

LAUNCESTON SCHOOL FOR SENIORS Inc.

COVID-19 Safety Plan 2022



Risk

- All members of Launceston School for Seniors (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.
- 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, will be restricted from attending the school. If you have been in contact with a Covid positive person, please wear a mask for 7 days and test yourself each day. If you read positive, stay home until clear. Let your tutor/tutors know so that they can advise the class.
 - Members can have drinks and use the microwave oven in the Common room and Art room. Social distancing and or Masks are encouraged. Hot water, tea, coffee and milk will be available at the school. Members must provide their own their own cups, spoons. One way traffic only must be observed between sink and bench. Paper towels will be provided.
- Hand Sanitiser is available in the foyer of the main building and the office block and also outside of room 1.
- 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.
- Disinfectant wipes are available in all classrooms.
- It is every member's responsibility to clean the table they occupy in the classroom before and after use.
- Computers, photocopier and other frequently used surfaces must be cleaned before use.

Masks

- Masks are encouraged where social distancing is not possible.

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.
- Sanitiser Wipes are available in all rooms. Hand sanitiser available in Foyer.
- 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/ masks encouraged.

Roll Call

- 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 is in attendance at each class.
- Classes using guest speakers must include speakers on class list.
- If there is a positive case for Covid in your class tutors will need to let their class members know.
- 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 Glenara.
- 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.

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 member must notify LSS as soon as possible if they test positive to Covid.

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

Signed:

Chairman: Robert Sievers

Vice Chair: Liza Snow