

August 2020

COVID-19 Safety Plan

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to teachers and other people in accordance with Work Health and Safety laws.

The GLS committee is monitoring the situation and taking appropriate action. We are currently conducting classes online and will return to face to face when it is safe to do so.

BUSINESS DETAILS
Business name: ACT German Language School
Plan completed by: Secretary
Approved by: ACT GLS Committee

Wellbeing of teachers and students	Action
Exclude teachers, students and parents who are unwell.	<ul style="list-style-type: none"> The teachers will monitor activity before and during class and will insist that if people are unwell that they not attend class. The Adult coordinator and the Children's Principal will manage teacher's attendance if they feel unwell Email communications will be sent before and during the new school term/semester to all students and parents insisting that they not attend class if they are feeling unwell. If a student arrives at class with symptoms that possibly indicate COVID19, they will be denied entry to class. If a child displays such symptoms, they will be separated from other students and parents called and asked to collect their child immediately.
Provide teachers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> The committee will make teachers aware of guidelines and training made available by Safe Work Australia (www.safeworkaustralia.gov.au) and appropriate online training/awareness modules The Adult coordinator and the Children's Principal will monitor and ensure compliance with the guidelines.
Make teachers aware of the option for paid sick leave in the event of illness and are required to self-isolate.	<ul style="list-style-type: none"> The Adult coordinator and the Children's Principal will work with their teachers and school management committee to ensure they are appropriately supported if they are unwell, displaying symptoms consistent with COVID-19 or must self-isolate.
Display conditions of entry for any students/parents or visitors (website, social media, entry points).	<ul style="list-style-type: none"> Notices displaying the requirements to maintain social distancing and personal hygiene will be posted at the entry to classrooms. Parents of children will not be permitted to enter the classrooms and any parents entering the premises will be required to provide name and contact details.

Physical distancing	Actions
Adult classes - there are a number of organisations where there are restrictions on numbers of people and the space required to have that number of people.	<ul style="list-style-type: none"> Adult classes will limit the number of students in any one class so as to maintain a spacing of 4 square metres per person.
Children's classes - there are a number of organisations where there are restrictions on numbers of people and the space required to have that number of people	<ul style="list-style-type: none"> Children's classes will limit the number of students in any one class so as to maintain a spacing of 4 square metres per person.
Put plans and systems in place to monitor and control the numbers of teachers and students on site at any given time to allow for physical distancing.	<ul style="list-style-type: none"> Class size will be monitored and enforced by the Teachers and attendance recorded on a class roll.
Use flexible working arrangements where possible, such as online Zoom classes.	<ul style="list-style-type: none"> The GLS is well prepared to conduct online learning and has done so during the initial peak of the COVID-19 pandemic. The Committee will continue to monitor the situation closely and make decisions on returning face to face teaching when it is deemed safe to do so. Face-to-face learning will not commence until host institutions have established appropriate hygiene procedures and have invited the GLS to return.
Consider barriers or other controls to ensure teachers and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	<ul style="list-style-type: none"> Teachers will manage entry to the classroom and ensure safe distances are maintained.
Where reasonably practical, ensure teachers maintain 1.5 metres physical distancing at all times (including at tea breaks).	<ul style="list-style-type: none"> Teachers will monitor class interaction and remind students of physical distancing requirements if necessary.
Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> The GLS is well set up to deliver online German Language lessons for as long as is necessary. Committee meetings are currently and will continue to be conducted via video conference.
Review regular deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> All deliveries are via Australia Post at our Manuka post office or to a home address of the Adult Coordinator or Children's Principal Invoicing is managed electronically.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> Any class breaks will be monitored by the teachers and social distancing rules adhered to Children's class break will be supervised by a teacher. Larger gatherings (e.g. adult dinner, children's school assemblies/morning teas) are on hold and will not recommence until government guidelines permit such gatherings.

Hygiene and cleaning	Action
Provide hand sanitiser at multiple locations throughout the workplace.	<ul style="list-style-type: none"> Teachers will ensure hand sanitizer is available during class and that students use it before entering
Provide detergent/disinfectant surface wipes to clean student work desk and chair.	<ul style="list-style-type: none"> The schools where we hire rooms have advised that the classrooms will be cleaned before GLS classes commence Teachers will ask students to clean their desk and chair before and after class in accordance with guidance provided by the ACT Government https://www.covid19.act.gov.au/signs-and-factsheets#Business-Resource-Kit
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	<ul style="list-style-type: none"> The schools where we hire rooms have advised that the school will be cleaned, including bathrooms and kitchen, prior to evening and Saturday classes Posters will be placed by the host school - if not visible, the GLS will provide via https://www.covid19.act.gov.au/signs-and-factsheets
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	<ul style="list-style-type: none"> The schools where we hire rooms have advised that the classrooms will be cleaned before, and in some cases, after GLS classes Teachers will maintain a clean classroom when in use. Teachers will ask students to clean their desk and chair after class.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	<ul style="list-style-type: none"> The GLS will ensure appropriate cleaning products are used.
Teachers and students are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> Teachers will take appropriate measures to ensure personal hygiene when cleaning classrooms.

Record keeping	
Keep name and mobile number or email address for all teachers, students, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	<ul style="list-style-type: none"> Time attendance records for teachers will be submitted via the Adult Coordinator and Children's Principal Teachers will take a Class roll call for each lesson and provide to the Adult Coordinator and Children's Principal Teachers will maintain a register of visitors where applicable and provide a copy to the host schools if requested.
Employers should make teachers aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	<ul style="list-style-type: none"> The GLS will promote through emails and face to face engagement, the COVID safety requirements
Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify the appropriate authority.	<ul style="list-style-type: none"> The GLS will cooperate with ACT Health and, if necessary, notify relevant authorities in the ACT as per guidance from Safe Work Australia" (www.worksafe.gov.au)