



தமிழ்க் கல்வி நிலையம், ஹோம்புஷ் Tamil Study Centre, Homebush Inc.

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COVID-19 TSCH Operational Procedure

The Tamil study center Homebush (TSCH) will adhere with Australian Health Protection Principal Committee (AHPPC) guidelines and advice from NSW Health. The guidelines can be found here:

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-updated-%20statement-on-minimising-the-potential-risk-of-covid-19-transmission-in-schools>

The following strict operational principles will be adhered:

- Temperature checks for all staffs, parents and volunteers will be conducted by the committee members at the gate prior entering the school premises.
- There will be no parents (play school and preschool parents are excepted) allowed onsite during the operation of the school - If such situation arises, they will be accompanied by a committee member for the entire duration and records will be kept by the TSCH.
- There will be no school assemblies and no refreshments provided during breaks - students and staffs to bring their refreshments.
- All water bubblers will not be allowed for drinking.
- Students to bring their own stationeries.
- TSCH will provide bins, hand sanitisers, hand washing liquids and tissues for all the classrooms on operational days.

1. School Operation

The school will operate as per the below:

Class	Time
Years 11 and 12	9.00 am to 1.00 pm.
Year 10	10.00 am to 1.00 pm.
Years 7, 8, 9, Pre-School, UKG and LKG	10.30 am to 1.00 pm.
Special Classes	1.00 pm to 2.30 pm.
Year 1 to Year 6	1.30 pm to 3.45 pm.

1.1 School Drop off

- Burlington road gate will be opened from 9.00am on Saturdays to allow the students.
- There will be committee members at the entrance of Burlington road to ensure the safety of the staff, parents, and students.
- There will be no adults/parents (play school and preschool parents are excepted) allowed to enter the school. We strongly encourage the parents to be on-time for smoother operation and avoid unnecessary traffic congestion.
- Burlington road small gate will remain open during the school operational hours.

1.2 School Pick up

- The Burlington road gate will remain open during the school operational hours. At the same time Main gate in the side of Rochester Street will also keep open to pick up the children.

2. Hygiene practice

- We have been advised by the Department NSW Health and Education that, school students do not need to follow strict adult physical distancing guidelines, but should adhere to good hygiene practices:
 - regularly washing hands
 - avoiding sharing drinks or food
 - coughing or sneezing into your elbow, or a tissue which should be discarded immediately.
- The TSCH will operate same manner as NSW public schools.

3. Cleaning and Dis-infecting

- TSCH will ensure that there are hand sanitisers, hand washing liquid, face masks and tissues available for students and teachers to use before, during and after class. This is not only for the protection of TSCH students and staff, but for the protection of students and staff of the Public-School Homebush.
- Classrooms will be cleaned between two sessions and will be left clean and tidy at the conclusion of the class. This will include emptying bins and wiping down hard surfaces, including desks, cupboards, whiteboards, door handles, light switches, bins etc. using disinfectants.
- Toilets will be equipped with handwashing liquids and will be cleaned at the end of school operation hours.

4. Responding to COVID-19 cases

- TSCH will follow Department of NSW health process to manage the suspected cases. There is a clear plan in place for the schools to respond any suspected or confirmed cases of COVID-19 in our school community (i.e., If there is a suspected or confirmed case of COVID-19 in a school environment, the TSCH will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice). Staff and students who are identified as close contacts will be contacted and advised they should self-isolate for the required period.
- We follow NSW Health guidelines and will communicate with parents and TSCH community if any such situation arises.
- TSCH will also notify Public School Homebush immediately and provide information as required for contact tracing.
- If a student or staff member is unwell, should not attend school or sent back home. If you are a suspected COVID-19 case, you should self-isolate and seek testing in accordance with the government and health departments guidelines. TSCH will not conduct COVID-19 testing or medical assistances.
- During the school operational hours, any staff or student experiencing symptoms compatible with COVID-19 (fever, cough, or sore throat) will be isolated immediately in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible.
- In this situation, where staffs and students are experiencing symptoms compatible with COVID-19, such persons should continue to practice hand hygiene and physical distancing.

5. Contact:

Email: info@tsch.org.au

Web: www.tsch.org.au

Postal Address: P O Box 4019, Homebush, NSW 2140

Phone: The President: 0422 401 101



The poster features a circular logo at the top with the text 'COVID SAFE'. Below it, the main heading reads 'Please check in before entering our premises.' followed by the subtext 'We're helping keep our community COVID safe by recording contact details.' A large QR code is centered on the page. Below the QR code, the text 'It's easy to check in:' is followed by three numbered steps: 1. Scan the QR code with your smartphone camera or QR code reader. 2. Follow the prompts on the Service NSW app or on the Service NSW webform. 3. Show a staff member that you've signed in. At the bottom left, there is a small privacy notice: 'We respect your privacy. Your information is stored securely and only used for contact tracing purposes. For more information, visit www.nsw.gov.au/privacy. The Service NSW app and the Service NSW webform are subject to the Service NSW Privacy Policy. For more information, visit www.nsw.gov.au/privacy. The QR code is a QR code for the Service NSW app and the Service NSW webform. For more information, visit www.nsw.gov.au/privacy. The QR code is a QR code for the Service NSW app and the Service NSW webform. For more information, visit www.nsw.gov.au/privacy.' At the bottom right is the NSW Government logo.