

10. Covid-Safe Hygiene and Cleaning Policy and Procedures

Created 22 March 2020

This policy aims to ensure that:

- we comply with legislative requirements
- meet Best Practice standards
- follow COVID-19 hygiene and safety measures

This policy applies to all *artKids* Canberra teachers, assistants, students and parents.

Physical Distancing

Physical Distancing requires one person per 4 square metres in an indoor space and to maintain 1.5 metres between each person. In a classroom environment such as *artKids*, we can adopt physical distancing messages to reduce the risks of transmission within the practical limitations of a classroom environment.

Children

The Australian Health Protection Principal Committee (AHHPC) notes that there is very limited evidence of transmission between children. It is also acknowledged that it may not be practical to follow physical distancing rules when children are interacting with other children or when adults are providing care or interacting with children.

Adults

The AHHPC advises adults to continue to undertake physical distancing when interacting with other adults as the greatest risk of transmission is between adults. Physical Distancing measures will be taken at *artKids* venues in relation to all adult interactions. This includes:

- staff interacting with each other
- staff interacting with parents/carers of children
- parents/careers interacting with other parents/carers

All adults will need to maintain a 'venue density rule' of no more than 1 person per 4 square metres and maintain 1.5 metres between each adult. Physical distancing measures will also take place when parents/careers are collecting children from *artKids* locations.

During *artKids* class where possible we will:

- avoid close proximity queuing and encourage increased space between students
- arrange classroom furniture to leave space between students
- encourage students to maintain 1.5m distance when entering or leaving the classroom
- increase ventilation by keeping classroom doors and windows open where practical
- avoid close and prolonged proximity between students and staff
- maintain 1.5 metres between staff members
- maintain 1.5 metres between staff and parents
- encourage non-contact greetings

Personal health

If a student or staff member is unwell, they must not attend *artKids* classes. COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, a sore throat and shortness of breath. It is important to seek medical advice if you are sick and think you have symptoms of COVID-19.

Children

It is important to keep children home when they are sick. If children are feeling unwell and are displaying cold and flu like symptoms during *artKids* classes, they will be required to go home. Parents/carers will be notified instructing their child be collected from *artKids* as soon as possible. Sick children will be separated from well children and staff until they can be collected.

Staff

If a staff member is unwell then they must stay at home. If a staff member is unwell at work then they will be sent home as soon as possible. A sick staff member will need to notify the business manager as soon as practicable that they are unwell in order to cover a class with a possible substitute staff member.

Parent/carers

Parents/carers must not collect children from *artKids* classes if they are feeling unwell and are displaying cold and flu like symptoms. A Staff member must be notified if there is a different parent/carer picking up a child/ren other than originally indicated.

Management of Suspected or Confirmed Covid-19 Cases

Where there is a suspected or confirmed case of COVID-19 at *artKids*, we will contact the Australian Capital Territory health department help line on (02) 524 9213 and follow the advice of public health officials.

Routine Cleaning

Corona viruses, including COVID-19, can survive on surfaces for many hours but are readily inactivated by cleaning and disinfection. At *artKids*, we will reduce the spread of viruses and germs through environmental cleaning.

At the end of every *artKids* class staff will be required to:

- clean and disinfect frequently-used high-touch surfaces including desks, chairs, doorknobs and taps using a detergent solution/disinfectant wipes or Glen 20-type disinfectant spray.
- clean and disinfect frequently used objects including art mats and art equipment with detergent solution/disinfectant wipes or Glen 20-type disinfectant spray.
- increase the amount of fresh air available indoors by opening windows and doors where appropriate have bins available for used tissues and art scraps and empty where possible.

Art Equipment and Sanitising

Art equipment is a frequently used and shared resource at *artKids* and, as such, will need to be sanitised after every art class. Some art materials will be difficult to sanitise and may become ruined if sanitised with the wrong cleaning product.

Staff are required to clean and disinfect all art materials with a detergent solution. disinfectant wipes or Glen 20-type disinfectant spray including art mats, pencils, textas, paintbrushes, water cups, watercolour pallets etc.

Art materials such as soft/chalk pastels or charcoal that will be ruined if wet and will need to be sprayed with Glen 20-type disinfectant spray.

Hand-washing and Hygiene

Everyone at *artKids* is required to practise good hygiene to protect against infection and prevent the spread of COVID-19. Hand sanitiser will be available at all times and will be placed at the entrance of the classroom.

Arrival of children

When children arrive at *artKids* and have their name marked off the roll they will be required to wash their hands with soap and water or use hand sanitiser or wipes to clean their hands before afternoon tea. Children will also be required to sanitise their hands again after eating, just before art class begins.

Children and staff will be required to wash their hands with soap and water for 20 seconds or use hand sanitizer:

- before and after eating
- after coughing or sneezing
- after going to the toilet
- after touching potentially contaminated surfaces

Good hygiene practices measures will be followed including:

- cover coughs and sneezes with an elbow or tissue
- avoid touching the face, eyes, nose and mouth
- dispose of tissues hygienically
- not sharing food or drink

Workplace Signage and Fact Sheets

<https://www.covid19.act.gov.au/signs-and-factsheets>

[Practice good hand hygiene](#)

[Prevent the spread of germs](#)

[Issue a tissue](#)

[Responsibility in shared spaces](#)

[Identifying the symptoms](#)

References

Australian Health Protection Principal Committee (AHPPC) advice on reducing the potential risk of COVID-19 in schools

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-covid-19-transmission-in-schools>

Safe Work Australia: How to keep workers safe

https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how_to_keep_workers_safe_covid-19.pdf

Workplace Checklist

https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19_Workplace-Checklist_12June2020.pdf

Cleaning Checklist

https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf

ACT Government:

Groups and gatherings

<https://www.covid19.act.gov.au/community/groups-and-gatherings>