

## Important Information Regarding your Safety at TSSM

With all of the information reported in the media, anxiety and concern levels have certainly been elevated as the COVID-19 – a strain of Coronavirus - has caused health agencies to issue international alerts. The Health Departments have continuously updated information about COVID-19 and provided recommended guidelines to help prevent exposure to and the spread of germs and viruses.

**We must continually look at the virus as a potential threat and act accordingly just as we would during any season of colds, flu, and the increased likelihood of respiratory and gastrointestinal illnesses.**

**Our best protection against the spread of illness continues to be intelligent prevention without panic.**

### How can I help protect myself?

You can help protect yourself from respiratory illness with simple, everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds (or by singing Happy Birthday to yourself twice ☺).
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- keep 1.5 metres away from others wherever possible
- wear a face covering when leaving home
- avoid physical greetings such as handshaking, hugs and kisses

If you are sick, to keep from spreading respiratory illness to others, you should:

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the rubbish bin.
- Clean and disinfect frequently touched objects and surfaces.

### What is TSSM doing to help avoid the spread of germs?

- TSSM's VCE Centre is professionally cleaned (and always has been) on a regular basis, however, given the present circumstances we'd like to do more. Therefore, our team will be re-doubling its efforts to disinfect after every class day has been completed. This will include disinfecting the tables and all seating areas after classes are completed.
- Bathrooms and door hands will be cleaned and wiped down multiple times during class times.
- We also ask that everyone be diligent about washing their hands. TSSM has hand sanitiser pumps for all parents, students and staff to use located at the front reception desk. We strongly encourage our team and our students and parents to wash their hands when they enter and leave TSSM's VCE Centre. We'd also like our team and students to take the time to use the hand sanitiser any time they enter and exit our facility. Lastly, everyone will be required to wash their hands with soap and water for at least 20 seconds (or singing Happy Birthday to yourself twice ☺) after they use the restroom.
- Our team of teachers and students are asked to please avoid touching your face during class and if you feel the need to cough or sneeze, please use your arm to cover your nose and mouth.
- If one of our Team Members feels sick, we will be sending them home or encouraging them to stay away. If any student appears to be sick (at our Team's discretion), we will be sending them home immediately as a precaution. If a student is out of school sick and we are made aware, they will NOT be allowed attend class that day. This has always been our policy, however we feel it is important to reiterate it to you at this time.

This communication is not intended to alarm you or any of the TSSM team or students or family members, but is being shared to give you the latest information we have and what we are doing on our end to help keep everyone safe. Thank you for taking the time to read this and as always, if you have any questions, do not hesitate to reach out to any of our administrative staff members at TSSM.

Remember to study hard and enjoy your time with our exceptional teachers so that you can gain the most out of your VCE journey with TSSM!