



COVID-19 SAFETY PLAN 2020/2021

Action Education (AE) is registered as a 'COVID-19 Safe Business' with NSW Government 24/7/2020

1. HEALTH & SAFETY (pertaining to COVID-19)

Relevant Definitions:

AE: Action Education

AE Staff/Performers: Considered members of staff as hired by Action Education with the purpose of running the incursion

Non-AE Staff: Considered members of staff at the school where the incursion is occurring

On site: The school where the incursion is occurring

Incursion: The 'Backflips Against Bullying' program as presented by Action Education

1.1 Compliance with Directives

(a) Statement of Compliance

The health and safety of students and staff, with specific regard to the COVID-19 outbreak, is upheld by AE at all times.

- The incursion acts in full compliance with the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (*referred to herein as "Public Health Order" or "PHO"*)
- The incursion will also act in accordance with all future Public Health Orders provided by NSW Health.
- This incursion acts within full compliance of the guidance given by NSW Department of Education (<https://education.nsw.gov.au/covid-19/advice-for-families#School4>)
- This incursion will also act within full compliance of the individual schools' policies (Any relevant individual policy by each school; outside of the above adhered to policies, will need to be provided to AE prior to performance to ensure compliance can be guaranteed)

1.2 Safety Measures for Students and Staff (non-AE):

(a) General safety

- A rope barrier will be placed on the ground prior to performance- Students and non-AE staff are to remain behind the rope barrier at all times to ensure appropriate social distancing.
- Parts of the show requiring students to come up on stage have been adapted to include additional safety measures, and this can be removed entirely if required by school policy, or requested by the school.
- In addition to show adaptations, the 'playground roaming' aspect of the incursion has been temporarily suspended to protect students, staff and AE performers.

(b) Enforcing provisions

- Performers will ensure that all of these conditions are met.
- Non-AE Staff and students who do not adhere to the guidelines will be asked to leave the performance

(c) Unwell Non-AE Staff and Students - Testing for COVID-19

- Any non-AE staff or student testing positive for COVID-19 must not attend the incursion.
- Any non-AE staff or student who are awaiting COVID test results, must not attend the incursion.
- Any non-AE staff or student who have been unwell, and received a negative COVID test, and no longer show any symptoms, are permitted to attend the incursion.
- Full refunds will be issued to any student providing evidence of receiving a test or a positive diagnosis of COVID-19 as the reason they cannot attend the incursion.
- Any non-AE staff or student who achieves a positive result prior to the event must not attend the incursion, until at least 14 days after receiving a definitive negative result
- See section 1.5 for provisions in the case of a confirmed COVID case.

1.3 Safety Measures for AE Staff:

(a) AE Staff will practice appropriate health directives at all times including but not limited to:

- Social distancing
 - Not shaking hands
 - Minimising face touching
 - Coughing into elbow
 - Appropriate sanitisation before entering school grounds (eg. personal hand sanitiser, sanitisation of all equipment before and after every performance using gloves, anti bacterial spray and wipes)
 - A mask will be worn at all times performers are on site, with the exception of the actual performance.
- All health directives that performers must adhere to are outlined in AE's 'Covid-19 Safety Plan for Workers' and is required to be signed by every performer to acknowledge their acceptance of these conditions (see 1.3.c)

- These new conditions are outlined on the AE website (www.actioneducation.com.au)

(b) Regarding Unwell AE Staff

- Unwell staff must receive a test for COVID-19. Any person refusing to obtain this test will not be permitted on site at any time.
- Staff who receive a positive result on a COVID test will not be permitted on site at any time.
- Staff who receive a positive result, and are subsequently cleared of the virus, will be permitted on site only after 7 days of recording a negative test, with no recurring symptoms.
- Staff who receive a negative test and still have symptoms, will only be permitted on site after 7 days of recording a negative test, with no recurring symptoms.
- Staff who receive a negative test and no symptoms, will be allowed to resume their usual work functions and allowed on site (unless otherwise ordered by NSW Health for isolation purposes)
- If an AE staff member comes into contact with any person with COVID-19, they will be required to receive a test and follow any immediate instruction (eg isolation) given by NSW Health. Otherwise, the above protocol can be followed.
- See section 1.5 for provisions in the case of a confirmed COVID case.

(c) Staff Training

- All performers are required to sign and acknowledge the 'COVID-19 Safety Plan For Workers' before being allowed on site. This outlines the following:
 - Physical distancing requirements as directed by NSW Health
 - Cleaning methods and procedures
 - Non-contact with students and non-AE staff
 - When to get tested
 - Protocols if they become ill or test positive for COVID-19
 - Self isolation requirements
 - No hand shaking
 - The COVIDSafe App usage

(d) AE Staff Contact with Students and Non-AE Staff

- Once on site, AE Staff must:
 - Wear face mask or other appropriate face covering
 - Minimise the time spent in close proximity to students or non-AE Staff
 - To avoid contact with students and non-AE staff as much as reasonably possible
- Exceptions to this general rule:
 - Situations where an AE staff member is directly approached by a student
 - Situations in which it is deemed necessary to intervene in a situation involving a student or non-AE staff member to protect the safety of persons or property
 - With other intention to adhering to security or health and safety guidelines outlined in this document

- In the process of travelling across the site

1.4 Hygiene and Cleaning

- Hand hygiene is essential for all AE staff. Hand sanitiser will be provided to all AE staff and will be used at regular intervals.
- Frequently used surfaces (vehicles, equipment etc) will be cleaned multiple times per day with detergent or disinfectant.
- AE staff will maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.
- Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

1.5 Record Keeping and measures in the event of a positive COVID-19 case

(a) Sufficient record Keeping will be done to ensure contact tracing measures are met.

- Contact details for all AE staff and schools that have received the incursion are kept on file- Specifically the breakdown of schools that have received the incursion on which dates and which AE staff were in attendance on those specific dates.
- AE Staff are made aware of the COVIDSafe app and the benefits of the app to support contact tracing (see 1.3.c)

(b) If an AE staff member tests positive to COVID-19:

- SafeWork NSW will be contacted and notified immediately on 13 10 50.
- NSW Department of Education will be contacted and notified immediately.
- The executive team of the school/s that have been attended by the positive tested AE staff member within the last 14 days will be contacted and notified immediately. The school will then be responsible for dispersing the information to their school community as desired.
- The Action Education CEO (Mr Samwise Holmes) as well as all AE staff members will fully cooperate with NSW Health on all recommendations in relation to the contact tracing.

(c) If a non-AE staff member or student that has attended the incursion tests positive to COVID-19:

- Action Education will need to be formally notified by the school if a non-AE staff member or student that has attended the incursion tests positive to COVID-19, as a matter of urgency.
- Action Education will immediately notify any AE staff members that were in attendance of the incursion that included the infected person/s and have them removed from work duties. They will be required to follow the testing protocol as outlined in 1.3.b.