



# LAUNCESTON SCHOOL FOR SENIORS Inc.

## COVID-19 Safety Plan 2022

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### Risk

- All members of Launceston School for Seniors Inc. (LSS) have been advised of their responsibilities in the COVID Safety Plan via the school newsletter through email or post. The plan is also available on the School Website.
- Signs are displayed around the school advising of risk control requirements.
- Face Masks are not mandatory, but members are encouraged to wear them if they feel more comfortable doing so.
- Ventilation must be provided via open door/window in each room.
- To reduce risk, limiting the number of people in rooms and the school in general, has been implemented.
- Anyone who has symptoms of cold or flu, has been in contact with anyone testing positive to COVID-19, has been in a COVID Hotspot in the past 7 days or is subject to isolation requirement will be restricted from attending the school.
- Some classes are subject to Vaccination requirement. These classes will be advised during Registration process.
- Members can have drinks and use the microwave oven in the Common room and Art room but social distancing protocols must be observed. Hot water and Milk will be available at the school. Members must provide their own their own cups, spoons and dry ingredients. One way traffic only must be observed between sink and bench. Paper towels will be provided.
- Members must always follow the instructions of tutors during the class and leave the room if required.
- Sanitiser is available for anyone required to touch light switches, door handles etc.
- Members must proceed directly to the next available chair and restrict the amount of passing traffic.
- Only two tutors / members are to visit the office at any one time and not pass the doorway unless invited. Other members wishing to visit must wait outside the building until the hallway is clear.

### Cleaning

- The school buildings are cleaned nightly by contract cleaners in line with protocols stated in the Launceston Library COVID Safety Plan for the High Street facility.
- The Launceston Library COVID Safety Plan is available in the office if WorkSafe or other authorities require it.
- The site's cleaning procedure includes appropriate provision for regular cleaning of any toilets available to members.
- Processes are in place to ensure sanitiser and disinfectant wipes are available in all classrooms.
- It is every member's responsibility to clean the table and chair they occupy in the classroom before and after use.
- Computers, photocopier and other frequently used surfaces must be cleaned before use.

## Hygiene

- All tutors are aware that persons who are unwell or subject to an isolation order must not enter the premises or must leave the premises as soon as symptoms are identified.
- Members will be asked to leave the premises if they display symptoms of COVID-19.
- Signs are in place to remind members of appropriate hygiene requirements.
- Hand sanitisers are available at the main door, the common room, outside room 1 and outside the office. Sanitiser Wipes are available in all rooms.
- Face Masks must be worn indoors in line with Tas Health protocols.
- Personal sanitiser bottles are available in rooms for use after touching door handles, light switches etc.
- Soap is available in the toilets for use when using the facilities. Waiting for cubicles is only permitted in the hallway outside and social distancing must be observed.

## Physical Distancing

- Signs are in place to encourage physical distancing.
- 2 members can sit at each table while classes are in progress. There will be 9 class tables in rooms 2,3,4 and the art room. 7 class tables in room 1
- When not seated social distancing must be maintained.
- When moving about in the classroom it will not be possible to maintain 1.5 metres so members must move past other members as quickly as possible.
- If more than one member is waiting for admittance to a room, they must maintain physical distancing.
- Workers or office staff must knock on the door without entering the classroom and the tutor or class co-ordinator must move outside the room to converse.

## Track and Trace

- Tutors or class co-ordinators must ensure they have a current class list before commencing each class.
- Tutors or class co-ordinators must call the class list to confirm who attends each class.
- Classes using guest speakers must include speakers on class list.
- There must be no more than 18 people in room 2,3,4 and the art room, 14 in room 1 and 45 in the halls at Invermay and Mayfield.
- If space permits, school members not on the class list may attend a class but their name must be added to the list for that class.
- The completed class list must be left in the box provided on the table outside the office at the end of each class to be copied and held on record. The class lists can be retrieved from the same location prior to the next class. These records will be available to WorkSafe or other authorities on request.
- Classes conducted at venues other than High Street should email their class lists to [admin@lss.org.au](mailto:admin@lss.org.au) as soon as possible after their class.

## **COVID-19 Incident**

- Should a member suddenly feel unwell they must immediately go home and contact their doctor.
- If the member is unable to drive home the tutor or office staff must call an ambulance using the telephone on the kitchen / foyer wall.
- The tutor must alert the office immediately or, if the office is closed, call the Chair, John Husband on 0419 130 778 or Vice-Chair, Liza Snow on 0420 501 562.
- The member must notify LSS as soon as possible regarding the outcome of their test.
- Other members that have been in contact must go home immediately and self-isolate until contacted by office staff or appropriate authorities.
- The Chair / Vice-Chair will inform Shelley DeCesare / Tanya Atkinson at Launceston Library on 6777 2446 and Public Health on 1800 671 738 if a positive test is notified.

**The Launceston School for Seniors Inc. will act on advice  
from the Health Department at all times.**

### **John Husband**

Chair - Launceston School for Seniors Inc.

### **Liza Snow**

Vice-Chair - Launceston School for Seniors Inc.