

In Spanish PTY. LTD. COVID-19 Guidelines

Wellbeing of teachers

- All In Spanish teachers got the annual influenza vaccine.
- Teachers who are unwell and/or show symptoms of COVID-19 symptoms won't be delivering a lesson.
- Teachers will be provided with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Wellbeing of students

- Parents will be informed that before participating in a Spanish class students should not attend a class if in the past 14 days they have:
 - **PRIOR TO ATTENDING THE CLASS been unwell or had any flu-like symptoms, or**
 - **been in contact with a known or suspected case of COVID-19, or**
 - **any sudden loss of smell or loss of taste, or**
 - **are at a high risk from a health perspective, and those with pre-existing medical health conditions.**
- Cover mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze.
- Wash hands with soap and water often.
- Use hand sanitiser gel if soap and water are not available.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- No spitting at any time.
- Do not share drink bottles.
- Practice social distancing. If someone comes and sit very close to you, move around and ensure you implement social distancing requirements.

Hygiene and cleaning

- Students will be asked to clean their hands with hand sanitiser upon classroom entry.
- Share material will be cleaned after every use.
- Students should bring water bottles.
- Students should bring their own pencils and rubbers.

- Teachers will wear gloves to clean the desks with disinfectant solutions once the class finishes.

Physical distancing

- Despite school students do not need to follow strict adult physical distancing guidelines but we will adhere to the four square metre rule when possible.
- Teachers will be practicing social distancing guidelines.
- Expectators will not be permitted in the classroom.

Procedure for illness

- We will maintain attendance details as per usual to support contact tracing if required.
- We will isolate students and staff who become sick.
- If a child or teacher becomes ill while they are in the class, they will be sent home as soon as possible. While awaiting collection by their carer, the symptomatic child will be placed away from other children.
- We will contact our public health unit immediately on [1300 066 055](tel:1300066055) if we are notified that a child or a teacher has been diagnosed with COVID-19.

Drop off/pick up

- Parents and carers will be informed that drop-off and pick-up students to/from occurs from outside school grounds.
- Before school classes: Teachers will wait for students at the front of the school until the class's start time. If a student is late, they will need to make their own way to the Spanish classroom. At the end of the lesson students make their own way to their classrooms.
- After school classes: Students will make their own way to the Spanish classrooms. At the end of the lesson, teachers will take the

students to the front of the school and wait for parents to collect their children.