



COVID-19 WTSC Operational Procedure

Wentworthville Tamil study center (WTSC) will adhere with Australian Health Protection Principal Committee (AHPPC) guidelines and advice from NSW Health. The guidelines are available here

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-covid-19-transmission-in-schools-24-april-2020>

The principals, teachers, committee members and all volunteers will be completing “Infection Control Training – COVID-19” and inducted to WTSC COVID-19 Operational Procedure.

The below strict operational principles will be followed:

- Temperature checks for all staffs and volunteers will be conducted by the committee members at the gate prior entering the school premises.
- There will be no parents/visitors allowed onsite during the operation of the school - If such situation arises, they will be accompanied by a committee member for the entire duration and records will be kept by the WTSC.
- There will be no assemblies and no refreshments provided during breaks. Students and staffs to bring their refreshments.
- All water bubblers will not be allowed for drinking.
- Students to bring their stationeries.
- WTSC operation summary report will be forwarded to Girraween Public School principal following Monday.
- WTSC will provide bins, hand sanitisers, hand washing liquids and tissues for all the classrooms on operational days.
- WTSC to finalise details of Girraween Public School assets that will be used during school operation. Eg- tables, chairs, white board, teacher’s table and chair etc.

1. School Operation

The school will operate in following three different stages:

- Stage 1 is Year 10 to Year 12 commenced on Saturday 13th June 2020
- Stage 2 is Year 9 commencing on Saturday 25th July 2020
- Stage 3 is Year 6,7,8, preparatory and bridging classes commencing on Saturday 15th August 2020
- Stage 4 is Year 5 commencing on Saturday 22nd August 2020

The hours of operation:

- HSC classes – 1.30pm – 5.30pm
- Other classes – 2.00pm – 4.30pm

1.1 School Drop off

Bando road gate will be opened from 1.15pm on Saturdays to allow the HSC students and other students.



There will be committee members at the entrance of Bando Road gate to ensure the safety of the students & staffs.

There will be no adults/parents allowed to enter the school. We strongly encourage the parents to be on-time for smoother operation and avoid unnecessary traffic congestion.

Bando Road gate will remain open during the school operational hours

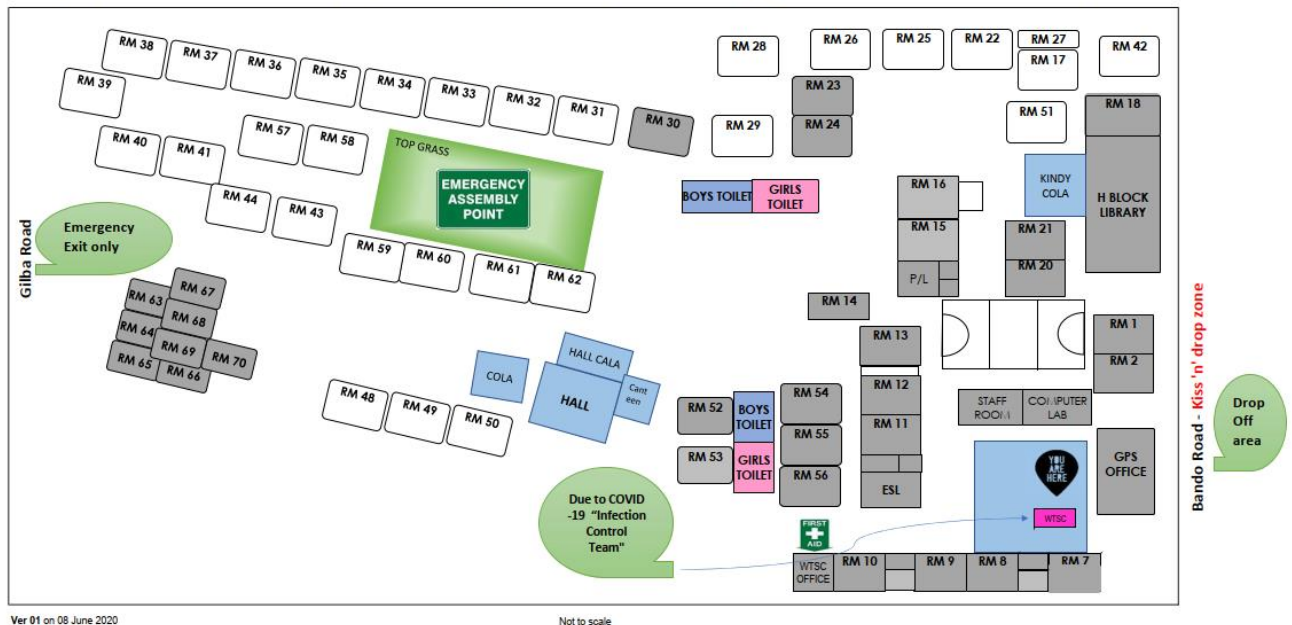
1.2 School Pick up

The Bando Road gate will remain open during the school operational hours. Please refer to the detailed map on class exits and gates.

If parents want to use the kiss and drop zone they must wait in their car for their child to come to them. They should not to park in the Kiss and Drop Zone.



WENTWORTHVILLE TAMIL STUDY CENTRE, COVID-19 MAP 2020 (Operates at Girraween Public Sch)



2. Hygiene practice

We have been advised by the Department NSW Health and Education that, school students do not need to follow strict adult physical distancing guidelines, but should adhere to good hygiene practices:

- regularly washing hands
- avoiding sharing drinks or food
- coughing or sneezing into your elbow, or a tissue which should be discarded immediately.

The use of mobile phones will be restricted - where mobile phones must be used, they should be cleaned regularly.

The WTSC will operate same manner as NSW public schools.

3. Cleaning and Disinfecting



WTSC will ensure that there are hand sanitisers, hand washing liquid, face masks and tissues available for students and teachers to use before, during and after class. This is not only for the protection of WTSC students and staff, but for the protection of students and staff of the Girraween Public School.

Classrooms must be left clean and tidy at the conclusion of the class. This will include emptying bins and wiping down hard surfaces, including desks, cupboards, whiteboards, door handles, light switches, bins etc using disinfectants.

Toilets will be equipped with handwashing liquids and will be cleaned at the end of school operation hours.

4. Responding to COVID-19 cases

WTSC will follow Department of NSW health process to manage the suspected cases. There is a clear plan in place for the schools to respond any suspected or confirmed cases of COVID-19 in our school community (i.e. If there is a suspected or confirmed case of COVID-19 in a school environment, the WTSC will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice). Staff and students who are identified as close contacts will be contacted and advised they should self-isolate for the required period of time

We follow NSW Health guidelines and will communicate with parents and WTSC community, if any such situation arises.

WTSC will also notify Girraween Public School immediately and provide information as required for contact tracing.

If a student or staff member is unwell, should not attend school or sent back home. If you are a suspected COVID-19 case, you should self-isolate and seek testing in accordance with the government and health departments guidelines. WTSC will not conduct COVID-19 testing or medical assistances.

During the school operational hours, any staff or student experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) will be isolated immediately in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible.

In this situation, where staffs and students are experiencing symptoms compatible with COVID-19, such persons should continue to practice hand hygiene and physical distancing.

5. Contact

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