

# COVID-19 Safety Plan

## General

We've developed this COVID-19 Safety Plan to help create and maintain a safe environment for our Primary Ethics volunteers carrying out their duties in schools.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. This COVID-19 Safety Plan has been completed using the *NSW Government's COVID-19 Safety Plan: General* template and addresses the checklist of relevant recommended actions. For more information and specific advice go to [nsw.gov.au](http://nsw.gov.au).

template

BUSINESS DETAILS
Business name: <b>Primary Ethics Limited</b>
Plan completed by: <b>Fiona Branscombe</b>
Approved by: <b>Evan Hannah</b>

***Ethics classes are currently permitted under the Department of Education's guidelines for the return of SRE/SEE in term 3 (updated 25 August 2020) and are being conducted in a way that is safe and appropriate in the current environment. As an approved SEE provider to the Department of Education, Primary Ethics does not require a COVID-19 Safety Plan.***

***This COVID-19 Safety Plan has been prepared to communicate how Primary Ethics is managing risks, communicating with and supporting their volunteers at this time. It is to be read in conjunction with our COVID-FAQ webpage.***

***The Australian Health Protection Principal Committee (AHPPC) released health advice on 24 April 2020 in relation to reducing even further the relatively low potential risk of COVID-19 transmission in schools. Key advice from the AHPPC guidelines as well as the NSW Health Public Health Orders and restrictions for COVID-19 have been provided to our volunteers.***

### References:

[Department of Education's guidelines for the return of SRE/SEE in term 3 \(updated 25 August 2020\)](#)

[Department of Education advises in their Guide to NSW School Students for Term 3 \(updated 26 August 2020\)](#)

[Australian Health Protection Principal Committee \(AHPPC\) advice on reducing the potential risk of COVID-19 transmission in schools \(updated 24 April 2020\)](#)

[NSW Health Public Health Orders and restrictions for COVID-19](#)

[Primary Ethics COVID-FAQs webpage](#)

## GUIDANCE FOR BUSINESS

### Guidance for workplaces and the actions we will put in place to keep our volunteers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and customers</b>	
<p>Exclude staff, visitors and customers who are unwell.</p>	<p>Volunteers have been informed that if they are unwell, or are displaying even mild symptoms consistent with COVID-19, they are asked to please not visit their school. They are to notify their Ethics Coordinator or Regional Manager as well as our Helpdesk. We have informed our volunteers that we recommend they undergo testing for COVID-19 and self-isolate until receiving the results. They are not to return to their school until they have received a negative result and are free of symptoms. They have been informed that they may be required to provide a copy of their negative COVID-19 test result to the school before returning.</p>
<p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<p>Primary Ethics volunteers receive regular information bulletins with information from NSW Health and AHPPC. Key advice provided to staff/volunteers to reduce the potential risk of COVID-19 transmission includes practising 1.5m physical distancing for adults, staying away when sick, getting tested if they have symptoms, maintaining good hygiene, and considering downloading the COVIDSafe app. All volunteers have been informed that it is recommended to sanitise at designated stations at the entrances of schools. The Department of Education advises that schools have been provided with supplies such as soap, hand sanitiser, paper towels and disinfectant wipes and are receiving extra cleaning in line with advice from NSW Health.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Primary Ethics volunteers have been informed that there are currently no restrictions from the NSW Department of Education relating to SRE/SEE volunteers in schools. Volunteers who may be vulnerable to illness, for example over 70 years of age or immunocompromised, were asked to consider delaying their return to volunteering. Volunteers were encouraged to consult with their families</p>

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
	and/or doctor when making an individual choice as to whether or not they would like to return to teaching ethics in schools at this time. Volunteers have been offered a “rain check” option to delay their return to teaching for personal reasons. We are maintaining contact with them regarding their future involvement and they will be offered refresher training before recommencing volunteer teaching.

REQUIREMENTS	ACTIONS
Physical distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	Key advice from the AHPPC guidelines as well as the NSW Health Public Health Orders and restrictions for COVID-19 have been provided to our volunteers. This advice includes practising physical distancing of 1.5m and ensuring an area of 4m <sup>2</sup> per person (for adults). Our volunteers have been informed that only one volunteer may teach a class, in line with the Department of Education’s guidelines for the return of SRE/SEE in term 3. Primary Ethics policies recommend a maximum of 22 students per class and single stage groups for delivery of age-appropriate curriculum.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Key advice from the AHPPC guidelines as well as the NSW Health Public Health Orders and restrictions for COVID-19 have been provided to our volunteers. This advice includes maintaining good hygiene by providing hand sanitising stations at entry, keeping contact with areas outside individual workspaces to a minimum, and schools providing hard surface cleanse/anti-bacterial wipes for regular cleaning of shared spaces/equipment after use.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	Key advice from the AHPPC guidelines as well as the NSW Health Public Health Orders and restrictions for COVID-19 have been provided to our volunteers. This advice includes practising physical distancing of 1.5m and ensuring an area of 4m <sup>2</sup> per person (for adults). Our volunteers have been informed that only one volunteer may teach a class, in line with the

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<b>Physical distancing</b>	
	Department of Education's guidelines for the return of SRE/SEE in term 3. Primary Ethics policies recommend a maximum of 22 students per class and single stage groups for delivery of age-appropriate curriculum.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Key advice from the AHPPC guidelines as well as the NSW Health Public Health Orders and restrictions for COVID-19 have been provided to our volunteers. This advice includes practising physical distancing of 1.5m and ensuring an area of 4m <sup>2</sup> per person (for adults).
Use telephone or video for essential meetings where practical.	Primary Ethics staff and volunteers are using video for interviewing applicants and for meetings where practical. Training is also being conducted online where practical.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	<p>The Department of Education advises in their Guide to NSW School Students for Term 3 (updated 26 August 2020) that schools are supplied with standard packs of hygiene products, including liquid soap, hand sanitiser, paper towels, surface spray and disinfectant wipes.</p> <p>The Department of Education further advises that all schools continue to receive additional cleaning in line with the AHPPS guidelines and advice from NSW Health. Target areas include high-touch areas and other hard surfaces, door handles, light switches and handrails in stairways and movement areas.</p> <p>Primary Ethics has provided written communication to volunteers about safety and hygiene recommendations in line with AHPPC guidelines and advice from NSW Health and further requested that each school conduct a briefing prior to Ethics classes recommending to ensure that all volunteers are</p>
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	<p>aware of all school-specific safety and hygiene measures.</p> <p>The Primary Ethics curriculum is discussion based. Volunteers do not distribute or collect worksheets, further reducing risk of surface contact.</p>
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REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p>Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.</p>	<p>All Primary Ethics volunteers have been informed that they are required to sign the NSW Department of Education's External Visitors to School Site form on each occasion that they visit a school, declaring that they are well and comply with regulations. At the same time our volunteers are also providing their personal contact information to the school to be used in an emergency or when performing contract tracing if required. Our volunteers have been informed that this form is updated regularly and that they can find the most up-to-date version on our COVID-FAQ website.</p> <p>Primary Ethics policies require all volunteers to provide a current Working With Children Certificate, a National Crime Check Certificate and to undergo appropriate training for their role, including annual child protection training, before being authorised to teach at a school. Primary Ethics provides schools with up-to-date Authorised Volunteer Lists containing all this information. Primary Ethics volunteers are also required to wear their name badge and carry ID when carrying out their duties on school grounds.</p>
<p>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<p>Primary Ethics have recommended to volunteers that they consider using the COVIDSafe app to support contact tracing if required.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<p>Primary Ethics have a plan in place to notify SafeWork NSW if there is a positive case of COVID-19 at our workplace and manage cooperation with NSW Health if contacted in relation to a positive case of COVID-19.</p>