

## COVID Safety Checklist for Ambassadors

### U@Uni Academy (Year 12) UniPrep Sessions 2021

Please keep this checklist in a convenient and easy to access place and **refer it every time you visit a U@Uni partner school** to deliver any U@Uni Academy program until further notice.

#### Before UniPrep sessions begin

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- Attend mandatory Ambassador training on Friday 26 February. After the training the session recording will be available on MS Teams on the 2021 Ambassador team.
- Review the [2021 Off-campus Risk Assessment](#) document.
- Sign and return the [2021 Informed Consent Form – COVID-19](#) before you begin working in schools.
- Sign and return the DoE consent form, allowing us to send your details to DoE for clearance
- Check how you will be travelling to your shifts and prepare what you will need to socially distance during the journey – we strongly recommend wearing a face mask and carrying hand sanitiser on public transport or ride-sharing. You will be provided with a U@Uni Academy face mask.

**Note:** Once you arrive at your school for shifts there will be COVID-19 resources for your use during sessions stored in the U@Uni Academy resource box kept at each partner school.

#### On arrival at the school – Every time you go there

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**Note:** If you are feeling unwell or have any cold- or flu-like symptoms, do not attend your tutoring shift. Please inform the Program Manager and your school contact that you will be absent. Please also arrange to have a COVID-19 test where appropriate.

- Present to the school's office/reception desk and sign in using the school's own sign in system. Ensure you leave your complete contact details (including phone number) for potential contact tracing purposes.
- Ask the reception staff if you need to complete a DoE External Visitors Form. If yes, complete it and leave it with the reception staff.
- Meet with the school contact and/or make your way to the location of your session.

#### During your UniPrep sessions

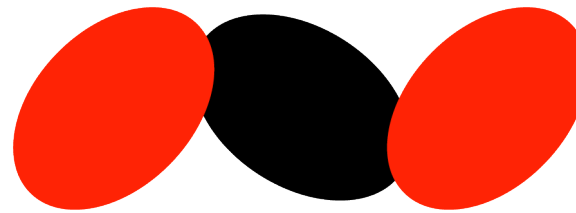
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##### At the start

- Check the space – the session location should be large enough to allow 2 square metres for every person present and needs to allow enough space for you to remain 1.5 metres away from students and school staff members.
- Speak with your school contact to help you locate the U@Uni Academy resource box at the school and hand-washing facilities.
- Use the paper-towel and surface spray provided in the resource box to wipe down the desk and chair surfaces you will be using.

**Note:** If the conditions above are not adequately met or you do not feel comfortable in the school environment, please speak with the school contact to make necessary changes. If you are still not comfortable, please inform them that you are not happy to continue the session and will be leaving. In this case, please contact the Program Manager as soon as possible to discuss the situation.

- Record the names of all the students in the session who you work with and input these details into the U@Uni Academy UniPrep Attendance app or Humanitix for Mentoring. Please keep a back-up paper copy (or photo of it) of these names in the case any tech issues occur with the app. These attendance records will be used if the need for contact tracing should arise.



At the end

- Use the paper-towel and surface spray provided in the resource box to wipe down the desk and chair surfaces you have used.
- Ensure the resource box is stored away by the school contact. Contact the Program Manager should resources in this box need replenishing.

If you have any queries or concerns about any item on this checklist or the linked documents, please get in touch with the Program Manager (Bethany Ross/Melissa Ronca) at [UatUni@uts.edu.au](mailto:UatUni@uts.edu.au) or by calling 9514 1084.

<b>Always</b>	 Practise good personal hygiene	 Maintain appropriate social distance for the space you're in	 Stay home if you're unwell	 Treat others with respect	 Check the latest info: <a href="https://uts.edu.au/coronavirus">uts.edu.au/coronavirus</a>
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