

COVID -19 SAFETY PLAN

St Francis of Assisi School, Paddington

AFTER SCHOOL ART CLASS

BUSINESS DETAILS
NAME: GARDENS OF THE MIND
PREPARED BY: Jennifer O'Brien
AUTHORISED BY: Jennifer O'Brien
SITE LOCATION: School Hall

REQUIREMENTS FOR BUSINESS

REQUIREMENT	ACTION
Well being of students/parents /members of school community <ul style="list-style-type: none"> Exclude staff (myself), students and parents who are unwell. 	<ul style="list-style-type: none"> Notify parents that unwell children are asked not to attend class. If a child appears unwell then child will be isolated, parent contacted for pick up or sent to after-school care If teacher unwell then postpone class till teacher has recovered
<ul style="list-style-type: none"> Stay informed about current trends in and COVID-19 precautions, including when to get tested, physical distancing and cleaning, and how to manage a sick student. 	<ul style="list-style-type: none"> Stay informed on NSW government changes to Covid-19 regulations. https://www.nsw.gov.au/covid-19/covid-safe-businesses Follow up of any student who is ill in class and notify school if it is of concern. Discuss with students about social distancing procedures in class and inform parents about procedures
<ul style="list-style-type: none"> Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry 	<ul style="list-style-type: none"> Conditions of entry displayed on website and cited in correspondence with parents. Sign on the door of class. Maximum students 20.

REQUIREMENT	ACTION
Social Distancing	
<ul style="list-style-type: none"> Ensure capacity does not exceed one person per 4 square metres 	<ul style="list-style-type: none"> In class, students will be spread throughout the hall, seating arranged so students not in front of each other.
<ul style="list-style-type: none"> Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per 4 square metres. 	<ul style="list-style-type: none"> Class maximum size 20 students plus teacher
<ul style="list-style-type: none"> Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills 	<ul style="list-style-type: none"> Students work individually and not together. Opening session in lesson students are spaced out and at least 1.5 metres from the teacher. When students lining up need to do at a distance of 1.5 metres
<ul style="list-style-type: none"> Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. 	<ul style="list-style-type: none"> Parents and other members of the school community are not allowed in the space, unless they leave their details and follow covid-safe policies in case of an emergency.
<ul style="list-style-type: none"> Move or block access to equipment or seating to support 1.5 metres of physical distance between people. 	<ul style="list-style-type: none"> Art materials are set up on a table. In front of the table is a yellow shape on the floor indicating where students should stand when waiting behind another student. Students must collect art materials one at a time.
<ul style="list-style-type: none"> Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times 	<ul style="list-style-type: none"> Ask parents not to gather outside the door when collecting students after class, and request they practise social distancing procedures.
<ul style="list-style-type: none"> Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue. 	<ul style="list-style-type: none"> Use of markers on the floor to indicate where students stand when collecting materials and listening to the teacher
<ul style="list-style-type: none"> Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing. 	<ul style="list-style-type: none"> Snacks given to students are pre-packaged and brought to the class. Students are instructed not to share food. Treats are given to students using tongs. Teacher wears gloves.
<ul style="list-style-type: none"> Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing. 	<ul style="list-style-type: none"> Remind students that they must social distance when walking to the toilet, wash hands for 20secs and not hang around the playground
<ul style="list-style-type: none"> Use telephone or video for essential staff meetings where practical. 	<ul style="list-style-type: none"> Contact school staff with any issues regarding class via phone.

REQUIREMENT	ACTION
Hygiene and cleaning	
Adopt good hand hygiene practices	<ul style="list-style-type: none"> Remind students of how to practise good hygiene practises. Students instructed to wash hands before class. Teacher wears gloves at all times. Students sanitise hands after class
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<ul style="list-style-type: none"> Sanitiser and towel on each table in the classroom. Students sanitise hands after eating and at the end of class. Students pick up sanitiser with a paper towel.
Ensure bathrooms are well stocked with hand soap and paper towels	<ul style="list-style-type: none"> Check toilets before class and notify administration if not stocked with soap and towels
Provide visual aids above hand wash basins to support effective hand washing.	<ul style="list-style-type: none"> Put up poster as visual aid for handwashing and distancing on wall in the hall
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	<ul style="list-style-type: none"> Parents notified that students need to bring own water and students eat whilst spread out in hall with own container of snacks
No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service	<ul style="list-style-type: none"> Before food prep, teacher washes hands. Wears gloves whilst preparing snacks, stores containers in a plastic bag. Places them on table and students eat from their container. All containers placed back into plastic bag
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> Each student receives a pencil case with pencil, pen, rubber, glue, scissors. All other art materials are cleaned after class
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; wash with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	<ul style="list-style-type: none"> Tables, chairs and benches are cleaned before and after class. Also, door handles and switches.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	<ul style="list-style-type: none"> Hall is vacuumed by cleaners
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> All art materials such as brushes, paint boxes. water containers are cleaned with warm water and detergent after each class
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish	<ul style="list-style-type: none"> Gloves are provided in the room. Teacher always wears gloves
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> Disinfectant that is strong, but will not affect students' health will be used
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> When cleaning and reorganising furniture the teacher will always wear gloves and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.	<ul style="list-style-type: none"> All fee payments are made online

REQUIREMENTS	ACTION
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> • Student roll checked at beginning of every class. Parent email and phone number recorded for each student. Any visitor also recorded.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50	<ul style="list-style-type: none"> • We notify school, parents, NSW Health and Safework NSW in relation to positive cases.