early Childhood Education and Care Services and Out of School Hours Care Services in South Australia

Frequently Asked Questions

23 March 2022



Government of South Australia
SA Health

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This information assists early childhood education and care (ECEC) & out school hours care (OSHC) services to implement [Testing, isolating and quarantine for preschool and early childhood settings](#) and [Testing, isolating and quarantine for school and OSHC settings](#).

It also provides the COVID-19 case and outbreak notification pathway for ECEC and OSHC services not operating from a Department of Education site. Effective case and outbreak notification allows SA Health to monitor and provide assistance should the service experience a significant transmission event.

The Department for Education has specific COVID-19 protocols for managing cases on its sites. Where there are COVID-19 cases in ECEC and OSHC services operating on a Department for Education site staff must contact their site preschool, children's centre or school leader.

A case has attended our ECEC or OSHC service. What do we do?

Is our ECEC or OSHC service required to close?

No (unless directed by SA Health).

How do we know if the case was infectious in our ECEC or OSHC service?

Enter the symptom onset date and the date that the positive swab was collected for the case into the [COVID-19 Case Notification Form](#), which will then calculate the infectious period onset date.

- > The infectious period ends at 11.59pm on Day 7 (where day 0 is the date that the positive swab was collected).
- > If a case's symptoms start on 19 March 2022 (any time of the day), their infectious period commenced at 12.01am on 17 March 2022. The Day 0 is 19 March 2022, and their isolation period will end at 11.59pm on 26 March 2022.
- > If a case does not have symptoms and was swabbed on 15 March 2022, their infectious period commenced at 12.01am on 13 March 2022. The Day 0 is 15 March 2022, and their isolation period will end at 11.59pm on 22 March 2022

A staff member or child has tested positive on a Rapid Antigen Test (RAT). What do they do?

The staff or child is a COVID-19 case. They must stay home, report their positive test [here](#) and follow the instructions they will receive from SA Health.

What do we do if the case was infectious in our ECEC or OSHC service?

You need to identify the contacts of the case using either: [Testing, isolating and quarantine for preschool and early childhood settings](#) if the setting is an ECEC service, or [Testing, isolating and quarantine for school and OSHC settings](#) if the setting is an OSHC, and inform these contacts that they had exposure to a COVID-19 case.

You do not need to notify parents if a case did not attend during their infectious period.

What does our ECEC or OSHC service do if the case was not infectious in the service?

If you determine that the case did not attend the service while infectious, after completing the [COVID-19 Case Notification Form](#), no further action is required.

Please note that when considering whether a class/room is in outbreak, cases who did not attend during their infectious period will be counted in the total number of cases in the class/room (i.e. five COVID-19 cases within seven days). This is because once an initial case has exposed the classroom, most further cases are likely to represent transmission within the class and earlier intervention will decrease the likelihood of requiring further public health actions.

Tips for using Testing, isolating and quarantine for preschool and early childhood settings and Testing, isolating and quarantine for OSHC settings documents

Ensure a process is in place for the accurate recording of the daily attendance of staff and children.

Classroom contacts are to be identified when a case (child, early childhood worker or ancillary staff) has attended a room/s within the setting whilst infectious. In this instance, create a list of the ECEC or OSHC room/s the case attended during *their infectious period only*. The children and staff who attended these rooms at the same time as the case are *classroom contacts*.

Take care to exclude staff or children who were absent during the case's entire infectious period and consider unexpected changes to staffing or other anomalies.

The students and staff who attended these classrooms at the same time as the case are considered classroom contacts:*

- > Students who are classroom contacts* can continue attending school without testing, however must meet other requirements (outlined in [Testing, isolating and quarantine for school settings](#)).
- > Staff who are classroom contacts* are required to follow the test-to-stay protocol and other requirements (outlined in [Testing, isolating and quarantine for school and OSHC settings](#)).

Please note, recently cleared cases may be exempt from being considered as a contact. Please refer to the [SA Health website](#) for the most up to date advice on this

Workplace contacts are to be identified if case is an adult who attended the setting in their infectious period. If other adults came into contact with an infectious adult case indoors, in close proximity for 15 minutes and masks were not worn. (Time periods are cumulative across a period of one day, e.g. two separate 10-minute exposures should be assessed as 20 minutes of exposure). *These adults will be considered workplace contacts.*

Workplace contacts must follow the community [close contact](#) requirements, including 7 days of quarantine (outlined in [Testing, isolating and quarantine for school settings](#)).

Please note, recently cleared COVID-19 cases may be exempt from being considered as a close contact. Please refer to the [SA Health website](#) for the most up to date advice.

Is the ECEC or OSHC service responsible for notifying the classroom contacts and workplace contacts?

Yes. We have developed template letters that your service can consider using:

- > [Child ECEC/OSHC classroom contact](#)
- > [Child 'COVID-19 Outbreak Plan' letter template \(PCR Testing\)](#)
- > [Child 'COVID-19 Outbreak Plan' letter template \(PCR and Circuit Breaker\)](#)
- > [Child 'COVID-19 Outbreak Plan' letter template \(Circuit Breaker ONLY\)](#)
- > [Staff 'classroom contact' letter template](#)
- > [Staff 'workplace contact' letter template](#)
- > [Staff 'COVID-19 Outbreak Plan' letter template \(PCR Testing\)](#)
- > [Staff 'COVID-19 Outbreak Plan' letter template \(PCR and Circuit Breaker\)](#)
- > [Staff 'COVID-19 Outbreak Plan' letter template \(Circuit Breaker ONLY\)](#)

When can classroom or workplace contacts return to our ECEC or OSHC service?

Return to service guidelines for classroom or workplace contacts are outlined for ECEC in the [Testing, isolating and quarantining for preschool and early childhood settings](#), and for OSHC in [Testing, isolating and quarantining for school and OSHC settings](#). Details are also provided to contacts in the [letter templates](#) in this document below.

Importantly, any symptomatic person must obtain a PCR test and can only return to the service when they receive a negative result and symptoms have resolved. If the person is a close contact from outside the ECEC or OSHC, they must follow the current [close contact](#) rules.

In summary:

- > For ECEC/OSHC services, asymptomatic children who are classroom contacts are encouraged to continue attending the service.
- > Asymptomatic adults who are classroom contacts can return on a test-to-stay protocol, involving a daily negative RAT (prior to commencement of their shift) for seven days from last exposure to the case.
- > Workplace contacts must comply with the requirements of a community [close contact](#), which includes seven days quarantine, an initial test and followed by a Day 6 test.
- > For any symptomatic person, they must obtain a PCR test when their symptoms develop and can only return to the service when they receive a negative result.
- > Previously recovered cases (staff or child) are not considered as a contact for a defined period after being cleared from isolation; hence, the staff/child may continue attending the service providing they are asymptomatic and are not required to obtain testing.

A staff member or child has recently been cleared as a COVID-19 case. Are they required to test or quarantine?

Recently cleared COVID-19 cases are not required to quarantine or test for a specific period of time *after* their release from isolation. Please refer to the [SA Health website](#) for the most up to date advice. The advice can be found on the website under the subheading '*What if I have already had COVID-19 and I am notified I am a close contact?*'. If you have COVID-19 symptoms during this time, you should remain at home.

What happens if ECEC or OSHC staff or children are exposed to COVID-19 outside of the service?

Staff and children who are exposed to COVID-19 outside of an ECEC or OSHC service must follow the community [close contact](#) definition and rules. They cannot be considered a classroom or workplace contact.

When can a COVID-19 case return to the school?

Cases can return to your service seven full days after their positive test. The day the positive swab was taken is Day 0 and children / staff can return to the service on Day 8.

For example, if a case had a positive swab taken on 1st March (Day 0) they can return to school on the 9 March (Day 8).

What cleaning is required after an infectious case has attended our ECEC or OSHC service?

The service must be cleaned following attendance of a confirmed case. Routine cleaning practices using disinfectant are adequate. SA Health does not require that a specialist cleaning company be used.

How do we inform SA Health?

Is our government ECEC or OSHC service required to notify of a COVID-19 case in our service to the Department for Education?

Yes. Government services are required to notify the Department for Education.

How does my government service notify a COVID-19 case in the service to the Department for Education?

The Department for Education will inform services of their notification process.

Is our non- government service required to notify of a COVID-19 case to SA Health?

Yes. If a COVID-19 case has been in your service, you are required to provide an update to SA Health using the [COVID-19 Case Notification Form](#). You are required to provide this updated form every seven days (when new cases have been notified to your service).

How does our non-government ECEC or OSHC notify of a COVID-19 case in our service to SA Health?

If you are a non-government ECEC or OSHC, use this [COVID-19 Case Notification Form](#) to notify SA Health when a COVID-19 case attended your service. You are required to provide this updated [COVID-19 Case Notification Form](#) every seven days or when your school identifies an outbreak in a single class/room. In the event of an outbreak, you are required to email an update using the [COVID-19 Case Notification Form](#) within 24 hours of the service undertaking a public health action.

- > We suggest the [COVID-19 Case Notification Form](#) is completed by a staff member during the initial phone call (i.e., at the time the parent/guardian notifies the school their child is a COVID-19

case). If the case is a staff member, schools can consider providing the case with the COVID-19 Case Notification Form for self-completion and return to the school.

Schools email the completed COVID-19 Case Notification Form (Microsoft Excel format) to SA Health via health.coronaviruseenquiries@sa.gov.au with the subject line: 'Education case, <name of school>, <suburb of school>'. It is vital you use this subject line so SA Health can appropriately prioritise your notification. SA Health will acknowledge receipt of the COVID-19 Notification Form but will only contact the school if we identify significant transmission.

We have more than one case in a class/room. What do we do?

When is an outbreak in a class/room declared and considered over?

An outbreak is declared when there are five or more cases in a single classroom in a seven day period.

An outbreak is considered over when seven days have passed since the last positive case has been detected (using the date the positive swab was collected).

A class has had five or more cases in a single class/room. What do we do?

Public health actions are recommended but not mandated. This advice should be applied to classroom contacts in schools, ECEC and OSHC services. This advice is not intended for students/children or staff identified as workplace contacts. Cases are required to isolate for seven days and follow instructions from SA Health.

When considering whether a class/room is in outbreak, cases who did not attend during their infectious period will be counted in the total number of cases in the class/room. This is because once an initial case has exposed the classroom, most further cases are likely to represent transmission within the class and earlier intervention will decrease the likelihood of requiring further public health actions.

If the school identifies five COVID-19 cases (regardless of whether or not they have attended during their infectious period) in a single class/room within seven days (using the date each positive swab was collected), then you should inform parents/guardians of the number of cases in the class/room and implement the following:

- Staff and children remaining in the class/room obtain an initial PCR test. Children can attend ECEC/OSHC whilst awaiting their result if they are not experiencing COVID-19 symptoms. Staff can continue to attend on a RAT test-to-stay regime (if applicable).

The aim of this action is to actively find and remove infectious case/s from the class/room, while minimising disruption to learning and care.

- Please notify SA Health **within 24 hours** of the cases and actions taken via the [COVID-19 Case Notification Form](#).
- If the ECEC/OSHC service identifies that the initial PCR tests resulted in at least **a further five cases**, the service can consider a circuit breaker where the class/room is closed for three school days. Staff and children obtain a second PCR test prior to returning to the class/room. The aim of this action is to reduce transmission by stopping students interacting in the class/room. If the ECEC/OSHC identifies that the initial PCR tests resulted in a further four or fewer cases, no further action is required.

The aim of this action is to reduce transmission by stopping children interacting in the class/room

- Asymptomatic children of essential workers/at-risk children may continue to attend at the service's discretion and on a RAT test-to-stay regime.
- Recently cleared COVID-19 cases are not required to quarantine or test for a specific period of time after their release from isolation. Please refer to the SA Health Website for the most up to date advice on this. During this period for which they are exempt from being classified as contacts they are also able to attend ECEC/OSHC during circuit breakers and are not required to test, however should stay home if they have symptoms of COVID-19

Example 1: The school was notified on Monday 14 March of six positive cases in Class 1, with the six positive tests having been taken over a seven day period. On Monday 14 March the school informed Class 1 that a PCR test was to be undertaken by all children in that class by the end of Tuesday 15 March. On Wednesday 16 March, the school received notification that a further six cases had been identified in Class 1. The school then implemented a circuit breaker for Class 1 starting on Thursday 17 March and finishing on Monday 21 March. The children of Class 1 could return to the classroom on the Tuesday 22 March.

Example 2: The school was notified on Friday 11 March that Class 2 had eight children test positive over a seven day period. The children of Class 2 were requested to obtain a PCR test over the weekend. On Monday 14 March, the school received notification of a further four positive cases in Class 2. Given Class 2 identified four or fewer cases on the class PCR testing, no further action was required.

We have ten cases within a class/room but have not yet implemented a PCR test. Should we implement a circuit breaker while seeking a PCR test?

If a class/room has ten cases prior to the conducting initial PCR test, the ECEC/OSHC can implement a circuit breaker immediately.

Our service works with vulnerable children (e.g. immunosuppressed, disabled, Aboriginal or Torres Strait Islander Community, remote location). We have had a single case, what should we do?

Some children or their local communities are more vulnerable to the impact of COVID-19. SA Health would like to be notified immediately and will assess the risk when you have a case in a class/room in the following situations:

- Classes/rooms with vulnerable children (e.g., immunosuppressed, living with a disability)
- Vulnerable populations (e.g., remote communities)

Upon identifying the exposure of a vulnerable child or group (as defined above) to COVID-19 within your setting, please update the [COVID-19 Case Notification Form](#) with the relevant details and email (Microsoft Excel format) to SA Health via health.coronaviruseenquiries@sa.gov.au with the subject line: 'Education Case_VULNERABLE EXPOSURE, <name of service>, <suburb of service>'. It is vital you use this subject line so SA Health can appropriately prioritise your notification.

Our service is in a remote/regional area, with limited access to PCR testing. What should we do?

If your service is in a regional remote area and has limited access to PCR testing, as required to undertake the public health actions described above, SA Health will be able to provide advice or assistance in accessing PCR testing.

Please contact SA Health via health.coronaviruseenquiries@sa.gov.au with the subject line: 'Education Vulnerable Exposure, <name of service>, <suburb of service>'. It is vital you use this subject line so SA Health can appropriately prioritise your notification.

Does our service need to purchase an air purifier?

SA Health recommends that facilities review room ventilation (i.e., are all available doors and windows fully open, as appropriate for weather) and consider the use of an Air Purifier with HEPA filter in outbreak situations for seven days after the last positive case was detected. However, the evidence regarding how effectively Air Purifiers decrease transmission in COVID outbreaks is still unclear. If an Air Purifier is readily available and can be situated safely, it can be used as an additional tool in an outbreak setting. Please follow the manufacturer's instruction for guidance on how to ensure the use of the device is maximised. Additionally, SA Health recommends improving ventilation in the class/room by keeping windows/doors fully open, where possible.

A member of our ECEC/OSHC community has reported COVID-19 symptoms. What do we do?

A child or staff member reports symptoms. What are their requirements?

Any person with COVID-19 symptoms should remain or immediately go home and get a PCR test at a [COVID-19 testing clinic](#).

A child or staff member has symptoms but has not had a PCR test. When can they return to the service?

If a child or staff member experiencing COVID-19 symptoms does not have a PCR test, they should be excluded from the centre for seven days or until they receive a negative PCR result and the symptoms have resolved.

A child has persistent mild symptoms of runny nose or dry cough. When can they return to the service?

Children with COVID-19 symptoms require a PCR test and receipt of a negative result before return to the service can be considered. They should not attend while unwell. This is to limit the spread of both COVID-19, and other infections, within the service. They should not attend while unwell. If a child has returned a negative COVID-19 PCR test but continues to experience a persistent cough or runny nose, the child can return at the discretion of the service. The duration of time that elapses before a child with lingering symptoms is deemed well enough to return will vary, however a good rule of thumb is a minimum of five days (at the discretion of the service). Children who have had complete resolution of symptoms and a negative PCR test can return at any time. Any change or worsening symptoms will require repeat COVID-19 testing.

Please see the following [fact sheet](#) regarding the infectious period for the common cold.

e.g., Eliza, aged 2, developed a runny nose on Saturday 12 March. She had a COVID-19 PCR test that morning, which was negative. Eliza was otherwise well and able to eat, drink and play. Her runny nose significantly improved over the following five days; however, she still had a lingering clear runny nose. She returned to childcare on Thursday. The lingering runny nose resolved five days later.

e.g., Robbie, aged 7, developed symptoms of cough, runny nose and fever on Monday 21 March. His COVID-PCR was negative. After seven days all symptoms had resolved except for a persistent dry cough. Michael was able return to school on Monday 28th March. His post viral cough resolved after a further 10 days.

A child has a condition that presents with similar symptoms to COVID-19. When can they return to the service?

For children who are experiencing seasonal allergic rhinitis, asthma or other conditions which can present with similar symptoms to COVID-19, an initial negative COVID-19 PCR test is required prior to returning to the service. If there is a change or worsening of usual symptoms, a repeat COVID-19 test should be performed. The child should seek review from their GP to determine if further management can improve their condition. For example, a child with a persistent dry cough due to asthma should have review of their asthma management.

How do we contact SA Health if we need assistance?

Is there someone we can contact if we have any questions or concerns?

Yes. SA Health has a specialist Education Outbreak Response team to deal with the specific needs of education and care services.

When should we contact the SA Health Education Outbreak Response team?

ECEC and OSHC services should contact the SA Health Education Outbreak Response team for assistance when there is:

- A single case in a class/room with vulnerable children (e.g. a class for children with a disability)
- A single case in an ECEC/OSHC with a high proportion of children from a vulnerable community (e.g., children that identify as Aboriginal or Torres Strait Islander) as [outlined above](#)
- Other concerns or requests for assistance

Government services should contact the Department of Education in these circumstances. The Department for Education will liaise with SA Health.

How can we contact the SA Health Education Outbreak Response team?

Government services should initially contact the Department for Education, who will escalate any questions or queries to SA Health.

All other services email SA Health Education Outbreak Response team via health.coronavirusequiries@sa.gov.au with the subject line: 'Request for assistance_Education Case, <insert name of school>, <insert suburb of school>'.
'

SA Health Letter Templates

Child 'classroom contact' letter template

[Insert ECEC/OSHC Letterhead]

Dear Parent or Caregiver

Re: COVID-19 at <name of ECEC/OSHC service>

Our <name of ECEC/OSHC > was advised on <date> that a member of our community has tested positive to COVID-19. Your child has been identified as a classroom contact of this case from their attendance on following dates <insert all dates case attended while infectious. If your child is a recently cleared COVID-19 case they will not be considered close or classroom contacts for a period after being cleared as a positive case as specified on the [SA Health website](#) – they may continue to attend the service and are not required to obtain testing. If your child is a recently cleared COVID-19 case they will not be considered close or classroom contacts for a period after being cleared as a positive case as specified on the [SA Health website](#) – they may continue to attend the service and are not required to obtain testing.

Your child should continue to attend <name of ECEC/OSHC >, however you must monitor for symptoms for 14 days. You, the parent/guardian, are responsible for ensuring that your child is not experiencing COVID-19 symptoms prior to their attendance each day.

If your child develops any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness, please:

- Obtain a PCR test (You can find your nearest COVID-19 testing clinic [here](#)); and
- Inform the <ECEC/OSHC> and keep your child at home until you receive confirmation that the test is negative, and their symptoms have resolved. If your child experiences lingering symptoms after a negative PCR test, please discuss with your service's Director or leadership team.

If your child tests positive, s/he is a COVID-19 case, must remain isolated for 7 days and must follow SA Health instructions.

For 7 full days after the last date your child was exposed (on <insert date>), SA Health recommends your child should:

- Avoid attendance at extracurricular activities other than those that occur at the index service. Common sense and discretion can be applied at the individual level, and to help in decision making in this regard, please consider the following:
 - Outdoor extracurricular activities with no contact pose lowest risk, and indoor extracurricular activities with close contact pose higher risk
 - A child who is a classroom contact in a class which has not escalated to an outbreak is welcome to engage in extracurricular activities, particularly those that are outdoors
 - A child who is a classroom contact in a room where there is a more significant outbreak (e.g. five cases in a seven day period) should not participate in extracurricular activities in most instances until the outbreak has been contained
 - In all circumstances, a person with COVID-19 symptoms should not engage in extracurricular activities and should get a COVID-19 PCR test

For 14 full days after the last date your child was exposed SA Health recommends your child should:

- Avoid COVID-19 Management Plan events
- Avoid high-risk setting (e.g. aged care, disability care, healthcare)

- Avoid non-essential activities with high transmission risk (e.g., many people, inside, in close contact)
- Avoid contact with vulnerable people (elderly, pregnant women, people with chronic health problems) unless it is your immediate family
- Avoid shared spaces and maintain physical distancing, where possible

The safety and wellbeing of our children and staff is paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>

<insert name of ECEC>

<insert date>

Child 'COVID-19 Outbreak Plan' letter template (PCR Testing)

[Insert ECEC/OSHC Letterhead]

Dear Parent or Caregiver

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

As per the SA Health guidance for COVID-19 outbreaks within educational settings, we are advising that all children within <class/room> seek a PCR test at their earliest convenience. Children are able to attend the service while awaiting their PCR results, providing they do not have COVID-19 symptoms. The aim of this action is to actively find and remove infectious case/s from the class/room while minimising disruption to learning and care. Children must not attend <name of ECEC or OSHC> if they develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If they develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until they receive a negative PCR test result, and their symptoms have resolved.
- If they test positive, they are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time, as per the [SA Health website](#). Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time, as per the [SA Health website](#). They should not obtain a COVID-19 test but should stay home if they have any cold or flu like symptoms.

The safety and wellbeing of our children and staff is paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>
<insert name of ECEC>
<insert date>

Child 'COVID-19 Outbreak Plan' letter template (PCR and Circuit Breaker)

[Insert ECEC/OSHC Letterhead]

Dear Parent or Caregiver

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

As per the SA Health guidance for COVID-19 outbreaks within educational settings, we are advising that all children within <class/room> seek a PCR test at their earliest convenience. Children are able to attend the service while awaiting their PCR results, providing they do not have COVID-19 symptoms. The aim of this action is to actively find and remove infectious case/s from the class/room while minimising disruption to learning and care. Children must not attend <name of ECEC or OSHC> if they develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If they develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until they receive a negative PCR test result, and their symptoms have resolved.
- If they test positive, they are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time, as per the [SA Health website](#). If so, they should not test but should stay home if they have any cold or flu like symptoms.

Please note that if we identify that the initial PCR tests results in **significant additional cases**, we will consider a circuit breaker where <class/room> will be closed for 3 school days. The aim of this action is to reduce transmission by stopping children interacting in the class/room.

>

The safety and wellbeing of our children and staff is paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>
<insert name of ECEC>
<insert date>

Child 'COVID-19 Outbreak Plan' letter template (Circuit Breaker ONLY)

[Insert ECEC/OSHC Letterhead]

Dear Parent or Caregiver

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

As per the SA Health guidance for COVID-19 outbreaks within educational settings, we are implementing a circuit breaker where <class/room> will be closed for 3 school days. The aim of this action is to reduce transmission by stopping children interacting in the class/room.

Children are not to attend the facility for 3 school days. This will commence on <insert circuit breaker start date > and end on < insert circuit breaker end date >. Children will be able to return on to the service day after the circuit breaker end date. A negative PCR test is required to return to the service. Children must not attend <name of ECEC or OSHC> if they develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If they develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until they receive a negative PCR test result and their symptoms have resolved.
- If they test positive, they are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered as close or classroom contacts for a specified period of time as per the [SA Health website](#). They are able to attend <ECEC/OSHC> during circuit breakers, are not required to test and should stay home if they have cold or flu like symptoms. The safety and wellbeing of our children and staff is paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>
<insert name of ECEC>
<insert date>

Staff 'classroom contact' letter template

[Insert ECEC/OSHC Letterhead]

Dear <name of employee>

Re: COVID-19 at <name of school or childcare service or OSHC>

Our <ECEC or OSHC> was advised on <date> that a member of our community has tested positive to COVID-19. You have been identified as a classroom contact of this case from your attendance at work on < insert all dates case attended while infectious >. Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time as per the [SA Health website](#). You should not test but should stay home if they have any cold or flu like symptoms.

As a classroom contact you can continue attending the service to work. You must obtain a negative rapid antigen test (RAT) for COVID-19 as soon as possible. You must continue to perform a daily RAT for 7 days following the exposure (with Day 0 being the day you were last exposed). If you return a positive RAT, you are a COVID-19 case. You must stay home, lodge your positive test [here](#) and follow the instructions from SA Health. If you have recently been cleared as a COVID-19 case, you will not be considered a classroom contact for a specified period of time as per the [SA Health website](#) and do not require any testing.

If your tests remain negative and you are asymptomatic, for 14 full days after <date> SA health recommends that you:

- Always wear surgical mask when around others (outside of your home)
- Avoid COVID-19 Management Plan events
- Do not enter high-risk setting (aged care, disability care, healthcare, correctional services) unless for the purpose of performing work and the operator of the facility approves entry
- Avoid non-essential activities with high transmission risk (e.g. many people, inside, in close contact)
- Avoid contact with vulnerable people (elderly, pregnant women, people with chronic health problems) unless it is your workplace or family
- Avoid shared spaces and maintain physical distancing, where possible
- Avoid working across worksites

You must not attend <name of ECEC or OSHC> if you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If you develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the <ECEC or OSHC> to let us know and remain at home until you receive a negative PCR test result, or your symptoms have resolved.
- If you test positive, you are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

The safety and wellbeing of our staff and children is paramount. While we recognise this can be disruptive and inconvenient for staff, it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>



<insert name of ECEC>
<insert date



Staff 'workplace contact' letter template

[Insert ECEC/OSHC Letterhead]

Dear <name of employee>

Re: COVID-19 at <name of ECEC or OSHC>

Our <ECEC or OSHC> was advised on <date> that a member of our community has tested positive to COVID-19. You have been identified as a workplace contact of this case from your attendance on <insert all dates case attended while infectious>, and must complete the testing and quarantine requirements outlined on the [SA Health Website](#).

You must quarantine for 7 days, test for COVID-19 as soon as possible and on Day 6 using rapid antigen tests (RAT), which you can [register for here](#). If you remain negative, you may return to the service on Day 8. If you return a positive RAT, you are a COVID-19 case. You must stay home, lodge your positive test [here](#) and follow the instructions you receive from SA Health. Please inform <name of ECEC or OSHC> of your result.

If your tests remain negative and you are asymptomatic for 14 full days after <date>, you should:

- Always wear surgical mask when around others (outside of your home)
- Avoid COVID-19 Management Plan events
- Do not enter high-risk setting (aged care, disability care, healthcare, correctional services) unless for the purpose of performing work and the operator of the facility approves entry
- Avoid non-essential activities with high transmission risk (e.g., many people, inside, in close contact)
- Avoid contact with vulnerable people (elderly, pregnant women, people with chronic health problems) unless it is your workplace or family
- Avoid shared spaces and maintain physical distancing, where possible
- Avoid working across worksites

If you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness, please:

- Get a PCR test at a [COVID-19 testing clinic](#), and
- Call the < ECEC or OSHC> to let us know and remain at home until you receive a negative PCR test result, or your symptoms have resolved.
- If you test positive, you are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time as per the [SA Health website](#). You should not test but should stay home if they have any cold or flu like symptoms.

The safety and wellbeing of our staff and children is paramount. While we recognise this can be disruptive and inconvenient for staff it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>

<insert ECEC or OSHC service name>

<insert date>

Staff 'COVID-19 Outbreak Plan' letter template (PCR Testing)

[Insert ECEC/OSHC Letterhead]

Dear <name of employee>

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

As per the SA Health guidance for COVID-19 outbreaks within educational settings, we are advising that all staff and children within <class/room> seek a PCR test at their earliest convenience. Staff and children are able to attend the service while awaiting their PCR results, providing they do not have COVID-19 symptoms. The aim of this action is to actively find and remove infectious case/s from the class/room while minimising disruption to learning and care. Staff must not attend <name of ECEC or OSHC> if you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If you develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until you receive a negative PCR test result or your symptoms have resolved.
- If you test positive, you are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time as per the [SA Health website](#). If so, you should not test but should stay home if they have any cold or flu like symptoms.

The safety and wellbeing of our children and staff are paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>
<insert name of ECEC>
<insert date>

Staff 'COVID-19 Outbreak Plan' letter template (PCR and Circuit Breaker)

[Insert ECEC/OSHC Letterhead]

Dear <name of employee>

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

As per the SA Health guidance for COVID-19 Outbreaks within Educational Settings, we are advising that all staff and children within <class/room> seek a PCR test at their earliest convenience. Staff and children are able to attend the service while awaiting their PCR results, providing they do not have COVID-19 symptoms. The aim of this action is to actively find and remove infectious case/s from the class/room while minimising disruption to learning and care. Staff must not attend <name of ECEC or OSHC> if you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If you develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until you receive a negative PCR test result, and your symptoms have resolved.
- If you test positive, you are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

If you have recently been cleared as a COVID-19 case, you will not be considered a close or classroom contact for a specified period of time as per the [SA Health website](#). If so, you should not test but should stay home if they have any cold or flu like symptoms.

Please note that if we identify that the initial PCR tests results in **significant additional cases**, we will consider a circuit breaker where <class/room> will be closed for 3 school days. The aim of this action is to reduce transmission by stopping children and staff interacting in the class/room.

The safety and wellbeing of our children and staff are paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>
<insert name of ECEC>
<insert date>

Staff 'COVID-19 Outbreak Plan' letter template (Circuit Breaker ONLY)

[Insert ECEC/OSHC Letterhead]

Dear <name of employee>

Re: COVID-19 Outbreak at <name of ECEC/OSHC service>

As of <date>, <class/room> at <name of ECEC/OSHC > has identified <number of cases > within the class/room.

We have been notified of a significant number of positive cases of COVID-19 within <class/room>. As per the SA Health guidance for COVID-19 outbreaks within educational settings, we are advising that we are implementing a circuit breaker where <class/room> will be closed for 3 school days. The aim of this action is to reduce transmission by stopping children and staff interacting in the class/room.

Staff and children are not to attend the facility for 3 school days. This will commence on <insert circuit breaker start date > and end on < insert circuit breaker end date >. Staff will be able to return on to the service day after the circuit breaker end date. A negative PCR test service. Staff must not attend <name of ECEC or OSHC> if you develop any symptoms such as a fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness. If you develop these symptoms, please:

- Obtain a PCR test at a COVID-19 testing clinic; and
- Call the < ECEC or OSHC> to let us know and remain at home until you receive a negative PCR test result and your symptoms have resolved.
- If you test positive, you are a COVID-19 case, must remain isolated for 7 days and follow SA Health instructions.

Recently cleared COVID-19 cases will not be considered a close or classroom contact for a specified period of time as per the [SA Health website](#). You are able to attend <ECEC/OSHC> during circuit breakers, are not required to test and should stay home if you have cold or flu like symptoms.

The safety and wellbeing of our children and staff is paramount. While we recognise this can be disruptive and inconvenient for many families it is important that we follow SA Health advice and take all necessary precautions to minimise the risk of further transmission within our community.

Yours sincerely

<insert name>

<insert name of ECEC>

<insert date>