



COVID-19—Parliamentary education policy and procedures and risk assessment

1. Purpose

Based on an assessment of risk (see attachment A), this document sets out the Assembly's policy requirements for hosting school and community group visits within the Assembly precincts and the procedures/internal controls that are to be adopted by Office staff during group these visits to minimise COVID-19 related risks.

2. Policy requirements

The following policy requirements apply to all groups and persons visiting the Assembly as part of the Assembly's parliamentary education program:

1. Covid-positive persons are not permitted in the Assembly precincts within five days of a positive test
2. A household contact of a covid-positive person is not permitted in the precincts within 7 days.
3. Anyone with cold or flu-like symptoms is not permitted in the precincts.
4. Groups must not be larger than 30 people (excluding office staff).
5. Physical distancing of 1 person/ 4 m² must be observed at all times.
6. All visitors must be screened at the public entrance (only two people are permitted in the vestibule next to the screening point at any one time).
7. Contact details of all visitor to be obtained, for school groups all teacher contact details required.
8. All posted room limits must be observed.
9. Visiting groups are not permitted in the secure areas of the building.
10. Visitors are to follow instructions given by education officers and Assembly attendants.
11. No bags to be brought into the building.
12. Limited or no catering depending on prevailing assessment of risk.

Note: Adjustments to building access, visitor numbers and physical distancing requirements **are under ongoing review**.

3. Procedure—Groups visits to the Assembly as part of the Education function

Purpose

The procedure is designed to ensure that visitors as part of the Assembly education program comply with relevant WHS controls to minimise the risk of coronavirus transmission.

Application

The procedure applies to the Assembly's education officers, attendant staff and other staff involved in delivery of the education function.

Program

1. Clear communication to the visit organiser to ensure compliance with COVID-19 health and safety requirements, including:
 - a. maximum of one group visiting a day to allow time for cleaning of the rooms used during visit;
 - b. maximum of 30 people or 1 person/ 4 m² in smaller spaces (excluding education staff);
 - c. programs to be limited to two hours until COVID-19 restrictions are further eased;
 - d. limited or no catering depending on prevailing assessment of risk;
 - e. shared resources and equipment to be sanitised between school groups;
 - f. security screening and use of sanitiser on entry to the building;
 - g. all contact details for adults attending the program to be provided;
 - h. social distancing at all times, including when using bathroom facilities;
 - i. any rubbish/recycling to be placed in appropriate bins by participants at conclusion of the program;
 - j. restricted movement through the building; and
 - k. follow all instructions by Assembly staff to ensure safe conduct of the program.
2. Maintain regular communication with organiser in the event of any changes in Health advice and what impacts this may have on the program to be conducted. Program cancellations may happen with short notice if further restrictions are implemented.
3. Advise all organisers of group bookings that the health of all participants should be monitored and if anyone is sick the group should not proceed with the visit. Groups with sick participants will be refused entry to the building.

Venue preparation

1. Check with attendants that cleaning has taken place since room, tables and chairs were last used.

2. Check all sanitiser dispensers, organise refill as required (stocks are available from the public entrance attendants). In addition, one of the four mobile sanitiser stations purchased for the Assembly building should be moved into the room where event is being held.
3. Health advice posted, available from ACT Health website, need to be visible in all rooms being used for events, especially those involving external visitors. Posters for hand hygiene, prevent the spread of germs and your COVID responsibilities are examples of posters suitable for display in areas where there are visitors to the building participating in programs, events or meetings (<https://www.covid19.act.gov.au/signs-and-factsheets>) (Liaise with Manager, Security and Building Services to put signs in place).
4. Arrange furniture in line with COVID-19 restrictions of 1 person/ 4 m²,
5. Mock mace to be wiped down after each use.
6. Role play scripts to be sanitised after each school group.

Arrival/check-in at the precincts

1. Groups are to assemble under the colonnades of the Assembly building next to the TV screen on London circuit at least 10 minutes before the scheduled start time.
2. Visit arrangements to be communicated clearly:
 - a. confirm that nobody is covid positive, a household contact of a covid positive person. has symptoms, is feeling unwell (stress the importance of this confirmation and underline that no persons exhibiting symptoms (coughing, running nose, sore throat etc) will be permitted in the precincts and that teachers will need to make arrangements for symptomatic students/persons to immediately return to school/home):
 - i. anyone identified as being unwell (coughing, runny nose, sore throat, temperature) would be refused entry to the building; and
 - ii. with groups any group bookings, including schools, banning the individual is a possibility and a responsible adult could possibly collect a sick child;¹
 - b. social distancing while waiting for security screening, adhere to room limits when screening (two persons in antechamber/vestibule, 1.5m);
 - c. ensure contact details of all adults are obtained during security screen;
 - d. advise sanitiser arrangements, everyone to use on entry to the Assembly; and
 - e. maintain social distancing once in the precincts, including room where program is to be conducted.
3. Once in the room where program is to be conducted:
 - a. maintain social distancing in the precincts at all times, including rooms where program is to be conducted

¹ 1. Isolate that person (not permitted in the precincts). 2. Teacher to contact parents to collect student; 3. Where an adult group, that person would not be able to participate. No-one who is symptomatic will be allowed into the building in correspondence with schools, groups.

- b. moving through spaces—staff to open all doors and use a chock to hold open to reduce touch points before moving, divide people into smaller groups of 10 for easier movement, visitors to follow direction of education staff;
- c. maintain social distance of 1.5 m from other people when moving between spaces;
- d. no access by visitors to the secure areas of the building while COVID-19 restrictions are in place;
- e. adhere to room limits in all areas;
- f. using bathroom facilities:
 - i. teachers and/or education staff to supervise use of the bathrooms;
 - ii. only 2 people at a time allowed in a bathroom;
 - iii. no queuing, wait in socially distanced seats until it is your turn to go; and
 - iv. as one person exits the bathroom, next person can go in; and
- g. courtyards to be used as a breakout space if required, capacity of area to be determined.

Conduct of programs/arrangements while in the precincts

1. Program offerings up to two hours can remain the same as currently available, modification—setting up a mock chamber in the reception room as alternative to using the chamber.
2. Student number limits will apply to specific programs such as the constitutional convention. Limits will be reviewed, and changes applied according to ACT guidelines.
3. Member Q&A visits with groups, liaise with the Administration and Procedure Committee on the viability of these sessions during COVID, if they are to proceed develop a procedure for safe operation with social distancing.
4. Maintain social distancing during programs.
5. Moving between rooms, move in one direction, move in small groups of 10 people at a time. Only movement identified at this time might be between the chamber and the reception room, this is dependent on the chamber being available, with the public gallery being the most likely place for visitors to sit and view the chamber. If decision is taken to use the chamber (in consultation with Admin and Procedure and Speaker), one small group of 10 at a time, socially distanced, doors chocked open, move in one direction only. Clean chamber after use.
6. All programs will currently be limited to 2 hours where breaks are not required. Once we move beyond this, as restrictions ease, logistics for breaks will need to be considered. Courtyards can be used for breaks with social distancing, area limits to be established and any food for longer programs in the future will need to be provided by participants themselves (in particular school groups).
7. Limited or no catering to be supplied as part of programs.
8. Social distancing to be observed in use of the bathroom facilities.
9. Participants collect any resource packs from a central point. Evaluation to be done via QR code or email after program is completed.

Leaving the precincts

1. Ensure all materials placed in correct bins or taken by participants before leaving.
2. Social distancing on exiting building.
3. Any resources used to be taken by students or placed in a recycling/rubbish bin when exiting the room.
4. Contact attendants to organise cleaner to undertake thorough cleaning of rooms/equipment.
5. Education staff clean resources at the conclusion of an event (e.g. mock mace).

Incursions—Procedure for education staff conducting programs in schools

1. Clear communication to the visit organiser to ensure compliance with COVID-19 health and safety requirements, including:
 - a. the visit will not proceed if Assembly education staff are sick;
 - b. the visit will not proceed if any students or teachers are covid-positive
 - c. the visit will not proceed if any students or teachers are household contacts of a covid-positive person
 - d. the visit will not proceed if any students or teacher is sick, education staff will confirm this on day prior to the visit and also again upon arrival at the school; and
 - e. contact details will be exchanged between the school/education staff to allow for tracing in the event of a contact being identified after the program has been conducted.
2. Education officers will enter the school, sign in and go straight to the classroom where the program is to be conducted, run the program and leave again immediately afterwards. Programs to be limited to 2 hours to match the policy for in house programs, this will be reviewed in line with any easing of restrictions under the ACT Government COVID-19 recovery plan.
3. Ensure any paperwork required by schools has been completed prior to the visit.
4. Take single use resources (e.g. teacher information pacy), these will remain with the students and teacher at the conclusion of the visit.
5. Mock mace, this will be cleaned prior to the visit, handled only by education staff and one student and cleaned again at the conclusion of the visit.
6. Education staff to maintain social distancing of at least 1.5m at all times, use sanitiser before, during and after the visit.

Attachment A: Risk assessment

Context: The Office of the Assembly has as a statutory function the provision of parliamentary education about the Assembly and its committees. Against the background of a global pandemic, the Office has implemented a number of strategies to effectively manage COVID-19 related risks, including limiting access to the Assembly precincts and the cessation of school and community groups visits for a period. This risk assessment is directed towards articulating the risks that will confront the Office upon the resumption of these visits and to establish the controls and treatments that will be/have been implemented to lower the likelihood and consequence of these risks to within acceptable parameters. Risks have been assessed against the ACT's risk matrix (see Attachment B). Ongoing consideration is given to the various controls that apply in light of the public health environment and associated risks.

Date of effect	
Review and expiration	Ongoing
Policy owner	Senior Director, Office of the Clerk
Contact officer/assessment performed by	Manager, Education and Engagement
Intended audience	Internal
Related documents	20/003361 Business resumption/WHS action plan (Draft) 20/002669 Enterprise Risk Register 2020-2021 20/002080 Approved COVID-19 response plan

Risk/Outcome	Source/contributors	Controls	Additional treatments (what, who, when)	Risk assessment with new treatments
Transmission of coronavirus between education participants and occupants of the Assembly precincts (MLAs, Office staff, members' staff etc) leading to illness/COVID-19	<ul style="list-style-type: none"> • Poor screening • Poor policy/administrative controls • Inadequate hygiene arrangements • Lack of cleaning/sanitation • Inadequate social distancing • Lack of PPE • Poor understanding of implementation/enforcement of internal controls • Inadequate response where a suspected or confirmed case has been present in the precincts as part of the education program 	<ul style="list-style-type: none"> • Cleaning procedures following attendance by groups/visitors • Use of sanitiser • Signage regarding room limits, hygiene requirements • Ensure that social distancing observed (education officers) • Observation of rooms limits • Groups no bigger than 30 • Limited or no catering depending on prevailing assessment of risk Application of Safework Australia procedure related to suspected or confirmed cases as circulated to all occupants of the precincts. Notify Manager, Security and Building Services/Manager, HR and Entitlements, public health authorities. 	<ul style="list-style-type: none"> • Adoption and application/implementation of Procedure for check-in (see above), procedure for conduct of programs (see above)—Education Officers (As at time that visits within the precincts resume) 	Likelihood—2 Consequence—3 (form most likely to take) Risk: medium
Inability to accommodate large groups because of COVID room capacity in the building result in some loss of stakeholder confidence.	<ul style="list-style-type: none"> • Clear and timely communications to visit organisers on capacity with education spaces in the building 	<ul style="list-style-type: none"> • Consider group sizes when booking visits for education programs • Consider type of group when booking visits for education programs, these range from school groups through to seniors doing community programs 	<ul style="list-style-type: none"> • Explore options for online delivery of programs as an alternate 	Likelihood—1 Consequence-1 Risk: low

Risk/Outcome	Source/contributors	Controls	Additional treatments (what, who, when)	Risk assessment with new treatments
<p>Quality of program is compromised by shortened program to comply with health advice (under 2 hours) resulting in some loss of stakeholder confidence.</p>	<ul style="list-style-type: none"> Participant expectations are managed with clear messaging. Health and safety measures, including truncated program length are clearly communicated when organisers book a program Staff tailor program to suit shorter time frame, ensuring educational goals are met 	<ul style="list-style-type: none"> Review of communications to clients when booking programs Review and update information on OLA website Clearly outline program and COVID19 modifications to organisers booking programs 	<ul style="list-style-type: none"> Adjust information provided as health advice changes (restrictions are changed—either increased or decreased). 	<p>Likelihood—1 Consequence-1 Risk: low</p>
<p>Elevated anxiety around facilitating programs during the pandemic results in injury to staff</p>	<ul style="list-style-type: none"> OLA management decision to resume education programs. Education team is involved in the identification and mitigation of risks. Education staff to create programs in relation to changed processes and procedures for education programs. Staff encouraged to raise concerns with management and share information through daily workplace conversations and team meetings 	<ul style="list-style-type: none"> Ongoing consideration of internal controls, restrictions Regular communications with schools and within the Office (education and engagement team) Staff are collaboratively involved in the development and implementation of risk assessment and risk mitigation Regular meetings with team and individuals as required Provision of OLA OH&S safety plan for COVID to education staff 		<p>Likelihood: 1 Consequence: 3 Risk: Low</p>

Risk/Outcome	Source/contributors	Controls	Additional treatments (what, who, when)	Risk assessment with new treatments
<p>School incursions— exposure to virus</p>	<ul style="list-style-type: none"> • Airbourne exposure • Exposure from contact with unsanitary surfaces • Exposure to covid-positive person • Transmission between Assembly Education officers and students/teachers during programs run in schools 	<ul style="list-style-type: none"> • Visit can only take place in the event that there are no students and/or teachers who are symptomatic, are covid-positive or are household contacts of covid-positive persons (confirm on the day prior to the visit that this is the case and again upon arrival at the venue on the day). • Education Officers not to proceed with program if they are symptomatic, covid-positive or are household contacts of covid-positive persons • Use of hand sanitiser before, during and after visit • Observe physical distancing while in the school environment (i.e. maintain at least 1.5m distance from other people at all times) • Sanitising any materials that are used in the visit (e.g. mock mace) • Single use resources, leave with the teacher and students. • Mask wearing where public health directions are in place or there social distancing cannot be maintained 	<ul style="list-style-type: none"> • Provide contact details to the school so notification can occur in the event of a COVID contact being identified • Keep teacher contact and class details for the conducted program so notification can occur in the event of a COVID contact being identified 	<p>Likelihood—2 Consequence—3 Risk: medium</p>

Risk/Outcome	Source/contributors	Controls	Additional treatments (what, who, when)	Risk assessment with new treatments
Manual handling injuries	<ul style="list-style-type: none"> • Moving mock mace, education materials • Not complying with manual handling safe work methods (see WHS page on Assembly intranet) 	<ul style="list-style-type: none"> • Staff to be adequately trained on correct manual handling techniques. • Staff to seek assistance when carrying large or heavy objects 		Likelihood – 2 Consequence – 2 Risk – Medium

Attachment B – Risk matrix



Last Update: 8 January 2019

Please see over the page for more consequences

				Consequence **					
				Insignificant	Minor	Moderate	Major	Catastrophic	
Financial				1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M	
People				Injury or ailments not requiring First Aid treatment and / or psychological injury managed by staff support services.	Minor injury or requiring First Aid treatment or short term injury (less than four weeks incapacity for work) and / or psychological injury resulting in reduced ability to perform tasks requiring treatment from a health professional.	Serious injury causing hospitalisation or medium term reversible disability (four weeks or more incapacity for work) or multiple medical treatment cases and / or psychological injury resulting in reduced ability to perform tasks requiring ongoing support from GP/health professional.	Single life threatening injury (including loss of limbs) or multiple serious injuries causing hospitalisation and/or permanent disability and / or psychological injury resulting in reduced ability to perform tasks requiring significant additional psychological treatment.	Death or multiple life threatening injuries and/or multiple injuries causing major life altering impairment and / or psychological injury resulting in inability to perform tasks requiring ongoing significant psychological treatment.	
Compliance/ Regulation				Non-compliance with work policy and standard operating procedures which are not legislated or regulated.	Numerous instances of non-compliance with work policy and standard operating procedures which are not legislated or regulated.	Non-compliance with work policy and standard operating procedures which require self reporting to the appropriate regulator and immediate rectification.	Restriction of business operations by regulator due to non-compliance with relevant guidelines and / or significant non-compliance with policy and procedures which threaten business delivery.	Operations shut down by regulator for failing to comply with relevant guidelines / legislation and / or significant non-compliance with internal procedures which could result in failure to provide business outcomes and service delivery.	
Reputation & Image				Internal review and/or minor dissatisfaction across a small number of demographic groups or stakeholders.	Scrutiny required by internal committees or internal audit to prevent escalation and/or moderate dissatisfaction across a small number of demographic groups or several stakeholders.	Local media scrutiny (1 week) and/or scrutiny required by external committees or ACT Auditor General's Office, or Inquest, etc. and/or dissatisfaction across a few demographic groups or multiple stakeholders.	Intense public, political and national media scrutiny (1 week) and/or Minister / Chief minister involvement and/or dissatisfaction across a large range of demographic groups and stakeholders.	Adverse finding from Assembly Inquiry or Commission of Inquiry or sustained adverse international media and/or loss of public confidence in Govt or Public Service forcing changes to the machinery of Govt.	
Service Delivery				Loss of or interruption to non critical/core services up to 3 days.	Interruption of core services affecting critical infrastructure (e.g. law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days.	Cessation of core services affecting critical infrastructure (e.g. law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days and/or disruption for a week.	Cessation of core services affecting critical infrastructure (e.g. law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days and/or disruption over subsequent weeks.	Total cessation of core services affecting critical infrastructure (e.g. law & order, public safety, health) or cessation of core/ critical service essential to business continuity for more than 1 week and/or disruption over subsequent months.	
Likelihood of Consequence	Frequency			Matrix	1	2	3	4	5
	Almost Certain	Is expected to occur in most circumstances	Once in a quarter or more	5	Medium	High	High	Extreme	Extreme
	Likely	Will probably occur	Once a year or more	4	Medium	Medium	High	High	Extreme
	Possible	Might occur at some time in the future	Once every 1 - 5 years	3	Low	Medium	Medium	High	Extreme
	Unlikely	Could occur but doubtful	Once every 5 - 20 years	2	Low	Medium	Medium	High	High *
	Rare	May occur but only in exceptional circumstances	Once every 20 - 100 years	1	Low	Low	Medium	Medium	High *

Attachment C: COVID19 planning for education visits in other institutions/parliaments

Context: Information provided by education teams from institutions within the ACT and other parliaments around Australia. Each jurisdiction is operating under different stages of the Recovery Plan. Some have opened to public and school visits, others remain closed to visitors with planning being commenced, tentative dates have been identified for a possible return of visitors into buildings in some jurisdiction.

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
Federal Parliament	23 July 2020	Soft building re-opening 4 July. School tours resumed 20 July.	yes	yes	no	no	yes	yes	yes	<p>Groups no bigger than 20</p> <p>Cleaning procedures following attendance by groups/visitors</p> <p>Deployment of sanitiser</p> <p>Signage regarding room limits, hygiene, observation of rooms limits</p> <p>Stagger rest breaks</p> <p>Ensure that social distancing observed (education officers)</p> <p>Application of Safework Australia procedure related to suspected or confirmed cases as circulated to all occupants of the precincts. Notify Manager, Security and Building Services/Manager, HR and Entitlements, public health authorities.</p>

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
MoAD	24 July 2020	Honouring bookings for Term 3. Taking new bookings on a case-by-case basis, mostly local Canberra schools.	yes	yes				yes	yes	<p>Spacing bookings out to on the hour and separate entry and exit points for school groups.</p> <p>Hand sanitiser station for students and adults available upon arrival.</p> <p>No cloaking available.</p> <p>Maintaining 1.5 between presenter and students / accompanying adults at all times.</p> <p>Two presenters per program to manage movement around the building and to minimise contact with general public.</p> <p>Keeping school groups and general public separate when student are in spaces i.e. Orientation Space, Democracy workshop, exhibitions or Chambers.</p> <p>Modified programs—limited use of resources like costumes for role plays. Scripts have been laminated so they can be wiped down.</p>
CMAG	27 July 2020	CMAG is due to resume Learning Programs on 18 August. The primary document we are looking at is the Public Health Direction – Restricted	no	yes			yes	yes	yes	<p>CMAG has separate entrances and exits, ensuring visitor traffic only moves in one direction within the museum.</p> <p>Increase in the amount and frequency of the cleaning that is undertaken in public spaces, focused around areas with high touch points. All resources used during programs are cleaned after each group.</p> <p>CMAG has developed a plan to manage visitors and staff who are unwell. Staff have been told to stay home if they are feeling unwell,</p>

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
		Activities – Gatherings, Business or Undertakings								<p>while general visitors are requested to postpone their visit. If a student or teacher is unwell we request they do not enter the building to participate in a program.</p> <p>Hand sanitiser is available, all students and adults will need to use hand sanitizer upon entering the building.</p> <p>To ensure the number of people within the museum remains safe and within the ACT Government limits, we have spaced out school bookings to be on the hour. School groups will have exclusive use of the exhibition spaces and the Chamber</p> <p>We are also following the requirement in the Public Health Direction that a group tour is a maximum of 20 people for a duration of no more than 2 hours. Our sister organisation, ACT Historic Places, have had advice that you could have multiple groups of 20 on site at a time but that does not really work so well for CMAG given the size of our spaces and staffing structure.</p> <p>We will offer schools the following modified and discounted program:</p> <p>For a group that totals no more than 34 people (students and adults), CMAG can provide a modified two-hour COVIDsafe learning program that includes a self-guided gallery component and a CMAG Learning Officer studio led experience. A class group of up to 24 students would</p>

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
										<p>be split into 2 groups. The groups would rotate between the gallery and the studio:</p> <ul style="list-style-type: none"> Group 1 – students and adults (no more than 17 in total) would do a self-guided tour in the Nolan Collection Gallery with teacher notes (attached) for 25 minutes and a morning tea break of 20 minutes. This component is 45 minutes in total. Group 2 – students and adults (no more than 17 in total) would participate in the CMAG Learning Officer studio led experience for 45 minutes. <p>The requirement for single programs resulting in higher costs for additional buses is going to be a challenging factor for schools.</p> <p><u>Additional controls for learning programs:</u></p> <p>Teachers and students will be briefed about COVID-19 procedures upon arrival (Hand hygiene, covering mouth when coughing/sneezing, avoid touching face, physical distancing)</p> <p>All hands-on gallery and studio items are changed over, sanitised or washed in soapy water between programs.</p> <p>Presenter maintains 1.5m distance from group.</p> <p>Maximum tour time is two hours.</p> <p>Maximum tour capacity is a total of 20 children and adults.</p> <p>Attending adults will be asked to participate in contact tracing.</p>

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
										<p>Some in-gallery activities have been modified so that relevant objects will be handled only by the presenter.</p> <p>Children and adults will be encouraged to sanitise their hands at the commencement of the program.</p> <p>Children or adults who are unwell are asked not to attend the program.</p> <p>CMAG will ensure that presenters who are unwell will not deliver programs.</p> <p>Presenters will wear disposable gloves during program set-up, delivery and pack-down.</p> <p>For advice we looked at:</p> <p>ACT health: Public Health Direction— https://legislation.act.gov.au/View/ni/2020-446/current/PDF/2020-446.PDF</p> <p>ACT Education: Information on novel coronavirus (COVID-19) for Education and Care: https://www.education.act.gov.au/early-childhood/information-on-novel-coronavirus-covid-19-for-early-childhood</p> <p>The current Recovery Plan (Stage 2.2)</p> <p>Safe Work Australia: How to clean and disinfect your workplace: https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19</p>

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
QLD	26 June 2020 Update 31 July 2020 (from ABC news article)	No public access to 30/6/20. School tours have recommenced (Term 3)	yes	no	no	no	n/a	n/a	n/a	Planning in progress for regional activities September. Note: Qld Parliament undertook a deep clean after visit by 30 Chatswood Hills State School on Wednesday, 29 July 2020. The school had a positive case confirmed in the after school care centre at the school. All parliamentary staff in contact with the group quarantined for 14 days.
SA	23 July 2020	Planned re-opening 14 September 2020	no	no	no	no	n/a	n/a	n/a	No chamber use – viewing from public galleries only No role plays or props Modified tour route to remove small spaces Cap on 30 attendees at any one time Fixed time slots for school groups and community groups (2x schools in the morning, 1x community group in the afternoon, 2x general public tours daily)groups to facilitate cleaning between each set of visitors No school bags on site 1.5m markers in tour spaces Cleaning high touch points and seating areas in between each group
TAS	23 July 2020	No programs or visitation, restart	no	no	no	no	n/a	yes	yes	Programs will be modified. Likely phasing in over Term 4

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
		date possibly term 4								Trialling the first online session/lesson and have offered a lesson to all the schools that had booked in Term 3. If it goes well, it will be opened to more schools and maybe with expanded content.
WA	23 July 2020	Commenced school groups again term 3	yes				yes	yes	yes	<p>Non-sitting days only, contact details for all students/adults required 48 hours prior to arrival</p> <p>Groups to a maximum of 30 but split these into two groups of 15 and begin/end tours at opposite ends to conform to the 2 square metre rule.</p> <p>No access to the chamber floors, rather than the students undertaking a role play in this area, we instead run a revision quiz in both public galleries.</p> <p>If MLA's wish to meet the school group, we have confined this to the front steps outside of the building at the beginning of each tour.</p> <p>Installation of numerous sanitiser stations throughout the building.</p> <p>Enforced a strict bag ban</p> <p>No longer permit refreshments to be consumed in the courtyard as was the previous practice.</p>
NT	23 July 2020	Commenced in term 3	yes				yes	yes	yes	NT education department have included further checks on excursion paperwork to ensure that schools are visiting locations with a COVID 19 plan in place -NT parliament has a COVID plan that they can provide to schools

Jurisdiction	Update date	official position	school groups	public tours	special groups	special programs	reduced group size	modified tour routes	Reduced/modified program length/content	Additional information
										<p>Maximum group (incl adults) is 24 – this is in line with capacity in the enclosed gallery.</p> <p>Modified tours to avoid locations within the building where social distancing is not possible.</p> <p>Security screening is always a bottleneck, social distancing will be required, cooperation from teachers will be necessary to support this.</p> <p>All touchscreens, water bubblers etc. are not in use, with signage indicating such.</p> <p>Management will review the processes once they are in operation.</p>

Attachment D—Cleaning advice (Safe Work Australia)

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

Routine cleaning

Workplaces should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- visibly soiled
- used repeatedly by a number of people (e.g. trolleys, checkouts, EFTPOS machines), and
- after any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace. For example, in a busy retail environment with many customers and others entering a workplace each day, more frequent disinfection is recommended to prevent the spread of COVID-19. By contrast, for a small work crew operating the same item of plant each day with little interaction with other people, routine disinfection in addition to daily cleaning may not be reasonably practicable.

How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.

2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, [PPE](#) and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment ([PPE](#)). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing [PPE](#).

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

If your workplace handles food, you should follow the additional advice of [Food Standards Australia New Zealand](#).

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants that are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in) include: alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet ([SDS](#)). For information on how to read labels and [SDS](#), see the [Safe Work Australia SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

[PPE](#) to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

Reusable, washable cloths, [PPE](#) and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, [PPE](#) and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used [PPE](#) is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable [PPE](#) such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.