



COVID-19 WTSC Operational Procedure

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

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-updated-statement-on-minimising-the-potential-risk-of-covid-19-transmission-in-schools>

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 following strict operational principles will be adhered:

- Temperature checks for all staffs, parents and volunteers will be conducted by the committee members at the gate prior entering the school premises.
- All visitors/teachers/volunteers must check in using our service NSW QR code
- All visitors/teachers/volunteers attending the school are fully vaccinated
- The WTSC principal/Admin must sight and record the vaccination status of all visitors/teachers/volunteers and keep as a record.
- All adults within the school premises must practice social distancing
- Staff and students aged 12 and over must wear a mask indoors where practical.
- Students under 12 years of age are strongly encouraged to wear a mask.
- A play school or preschool child can be accompanied by a parent.
- No other parents are allowed on-site for all other classes and if you wish to contact WTSC Admin/Principals/Teachers, please contact the office via info@wtsc.org.au or on +614 0864 5300.
- Access to school will be through Bando Road gate only. The Gilba Road gate is always closed.
- We have professional day cleaners who clean all high surfaces after the school operating hours.
- Teachers are equipped with the necessary cleaning products to ensure that surfaces and items used are sanitised.
- The principals, teachers, committee members and any personnel onsite would have completed “Infection Control Training – COVID 19” prior to school reopening.
- Any symptomatic child will be sent to the office and parents will be contacted immediately. Please do not send unwell children to school.
- There will be no assemblies.
- No refreshments provided during breaks. Children to bring their own food and water
- No water bubbler to be used.



- There will be no parents (play school and preschool parents are excepted) 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.
- 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 own stationeries.
- WTSC operation summary report will be forwarded to Girraween Public School principal following Monday (if requested)
- WTSC will provide bins, hand sanitisers, hand washing liquids and tissues for all the classrooms on operational days.



1. School Operation

The school will operate as per the below:

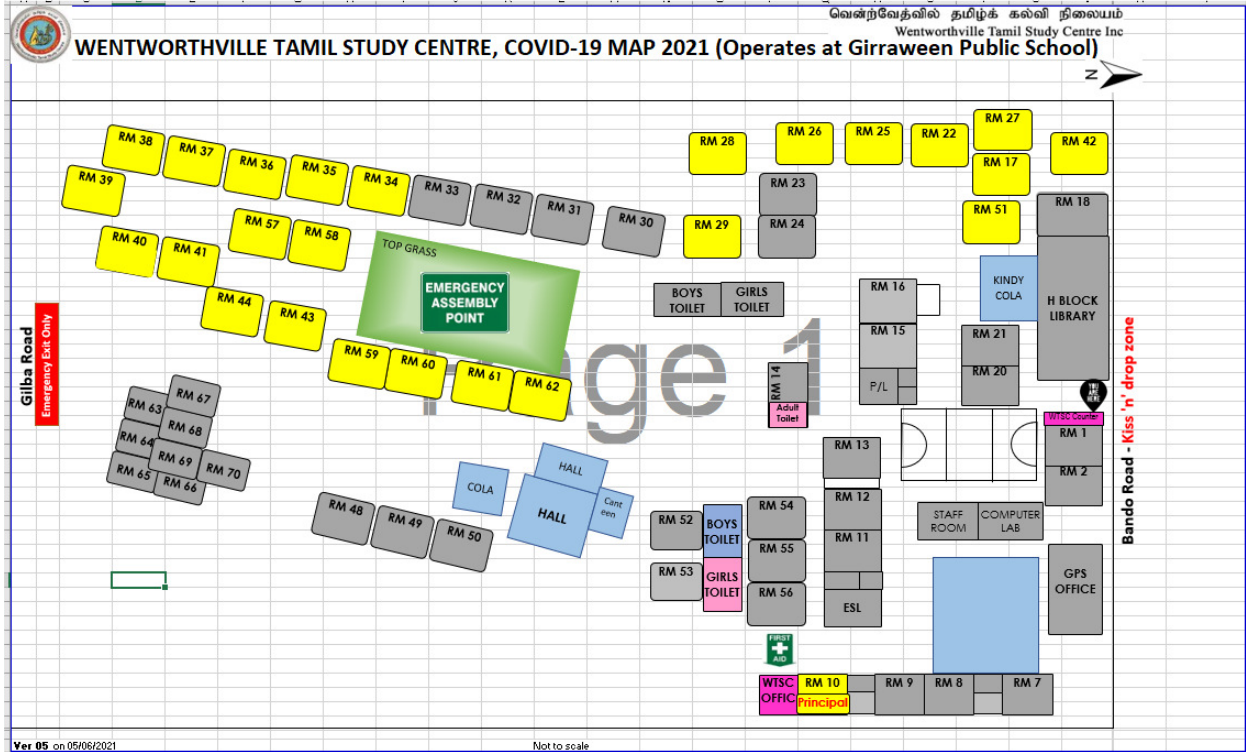
Class Room No	WTSC Class	Classes Start - End Time	Class Room No	WTSC Class	Classes Start - End Time
42		1.30PM to 3.30PM	42	Year 3 SOORIYAN	3.35PM to 5.35PM
27			27		
17			17	YEAR 3 SANTHIRAN	
51			51	YEAR 3 NATCHATHIRAM	
22			22	YEAR 3 VAANAVIL	
25			25	YEAR 4 BARATHYTH	
26			26	YEAR 4 KANNATHASAN	
28	KINDER VAATHTHU		28	YEAR 5 KAMBAR	
29	KINDER PURAA		29	YEAR 5 KABILER	
34	KINDER KUYIL		34	PREPARATORY OVVAI	
35	KINDER ANNAM	35	BRIDGING NAVALAR		
36	YEAR 1 SIVAPPU	36	BRIDGING BARATHY		
37	YEAR 1 NEELAM	37	YEAR 6 VALLUVAR		
38	YEAR 1 PACHCHAI	38	Year 6 PUGALAENTHI		
58	YEAR 1 MANJAL		58	YEAR 8 THANINAYAKAM	
40		FROM 1.30PM TO 5.30PM YEAR 9 FINISHES 4.30PM		YEAR 10 A- PARIMELALAKAR	FROM 1.30PM TO 5.30PM YEAR 9 FINISHES 4.30PM
41			40		
44			41	YEAR 10 B	
39			44	YEAR 12 AGATHTHI	
57			39	YEAR 11 THOLKAPPIER	
43	YEAR 2 THAMARAI	1.30PM to 3.30PM	57	YEAR 9 NAKKIRAR	
59	YEAR 2 SEWARATHI		43	YEAR 7 VEERAMA + KANIYAN P	
60	YEAR 2 MALLIKAI		59		
61	YEAR 2 SEWANTHI		60		
62			61		
10	Principal Room		62		
			10	Principal Room	

1.1 School Drop off

- Bando road gate will be opened from 12.45pm on Saturdays to allow the 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 (play school and preschool parents are excepted) 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 park in the “Kiss and Drop” zone.



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.

We will ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

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 will be cleaned between two sessions and will 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

Email: info@wtsc.org.au

Web: www.wtsc.org.au

Phone: +614 0864 5300



Please check in before entering our premises.

We're helping keep our community COVID safe by recording contact details.



It's easy to check in:

- 1 Scan the QR code with your smartphone camera or QR code reader.
- 2 Follow the prompts on the Service NSW app or on the Service NSW webform.
- 3 Show a staff member that you've signed in.

We respect your privacy

When you scan the QR code, the only personal information sent to Service NSW is your Customer ID, the location of the business you are visiting, time and date of your visit. The business will not see or collect this information and will only be used for contact tracing. We only keep this information for 28 days unless required for contact tracing related to a COVID-19 hotspot. Please refer to the collection notice in the app for more information.

This QR code is for Wentworthville Tamil Study Centre Inc, located at 8 Berridge Road, Cresswell NSW.

