



6/10/2020

Starlab Education COVID 19 Procedures

Due to COVID 19 we have adjusted our procedures to minimise risk of transmission and ensure the safety of staff and participants during our school visits. The plan is drafted in reference to Queensland Department of Education guidelines and World Health Organisation advice.

As COVID 19 advise updates, we are regularly assessing our procedures and adapting accordingly. Some advice may affect your booking. As each school booking varies in reference to student numbers, class sizes, timetabling and content, we are making adjustments for each school individually to best suit their circumstances.

However, the following standard procedural adjustment have been made in reference to the Queensland Department of Education guidelines concerning COVID 19.

- 1,** Staff are directed not to visit schools if they are feeling unwell. A replacement presenter will be arranged, or the school contacted as soon as possible to arrange a reschedule to a later date.
- 2,** Staff are provided with hand sanitiser for use on arrival prior to entering the school and before and after every contact with high touch surfaces. Presenters are directed not to touch any surface unless necessary. Upon arrival, iPad sign-in at administration office will be done with a knuckle, personal pen or by admin staff followed by hand sanitiser. Staff will only use the designated areas and restroom as directed by the school administration.
- 3,** Presenters will remain at least 1.5 metres from adults and students at all times. Absolutely no shaking of hands with adults or any contact with students.
- 4,** Presenters are provided with Dettol wipes, disinfectant spray, disposable gloves, cloths and hand sanitiser to regularly sanitise equipment including the dome and staff seating. Equipment is sanitised at the beginning and end of each visit and during the main breaks. Four school chairs are required for each visit. We request chairs to be placed in an easily accessible location at the venue. Presenters will Dettol wipe each chair as part of cleaning procedures.
- 5,** Students are required to sanitise their hands under teacher supervision prior to entering the venue with designated sanitiser supplied by the school and exercise appropriate hygiene in reference to hand washing, sneezing, coughing and keeping their hands to themselves. Students are not permitted inside the dome if they are unwell. If students are unfit to attend school, they are NOT permitted to attend the presentation. Presenters reserve the right to instruct any person presenting with any suspected symptoms (cough, sneezing, fever, flu like symptoms) to be refused entry or removed from the dome.
- 6,** Students are instructed to spread out inside the dome and remain in their position during their session. Students may not exit and re-enter the dome once a presentation has started unless supervised by an adult.
- 7,** Although students are not required to spatial distance between themselves within the schools, we are increasing the space inside the domes where practical. This is arranged with the school contact as circumstances may require. Adjustments may include shortening sessions and increasing the number of sessions per visit, adjusting the duration of the visit, substituting standard dome with giant dome or conducting part of the session outside the dome and part inside the dome. As each school will have different requirements with varying programs, student numbers, class sizes and timetabling, we will be in contact prior to the visit to make any adjustments to the format if required.
- 8,** If the school is forced to close due to COVID 19 sanitation the visit will be rescheduled to a later date.