COVID-19 safety plan
Canberra Academy of Languages
Last updated 16 May 2022

Context

This plan makes provision for COVID safety in conducting face-to-face classes, taking into account ACT Government guidance. This update takes into account information from government as of 9 May.

For ACT Government advice on workplace health and safety, please refer to

- https://www.act.gov.au/business/keeping-your-business-covid-safe/covid-safety-plan
- https://www.education.act.gov.au/public-school-life/covid-school-arrangements and
- https://www.education.act.gov.au/public-school-life/covid-school-arrangements/school-advice.

Procedures

In the interests of safety for our students, staff members and community, **the procedures listed below are in effect for CAL's on-site language learning programs**:

- **Family members or others providing transport may now enter the premises at drop-off or pick-up time.** You may also enter the school for a booked appointment. Please wear a mask if you cannot physically distance.
- **We ask that CAL teachers and students continue to use the Check in CBR app** on arrival at the venue for class sessions.
- **Students in years 7 to 12 are no longer required to wear a face mask at school except when they are a household contact** and when travelling on school or public transport. **All students are welcome to wear a face mask if that is their preference**.
- Teachers should continue to maintain accurate attendance records for each session, so that tracking and reporting of positive cases and contacts can be done effectively.
- Ventilation should be maximised within constraints of maintaining a comfortable working temperature within teaching spaces.
- Wash hands with soap and water for at least 20 seconds and then dry them, or use hand sanitiser, before and after eating, after coughing and sneezing, after going to the toilet, after changing tasks and after touching potentially contaminated surfaces.

If someone is unwell, the advice below should be followed:

- Staff members, if unwell with symptoms contra-indicating conduct of face-to-face sessions, may convene a teleconference for a class session, if well enough to do this. Otherwise, please contact the convener, registrar or director of studies so that students and families can be advised.
- Students, if you are unwell, please do not attend your face-to-face class session. **Arrange for your parent or carer to email your teacher** so that we can record an explained absence.

In the event of a higher-level COVID alert, where face-to-face sessions are still allowed, the following additional procedures will be in effect:

- Frequent touch surfaces should be cleaned before and after use.
- Physical distancing should be maximised, and room capacities should be used with caution.
- Hand sanitiser should be used at commencement of sessions.
- Mask mandates may be re-introduced.

For events involving larger numbers of participants when there is a higher-level COVID alert:

- Where practicable, events will take place as online meetings and participants will receive a link.
- For occasions when CAL interacts with the public, we will wear masks, hand sanitiser will be provided, and the Check In CBR app will be used.

Contact Details

For enquiries about the CAL COVID-19 safety plan, please contact us using the details below:

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