

COVID-19 Safety Plan – Excursions

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Section 1: Wellbeing of staff, students, visitors and others

Requirement	Measures to be implemented
People attending the excursion should be feeling well and do not have any respiratory or COVID-19 symptoms	<ul style="list-style-type: none"> Staff and students must not attend the excursion if they are unwell, even if they have mild symptoms.
Exclude staff and visitors who are unwell	<ul style="list-style-type: none"> If a student falls ill while on excursion, they will need to be physically distanced. A teacher from the visiting school will need to organise collection of the student by a parent or carer or emergency contact. If a staff member (visiting or EEC) falls ill, they will need to physically distance and arrange to leave the excursion.
Make sure department staff are provided with information, training and instructions on the DoE COVID-19 response	<ul style="list-style-type: none"> Staff are consulted each time the DoE COVID Advice for Staff Guidelines are updated, including the requirement that staff must not attend work if they are unwell. Staff are consulted and provided with specific advice on DoE COVID-19 requirements such as physical distancing, Community Use and Visitor Guidelines, Response protocols for COVID-19 cases etc.
Consider arrangements to enable those who are vulnerable to COVID-19 to participate where relevant	<ul style="list-style-type: none"> Additional precautions taken to enable participation, e.g., wearing of face masks, physical distancing between students

Section 2: Physical distancing

Requirement	Measures to be implemented
Attendance	<ul style="list-style-type: none"> • Ensure the group complies with current NSW Health orders regarding the limit of people per group in outdoor gatherings. Groups larger than the limit will need to remain separate for the duration of the excursion, from when they disembark the bus until they reboard the bus at the end of the day. This includes recess and lunch breaks. • Non-essential adults, e.g., parents and carers, are not permitted on excursion.
Promote and practice physical distancing	<ul style="list-style-type: none"> • Promote and encourage physical distancing between adults at all times. • Ensure adequate physical distancing from any other people/groups in the National Park.
Ensure areas are of sufficient size to accommodate the number of people in attendance	<ul style="list-style-type: none"> • Minimise the time spent in an indoor environment.
Consider ways to minimise co-mingling between groups of people	<ul style="list-style-type: none"> • Keep groups of students together for all working and learning activities where practicable.
Reduce crowding where possible and promote physical distancing (at entrance, sign-in areas, egress points, waiting areas, etc.)	<ul style="list-style-type: none"> • Consider your groups prior to arrival at the excursion site, as you must separate into groups to meet the NSW Health order when you get off the bus.
Where food is consumed	<ul style="list-style-type: none"> • Apply food hygiene and infection control practices. • Remind students to avoid sharing food and personal items.

Section 3: Cleaning and hygiene

Requirement	Measures to be implemented
Adopt good hygiene practices	<ul style="list-style-type: none">• Each group has access to hand sanitiser and antibacterial wipes all day.• Promote good hygiene practices. Remind students to wash or sanitise their hands before and after eating and after going to the toilet. Encourage hand hygiene practices at regular intervals as required.• Remind all students and staff of respiratory hygiene practices, e.g., coughing or sneezing into your elbow.• All students and visiting staff should bring a reusable water bottle, and refill bottles rather than drinking directly from bubblers.• Students should bring and use their own pencil or pen and clipboard (clipboards only required if you received student worksheets).
Cleaning protocols for shared items including equipment and tools	<ul style="list-style-type: none">• All EEC staff follow Department of Education infection control procedures.• Where possible, enough equipment will be provided to avoid sharing. Where equipment must be shared, it will be wiped down with a suitable cleaning wipe before use by the next group.• At the conclusion of an excursion all equipment will be cleaned using detergent and water or suitable cleaning wipes.

Section 4: Record keeping

Requirement	Measures to be implemented
Keep a record of participants	<ul style="list-style-type: none">• Visiting school maintains a list of all participants for the purposes of contact tracing. Records are kept at least 28 days and held securely.• EEC records details of visiting teachers and other adults for the purposes of contact tracing. Records are kept at least 28 days and held securely.• If a person notifies they have tested positive to COVID, DoE confirmed case protocol followed.
Keep a copy of the COVID-19 safety plan	<ul style="list-style-type: none">• The COVID-19 safety plan – Excursions is sent to the organising teacher for each excursion.• Copies of COVID-19 safety plans are maintained in a register at the school.