

November 2021

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 continues to monitor the situation and taking appropriate action in line with the ACT Public Health directions.

BUSINESS DETAILS
Business name: ACT German Language School
Plan completed by: Vicki Schuhardt, Secretary
Approved by: ACT GLS Committee
Original published: July 2020
Version 3: Updated November 2021

GUIDANCE	ACTIONS
Wellbeing of teachers and students	
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 request that if people are unwell that they not attend class. The Adult coordinator and the Children's Principal will manage teachers attendance if they feel unwell. Email communications will be sent before and during the new school term/semester to all students and parents requesting that they not attend class if they are feeling unwell or showing any symptoms of COVID-19.
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 provide guidance and training to teachers on the requirements of a COVID safe environment. The Adult coordinator and the Children's Principal will monitor and ensure compliance with ACT Health guidelines.
Make teachers aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> The Adult coordinator and the Children's Principal will work with their teachers to ensure they are appropriately supported if they are unwell or must self-isolate.

<p>Display conditions of entry for any staff, students/parents or visitors (Check in CBR app, website, social media, entry points).</p>	<ul style="list-style-type: none"> ● Notices will be posted on entry to premises or classrooms of the requirements to check in using the Check in CBR app, maintain physical distancing and personal hygiene. ● Students and teachers will be required to wipe down the desk at the beginning and end of each class. ● Parents of children will be required to leave their children at the entrance to the school and not enter themselves.
<p>Personal safety of students and teachers wearing face coverings</p>	<ul style="list-style-type: none"> ● Where there is a requirement to wear facemasks, all individuals over the age of 12 years old must do so. ● Teachers will ensure that students are adhering to requirements for mask wearing under ACT Government Health Guidelines for Schools.
<p>Vaccination of requirements</p>	<ul style="list-style-type: none"> ● All GLS teachers will be double vaccinated. ● For the safety and wellbeing of those attending class, the GLS encourages all eligible students to get vaccinated prior to attending class.

REQUIREMENTS

ACTIONS

Physical distancing	
<p>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.</p>	<ul style="list-style-type: none"> • Adult classes will maintain a one person per 4 square metre limit on the number of students in any one class.
<p>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</p>	<ul style="list-style-type: none"> • There are no restrictions on children's classes. The GLS will adhere to ACT Government Health Guidelines for Schools.
<p>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.</p>	<ul style="list-style-type: none"> • Class size will be monitored and enforced by the Teachers and attendance recorded on a class roll.
<p>Use flexible working arrangements where possible, such as online Zoom classes.</p>	<ul style="list-style-type: none"> • The GLS will adjust teaching approach as COVID restrictions change and will move to online learning accordingly • The Committee will continue to monitor the situation closely and make decisions on returning to face to face teaching when it is safe to do so and ACT Government restrictions allow.
<p>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.</p>	<ul style="list-style-type: none"> • Teachers will manage entry to classrooms and ensure safe distances are maintained.
<p>Where reasonably practical, ensure teachers maintain 1.5 metres physical distancing at all times (including at tea breaks).</p>	<ul style="list-style-type: none"> • Teachers will monitor class interaction and remind students of physical distancing requirements if necessary.
<p>Use telephone or video for essential meetings where practical.</p>	<ul style="list-style-type: none"> • The GLS uses Zoom for committee meetings and, when necessary, to deliver online German Language lessons.
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<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.
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<ul style="list-style-type: none"> • Any class breaks will be monitored by the teachers and physical distancing rules adhered to • Children's class break will be supervised by a teacher and will be outside weather permitting.

REQUIREMENTS**ACTION**

Hygiene and cleaning	
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 desks, tables and equipment such as monitor, phone, keyboard and mouse.	<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.
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 at entrances, along corridors and in classrooms by the school, with instructions on personal hygiene.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	<ul style="list-style-type: none"> Teachers will maintain a clean classroom when in use.
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 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.

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REQUIREMENTS**ACTIONS**

Record keeping	
<p>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.</p> <p>Where possible, use the QR scanning code for the School premises to register all students.</p>	<ul style="list-style-type: none"> Teachers will sign in using the Check in CBR app and ensure that all students register using the Check in CBR app where possible. Teachers will maintain a register of visitors where Check in CBR app is not available Time attendance records for teachers will be submitted via the Adult Coordinator and Children's Principal Teachers will conduct a Class roll call for each lesson and provide to the Adult Coordinator and Children's Principal
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 and the use of the Check in CBR app
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

