



DONASH
EDUCATION CENTRE

Health & Safety Measures

We would like to seek co-operation from parents, caregivers, and visitors to Donash Education Centre to observe the following measures to ensure a safe and healthy environment for everyone at the centre.

Students can attend classes at the Centre unless they:

- are feeling unwell. Symptoms include but not limited to fever, sore throat, coughing, runny nose, fatigue, tiredness, loss of taste or smell, pneumonia or breathing difficulties
- have a chronic medical condition or compromised immune system and are not able to attend school on advice from your medical practitioner
- live in a household with others that are deemed vulnerable to COVID-19 and are not able to attend school on advice of your medical practitioner or SA Health
- have been diagnosed with COVID-19 or have been required to self-isolate by SA Health.



Please inform us at info@TutorsSA.com.au or call 08 8166 7579 as soon as practicable should any of the above apply.

Parents, Caregivers and Visitors:

a) Maximum 4 people at the reception area

- Only 4 people (not including staff) can be at the reception area at a single time.
- **Waiting area:** You can be seated at the waiting area (in front of the reception area) but maintaining the social distancing measure by keeping 1.5 metres away from others.

b) Hygiene

- You should sanitise hands when entering the premise including your child. Our hand sanitiser is available at the front reception and in classrooms for students.

c) Drop offs/ Pick ups

- To ensure there is effective social distancing practice in place, we ask you not to enter the Centre's indoor premise beyond the reception area when dropping off/ picking up students.
- Parents/caregivers can drop-off/ pick-up their child from either the front or back door of the Centre's premise.
- Parents/caregivers should pick up your child on time to avoid crowding as much as possible.

d) Restricted access to Centre's indoor premise

- Only students can go beyond the reception area to the classrooms.
- Any parent, caregiver or visitor can enter the premise beyond the reception area only if a prior appointment was made to see a staff member or a tutor. Please see our receptionist to sign in upon arrival.
- Any visitor will have to fill in the sign-in/ sign-out sheet at the reception area.

Additional health and safety measures in place for minimising the risk of spreading COVID-19:

We have strict measures in place to provide a safe learning environment for our students and staff to ensure good hygiene practices and containment of the virus at our Centre.

a) Practising good hygiene and sanitisation

- Each classroom and the reception area are provided with an alcohol-based rub hand sanitiser and a box of tissue.
- We carry out and ensure comprehensive sanitisation from our cleaning company at the centre.
- We regularly disinfect high touch surfaces in between classes (i.e. tables, chairs, and door handles).
- We ensure windows in classrooms are kept open (where applicable) to promote good ventilation.

b) Awareness

- Posters to create the awareness of health and safety measures related to COVID-19 are put up in classrooms, toilets, and corridors.
- Promote washing of hands frequently with soap and water, before and after eating, and after going to the toilet.
- Raise awareness to cover a cough or sneeze with a tissue, dispose of tissues, and use alcohol-based hand sanitiser.

c) Social distancing

- As usual, our classes are carried out in a small group setting of no more than 10 students per class in general. As much as possible we will ensure students sit at a distance furthest away possible from each other where practical in the classroom.
- Tutors will not carry out any activities in classrooms that promote close contact between students.

d) Procedure for students who present as unwell

- Students who present as unwell will be isolated and parents will be contacted immediately to collect their child.
- Your child can return to the Centre when they are well.
- Please ensure that you inform us at info@tutorssa.com.au of the updated parent and emergency contact details including any changes in the school name your child is currently attending.

Should there be a confirmed case at the Centre:

The likely cause of the Centre closure will include a confirmed case of COVID-19 contracted by a member of the community who has attended the Centre. Closure occurs to provide an opportunity for an audit to be undertaken of all those who may need to be isolated as a consequence of coming into close contact with an infected person, and for the centre areas visited by the infected person to be carefully cleaned.

In such cases we will contact the authorities and parents to immediately collect their child from the Centre for students attending classes on that day and inform all enrolled parents and tutors of the period of closure.