



Dear WEA Illawarra staff and students,

WEA Illawarra is dedicated to following the advice and guidelines provided by the NSW Department of Health in relation to containment and management of risk associated with COVID-19. Please be aware that in a rapidly changing environment, our operating procedures are being amended as necessary when new information and guidelines become available. WEA Illawarra is dedicated to taking the necessary actions to protect the health and wellbeing of all students, staff, contractors and visitors during this time.

WEA Illawarra has established a committee to plan, act and respond promptly to changes in the COVID-19 environment and any legislative requirements to contain the spread of COVID-19 in the community. The advice and guidelines are rapidly changing and we are working to keep informed and ensure that this information is applied to protect the WEA Illawarra community.

Over the past few weeks WEA Illawarra has taken the significant steps to ensure ongoing support and safety for our WEA Illawarra students, staff and community:

- Activating protocols for Students, staff, contractors and visitors that are displaying any symptoms of illness or have recently been overseas.
- Activating protocols for Students, staff, contractors and visitors who have had contact with COVID-19 or have been in recent contact with someone diagnosed with COVID-19.
- Cancelling all non-essential work-related travel, attendance at conferences or external professional development sessions.
- Activating enhanced infection control through information and practices at all our campuses. Including:

Ensuring that everyone attending WEA Illawarra premises must abide by escalated general hygiene and social distancing guidelines which include:

- no handshakes, hugs or touching of other people;
- refrain from touching your face with your hands;
- where possible, maintaining distance from other people (the recommendation is 1.5m or 1 person per 4m² in a class setting);
- cover coughs and sneezes with a disposable tissue or alternately with the inside of your elbow;
- dispose of tissues in the wastebins provided and then wash and/or sanitise hands immediately afterwards;
- no sharing of equipment, utensils or self- serving of food.
- frequently sanitise used personal items such as mobile phones, laptops, keys, wallet.

However despite all these measures we are now at the point where it is no longer possible for us to continue to run face to face classes and adequately safeguard the wellbeing of all concerned. Therefore we have made the decision today to cease all face to face classes as soon as feasible with Thursday March 27 being the last day of face to face classes until further notice.

Where it is possible classes will be conducted on-line or via booklets supported by staff on-line and your tutors or program coordinators will have details about this, if they have not already been in contact with you.

Please do not attend WEA Illawarra for face to face classes after Thursday March 27th as they are cancelled until further notice. If you need to speak with staff face to face after that date you will need to ring to make an appointment before you come to ensure that appropriate staff will be available as staff will be in the Office on a roster basis after Thursday.

We will endeavour to keep all staff and families up to date with information as this becomes available in the coming days and weeks. If you have any immediate concerns, please email info@weaillawarra.com.au.

The latest updates, health advice and other resources relating to COVID-19 can be found at

<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

Keep safe and well.
David.

David Fuller
Chief Executive Officer
WEA Illawarra