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## 11 September 2020

**COVID-19 Safety Plan**

**Year 12 graduation ceremonies**

**We’ve developed this COVID-19 Safety Plan to help create a safe environment for conducting Year 12 graduation ceremonies. There are additional industry-specific COVID-19 Safety Plans available on the NSW Government website which may also be useful when planning your school graduation ceremony. This document should also be used in conjunction with the policies and procedures relevant to each education sector.**

On 17 August, NSW announced guidance to minimise the risk of COVID-19 transmission impacting NSW schools including the deferral of school-related social activities, particularly with Year 12 students only weeks away from their HSC exams. The last written exam for the 2020 HSC is on Wednesday 11 November. If NSW can keep notifications low and testing rates high within this age group, Year 12 graduation ceremonies should be able to proceed in Term 4, starting from 12 November 2020.

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| **SCHOOL DETAILS** |
| **School name:** |
| **Plan completed by:** |
| **Approved by:** |

**> GUIDANCE FOR SCHOOLS**

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| **GUIDANCE** | **ACTIONS** |

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| **Wellbeing of staff and attendees** |
| Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms. Develop a plan for how this will be communicated to attendees and staff. |
| Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. If you are hiring a venue for the event, talk to the event planner or facility about any available options to stream the event. |
| Consider limiting the number of invitees attending in person per graduating student, such as to two parents or guardians only. Other family members or friends could be involved through a video broadcast or live stream of the service. |
| Provide advice that any before or after events should be limited to household members where possible, or to a group of no more than 10 participants, and must comply with restrictions on gatherings under the Public Health Order. |

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| **Physical distancing** |
| Ensure prior to the event, all attendees are aware of physical distancing strategies being enforced at the event. |
| Ensure capacity in the venue does not exceed one person per 4 square metres of floor space, excluding any staff hired to facilitate the event such as photographers or venue employees. Some venues have capacity limits under the Public Health Order, and should be aware of these.  Ceremonies may need to be held in sessions if capacity is difficult to manage or there is a large student cohort. |
| Select venues that are well ventilated. Outdoor settings represent a lower risk than indoor settings. If an indoor setting is selected, preference a venue that is well ventilated. |
| Consider allocated or ushered seating to ensure 1.5 metres physical distance between non-household contacts. If seated at tables, ensure no more than 10 people per table. |
| Ensure people remain seated as much as possible to minimise mingling outside of non-household groups or close friend groups. |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as students waiting to come onstage to receive their certificate. Alternatively, students could stay seated until their name is called, rather than lining up in groups. |
| Consider how certificates and gifts or awards could be distributed with minimal contact, such as collection from a designated presentation area or identifying one person to distribute.  If being distributed by hand, ensure this person has good hand hygiene prior to handling documents or gifts, substitute hand shakes with an elbow or foot tap or other acceptable forms of acknowledgement, and recommend they wear a mask as they will likely not be able to maintain 1.5 metres physical distance at all times. |
| Singing in groups (whether by choirs or by audiences) or chanting is a particularly high risk activity and must not take place at this time, irrespective of whether singers or chanters are wearing masks. The only COVID-Safe singing that is permitted is a solo singer distanced at least 5 metres away from other people, and not directly above the audience, such as in stalls or similar. |
| Avoid playing woodwind instruments where possible, particularly in groups and in indoor or confined spaces. Persons involved in playing woodwind instruments as part of an instrumental group should maintain a physical distance of at least 3 metres from each other, and these performers (especially flute players) should avoid pointing the air flow from their instruments towards others. A distance of at least 3 metres from performers should be maintained for any persons in the vicinity of these performers (e.g. conductor, audience, other performers). |
| Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at entry and exit points by staggering arrivals for larger cohorts and moving attendees into the venue upon arrival. |
| Have strategies to discourage people gathering in large groups for spontaneous photographs, such as by designating an official event photographer and making these photos accessible to attendees after the event. |
| Encourage private transport options to minimise crowding on public transport where practical. Consider whether there are parking options close to the venue that could be suggested to attendees. |

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| **Hygiene and cleaning** |
| Adopt and promote good hand hygiene practices. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers, and have hand sanitiser at key points around the venue, such as entry and exit points. |
| If there is catering or similar provided, ensure there is no self-serve or buffet-style food service. Alcohol can only be consumed by seated attendees if this is being provided. Hospitality staff serving food or taking orders are unlikely to be able to maintain physical distancing, and so it is recommended that these workers wear a mask. |
| If students are likely to want yearbooks or similar signed by their classmates, encourage them to bring their own pen. |

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| **Record keeping** |
| Keep a digitised record of name and a contact number for all staff, attendees and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other attendees. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. |
| Keep a detailed plan of where people sit and where staff work, where possible, to support contact tracing. This may decrease the number of people that are required to isolate, should a person infected with COVID-19 attend. |