

MONTESSORI WORLD EDUCATIONAL INSTITUTE (AUSTRALIA INC)

NATIONAL CORONAVIRUS-19 SAFETY PLAN

1. Wellbeing of Staff and Students

Requirement	Response	Resources
<p>Exclude people who are unwell from the premises.</p>	<ul style="list-style-type: none"> • Staff and Students are required to read the Montessori Institute CORONAVIRUS-19 Information Document and complete and submit a Self-Assessment Form prior to their attendance at the Workshop/Professional Experience Placement. • Persons who have been in close or casual contact with persons displaying COVID-19 symptoms and are experiencing any of the following flu-like symptoms themselves, (fever, cough, sore throat, nausea, vomiting, or difficulty breathing) MUST NOT ATTEND Workshop/Placements and must obtain RAT testing and/or PCR testing (if applicable) and must isolate until they receive a negative result and are symptom free. • Should a Workshop attendee/student become unwell during the Workshop or Professional Experience Placement, 	

they must remove themselves from the premises immediately and get tested. They **MUST NOT RETURN** to the Workshop/Placement and must isolate until they have a negative result and are no longer displaying symptoms.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

- Staff have been provided with safe work posters and workplace cleaning procedures.
- Staff are provided with cleaning equipment to clean classroom materials after Workshops and material presentations.
- Staff and Students are asked to wash hands before and after using materials.
- Staff are invited to attend COVID-19 training (see resources links). Please note, there are not many specific to the tertiary education industry, but many of these are free and still relevant.
- Staff and Students are required to wear masks as per relevant State public order requirements.
- Staff and Students are advised in 'COVID-19 Information and Self-Assessment Form' document to maintain physical distancing and uphold SAFE COVID-19 practice.

Select from the following examples of free online training available. Safe Work Australia.

<https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/tertiary-education/vaccination>

<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>

<https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/education-and-training>

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

<https://www.skills.vic.gov.au/s/free-infection-control-training>

<https://www.qld.gov.au/jobs/education/covid-19-training>

<https://www.sentrient.com.au/course/ipc.html>

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Display conditions of entry such as requirements to stay away if unwell.

- Staff and Students are notified via email that they must not attend Workshops/Placements if they are unwell and must submit a Self-Assessment Form within 24 hours of the start of the Workshop/Placement.
- The Montessori Institute follows the COVID-19 Safety Plan of the school/centre where the Workshops and Professional Placements are undertaken.
- The Montessori Institute emails ahead to ensure the school has relevant signage relating to COVID-19 symptoms which have been placed throughout the school as a reminder to not enter the premises if Staff and Visitors have any symptoms.
- Where schools/centres do not have signage, the Montessori Institute will provide laminated signs.
- Staff and Students must scan the QR Code or sign in manually, if QR Code is not available.
- Where participants have recently travelled to Australia from overseas, the Montessori Institute requires evidence of arrival date, and confirmation they have undertaken State required number of days of isolation (if applicable). This is included in the Self-Assessment Form.

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-lets-be-covidsafe-together>

<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

- As a Higher Education Provider, we are following Federal Government and State policy in regards to mandatory vaccinations for those entering educational facilities. Staff and Students are asked to email confirmation of their vaccination status or state approved exemption certificate prior to attending the Workshop/Placement.

2. Physical Distancing

Requirement	Response	Resources
<p>Support 1.5m physical distancing where possible, including:</p> <ol style="list-style-type: none"> 1. at points of mixing or queuing 2. between seated groups 3. between staff 	<ul style="list-style-type: none"> • As a Higher Education Provider, we continue to follow the advice from the Australian Government. See link in Resources for relevant information for each State. • Limit the numbers of attendees permitted to the Workshop, to comply with social distancing rules. • Separate chairs and tables accordingly to maintain distances. • Ensure Staff and Students are maintaining distancing in Workshop settings and reminding not to touch/shake hands/share screens and limit use of devices. • Avoid congestion during morning and afternoon tea by staggering entrance into the kitchen/bathrooms. 	<p>https://covid19.swa.gov.au/covid-19-information-workplaces</p>
<p>Avoid congestion of people in specific areas where possible.</p>	<ul style="list-style-type: none"> • Advise Staff to continually monitor and review the risks to the health and safety of workers and others, as well as the effectiveness of control measures put in place to eliminate or minimise these risks. E.g., request that students move outside during breaks, not to huddle over classroom materials, avoid having conversations in kitchen/bathroom areas. 	

Have strategies in place to manage gatherings that may occur immediately outside the premises.

- Remind Students prior to breaks to avoid congestion even in outdoor areas.
- Request Students vacate school/centre promptly after Workshop.

3.Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Requirement	Response	Resources
In indoor areas, increase natural ventilation by opening windows and doors where possible.	<ul style="list-style-type: none"> • Indoor ventilation is maximised by opening doors and windows. Where applicable, Workshops may be held in outdoor areas if feasible. 	
In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).	<ul style="list-style-type: none"> • Opening windows and doors. • As Workshops are generally held in school and centres, ventilation of classrooms is not normally an issue. 	

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

- As Workshops are held in schools and centres, this is not normally within our control.
- In the head office, the air conditioning system is regularly checked and serviced.

4. Hygiene and Cleaning

Requirement	Response	Resources
Face masks must be worn by staff and students in indoor areas, unless exempt.	<ul style="list-style-type: none"> • Follow guidelines as per government advice. • Face masks worn at all times (as per State requirements) unless the lecturer/student has an exemption, which may include hearing or speech impairment. 	https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/tertiary-education/hygiene
Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.	<ul style="list-style-type: none"> • An alcohol-based hand sanitiser is provided by the Montessori Institute. Staff and Students will be encouraged to use sanitiser. • Sanitiser should be used <ul style="list-style-type: none"> ▪ on entry to the Workshop facility/professional placement ▪ before and after tea and lunch breaks ▪ before and after using classroom materials ▪ as required by the lecturer. 	

Hygiene whilst at Workshops and during Professional Experience Placement.

- Staff and Students must wash hands regularly with soap and water for at least 20 seconds and dry them with clean paper towel. Everyone must wash their hands:
 - before and after eating
 - after coughing or sneezing
 - after going to the toilet, and
 - when changing tasks and after touching potentially contaminated surfaces
 - before and after using curriculum materials.
- Staff and Students must, at all times:
 - cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
 - avoid touching their face, eyes, nose and mouth
 - dispose of tissues hygienically, e.g., in closed bins
 - wash their hands before and after and presentation sessions
 - clean and disinfect shared equipment after use
 - wash body, hair (including facial hair) and clothes thoroughly every day
 - have no intentional physical contact, for example, shaking hands and patting backs.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with

- Staff have been provided with a cleaning checklist for the end of each day.
- Student/attendees are encouraged to assist with the general cleaning and sanitation of the classroom.

detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

- After each Workshop day, a general clean will be organised on the areas of the school utilised during the Workshop.
- In the event of an attendee being identified with COVID-19 during the Workshop, the Montessori Institute will work with the school/centre to instruct cleaners to undertake a deep clean of the classroom/utilised areas before non-infected attendees can return.

5. Record Keeping

Requirement	Response	Resources
Consider having a Government QR code available so that staff and students can check in using the relevant app, to support contact tracing if a person with COVID-19 visits the premises.	<ul style="list-style-type: none"> • Most schools and centres have a QR code for check in. The Institute emails ahead of the Workshop to advise Staff and students that they will be required to do this or use a manual form provided by the Montessori Institute. 	
Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case and have protocols in place in the event	<ul style="list-style-type: none"> • If a Staff member or Student has had any COVID-19 symptoms, they are required to be tested and send a copy of the negative result to the Workshop coordinator/Professional Experience Placement coordinator before they can return to the Workshop/Placement and must also be symptom free. 	https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case

that a worker who tests positive for COVID-19 has been in the workplace.

Cooperate with Public Health order if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 if a worker has tested positive.

- Under the Public Health (COVID-19 Self-Isolation) Order 2021, the Montessori Institute is required to notify the relevant authority when we become aware that a Staff or Student (in attendance at a Workshop or on Placement) has been diagnosed with COVID-19.
- Notification is required only if COVID-19 was contracted at the Workshop/Placement (or was likely to have been contracted at Workshop/Placement) or the Staff/Student attended the Workshop/Placement while infected with COVID-19.
- A Staff member/Students' home is not a workplace for the purpose of this clause under this Public Health Order.
- The Montessori Institute will contact the relevant authority in that State immediately.

Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronaviruslaunch> for more information.

The above is subject to change, dependent on State or Federal Government recommendations or directives.



Holistic Education for Educators

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