



# COVID Extended Safety Plan For School Day Tours at Perth Observatory

## Plan Preamble

This plan was prepared by Chris Coulstock with reference to the plan by Steve Ewing for members of The Perth Observatory Volunteer Group (POVG). It should be read in conjunction with the Perth Observatory COVID Safety Plan (CJ Armstrong 18 May 20).

## Recommendations

It is recommended that all volunteers attending the site be vaccinated for flu and download and carry the WA Safe App.

Any volunteer involved in a tour, night or day, should complete the Tier 2 AHA course – <https://hospitalityhygiene.com/aha-covid-19-hygiene-officer-course>

## Plan Modification History

Modified By	Date	Description
Chris Coulstock	02/06/2020	Initial Draft for SDT based on Committee discussion.
Chris Coulstock	12/02/2021	Second Draft to match current COVID restrictions

## Glossary

Term	Meaning
POVG	Perth Observatory Volunteers Group Inc.
Host	Member who manages and coordinates the school day tour on the day
SDT	School Day Tour (booked)
Presenter	Member who presents the school Day Tour activity to a small group of school children





## Communications Plan

This plan will be communicated to all POVG SDT volunteers via email. It will be available on the POVG SharePoint site.

Members will be informed of any changes via email and any concerns or queries about the changes should be referred to the School Day Tours Coordinator. Any changes to procedures, once reviewed and accepted, will be placed on SharePoint.

## Daytime Tour, extra COVID-19 safety procedures.

School Day tours (SDT)

Note: No other visitors should be on site during school tours.

### Arrival of Host.

- 👉 Ensure that there is hand sanitizer on the table for the sanitizing officer.
- 👉 Ensure all COVID posters are up and visible.
- 👉 Ensure sanitizers are available for each activity area
- 👉 Sanitize frequently touched items in toilets

### Arrival of Presenters, Sanitizers

- 👉 Ensure each person sanitizes their hands.
- 👉 Appoint a hygiene officer (this may be the host)

### Setting up equipment

- 👉 Collect sanitizer wipes.
- 👉 If the children are working at tables where possible have at least two tables so the children can be spread out
- 👉 Sanitize any tables to be used.
- 👉 Take one set of equipment and put where it is needed.
- 👉 If needed, collect a container for used equipment and put it somewhere handy to where the main equipment is.
- 👉 Put the second set of equipment away from the activity.
- 👉 At the end of the activity, put used equipment in the designated place.
- 👉 Sanitize any surfaces that have been touched, e.g. meteorite, stair railings
- 👉 Sanitize the tables.
- 👉 Sanitize your hands.
- 👉 Put out the second set of equipment.

### Arrival of School

- 👉 Host requests the list of students. Adults may use a WA Safe QR code at the Observatory or complete the written log in





- 👉 The Host includes COVID safety in the introductory remarks. The remarks should be directed more at the Teachers and assistants. The COVID restrictions are:
  - 👉 Keep at least 1.5m from other groups
  - 👉 Sanitize your hands if asked to
  - 👉 Refrain from touching items other than those being used in the activities.
  - 👉 Do not share equipment.

### Activity Sessions

Note: There will be at least two sets of equipment for each activity

- 👉 Keep a safe distance from the students.
- 👉 Ensure used equipment is separated out to be sanitized.
- 👉 Avoid more than one child using a piece of equipment.

### Sanitizing between activities

After two activities, during the breaks, all the used equipment will need to be sanitized.

- 👉 Sanitize surfaces, and any used equipment.
- 👉 Return to the equipment box.
- 👉 When students are back to activities sanitize frequently touched items in toilets and elsewhere as necessary

### Closing up

- 👉 Sanitize surfaces, tabletops and any used equipment.
- 👉 Sanitize used surfaces in the kitchen.
- 👉 Sanitize chair arms in Lecture theatre if used.
- 👉 Sanitize any stair handrails that have been used. This may be done by the operator on the way out if following the group.
- 👉 A short review should be held by the team to discuss the pretty, the good, the bad and the ugly. Host will document and share with SDT volunteers.

