

## MEMO: COVID-19 PANDEMIC & THE SUPPLY OF AGENCY RELIEF STAFF

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Dear ACA SA - MEMBER and Existing Clients,

We hope you are all okay, given these very uncertain times.

This is a client memo to touch base and to let you know that it is business usual for our staff here at Switch Education.

This correspondence, is to reiterate to you we have worked tirelessly over the past few weeks, informing and training our agency relief staff to deal with the COVID-19 pandemic.

Our Education Support staff (ECT's, Diploma & Cert 111) are currently working through our COVID-19 specific course. This will equip them to continue working through this pandemic. Each staff member will carry a copy of this in their folder (sample included in this document).

We have included the module content in the memo, so you can see what our staff have covered. This is to give you some peace of mind that our staff are very aware of appropriate conduct during COVID-19. It will also help to minimise risk/concerns around accessing agency staff during these times.

In addition, we have continued to educate our staff around the acceptance of shifts to client sites and about the part they play in the prevention of the spread of COVID-19, all of which is covered through their training modules.

We sincerely hope that you are managing through these tough times, and if you need any support in the form of staff provision, please do not hesitate to contact us.

If you would like to access any of our education consulting experts during this time – please do not hesitate to contact us also.

Our consulting arm of the business covers a range of advisory, which we have included at the bottom of this email.

We look forward to working with you again soon.

Kind regards

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Switch Education | Managing Director

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# SWITCH Education Basic COVID-19 Training Modules

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## MODULE ONE - UNDERSTANDING COVID-19

COVID-19: WHAT IS IT?  
COVID-19: HOW DOES COVID-19 SPREAD?  
COVID-19: SIGNS & SYMPTOMS  
COVID-19: WHO IS MOST AT RISK?  
COVID-19: PROTECTING YOURSELF AND OTHERS  
COVID-19: GOOD HYGIENE  
COVID-19: SOCIAL DISTANCING  
COVID-19: CLEANING AND DISINFECTION  
COVID-19: FOOD SAFETY  
ACCEPTING SHIFTS THROUGH SWITCH EDUCATION  
DISPLAYING SYMPTOMS: WHAT TO DO  
RETURNING FROM TRAVELLING ISOLATION  
KEEPING HEALTHY

## INFECTION CONTROL TRAINING

COVID-19 INFECTION CONTROL TRAINING – CERTIFICATE

## MODULE THREE - WORKING REMOTELY AT A SWITCH SITE

COVID-19: SOCIAL DISTANCING ON SITE  
COVID-19 GOOD HYGIENE ON SITE  
DUTY OF CARE ON SITE  
IF INJURED AT WORK  
WORKING AT A NEW SITE THROUGH SWITCH  
ESSENTIAL REMINDERS WHEN WORKING WITH CHILDREN AS AN ESO  
A QUICK SNAPSHOT OF YOUR DAY AS AN ESO – WORKING ON A SWITCH SITE

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## SAMPLE CERTIFICATE...



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### CERTIFICATE OF COMPLETION

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*To Sample*

for completing the SWITCH Education Basic COVID-19 Training Modules (1 & 3 Certification)

#### MODULE ONE - UNDERSTANDING COVID-19

COVID-19: WHAT IS IT?  
COVID-19: HOW DOES COVID-19 SPREAD?  
COVID-19: SIGNS & SYMPTOMS  
COVID-19: WHO IS MOST AT RISK?  
COVID-19: PROTECTING YOURSELF AND OTHERS  
COVID-19: GOOD HYGIENE  
COVID-19: SOCIAL DISTANCING  
COVID-19: CLEANING AND DISINFECTION  
COVID-19: FOOD SAFETY

#### MODULE ONE - UNDERSTANDING COVID-19

SWITCH & ACCEPTING SHIFTS  
ACCEPTING SHIFTS THROUGH SWITCH EDUCATION  
DISPLAYING SYMPTOMS: WHAT TO DO  
RETURNING FROM TRAVELLING  
ISOLATION KEEPING HEALTHY

#### INFECTION CONTROL TRAINING – COVID-19

INFECTION CONTROL TRAINING – CERTIFICATE

#### MODULE THREE - WORKING REMOTELY AT A SWITCH SITE

COVID-19: SOCIAL DISTANCING ON SITE  
COVID-19 GOOD HYGIENE ON SITE  
DUTY OF CARE ON SITE  
IF INJURED AT WORK  
WORKING AT A NEW SITE THROUGH SWITCH  
ESSENTIAL REMINDERS WHEN WORKING WITH CHILDREN AS AN ESO  
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**TARA STARITSKI**  
SWITCH Education

**ROWENA HELPS**  
SWITCH Education

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# Specialists in Education Consultancy and Staffing Solutions

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## Staffing Solutions For...

Schools | Preschools | Kindergartens | Early Learning Centres | Out of School & Vacation Care | Childcare Centres

### We provide casual, contract and permanent staff including:

- Leadership staff
- Executive staff
- Secondary teachers
- Primary teachers
- Early childhood teachers
- Diploma trained support staff
- Certificate 111 trained support staff

Service is always in a timely and hassle-free manner

## Consulting Services For...

### Full Procurement Services - Leave it to us!

We offer full procurement services – provide us your position and we can...

Advertise | Collate and respond | Vet | Match and select | Reference | Shortlist | Interview on your behalf or prepare for panel interview | Provide tailored services – to meet your procurement needs

...or... pick and choose from these services to design your procurement package

## Consulting services for new and existing business

### We offer completely tailored consulting services to meet your needs including...

- Workforce and succession planning
- WHS, compliance and policy review
- Panel advisory and participation
- Interview panel participation and advisory
- Report editing
- Creation and delivery of tailored graduate education workshops
- Job ready workshops for Early Years graduates
- Hosting and delivery of industry leader group forums

We pride ourselves on providing more than just staff.

In addition, we have an extensive industry partnerships program to enable us to assist in supporting and guiding you in every facet of your business including:

Leadership development | Professional development | Performance psychology | Superannuation | Health insurance | Banking | Finance | Insurance | Employee and Industrial Relations | Management consultancy | Organisational and HR Development | IT support and management | People strategy | Professional development coaching | Team building | Personality testing and profiling | Employee assistance and counselling

## Our Industry Partners...



## COVID-19 Fast Response Policy UPDATE \*\* SUPPLY OF RELIEF STAFF \*\*

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To reiterate, Switch continues to be committed to following all measures and guidelines outlined by the World Health Organisation (WHO), the Australian Government Department of Health, Government advisory (state and national) and any local Health advisory as seen relevant.

We are continuing to monitor this closely and will adapt our policy in-line with any new directives by any of the above named.

[Please note changes to clauses 1, 4 and the addition of 5](#)

Our “fast response” policy is continually applied to daily booking requests, where by staff that may fall into any of the categories below, will be unable to accept a work assignment through Switch.

- 1) Display cold/flu like symptoms or any of the COVID-19 symptoms
- 2) Have been positively tested for COVID-19
- 3) Think they may they have been in close contact with a confirmed case of COVID-19
- 4) Travelled OS **\*\*ALL COUNTRIES INCLUDED\*\***
- 5) Travelled recently outside the state (via plane or vehicle). This is in-line with the recent directive from SA Premier Steven Marshall (22.03.2020).

In the event a staff member falls within the categories outlined above in clauses 1- 5, Switch will enforce that the individual will be unable to recommence work until such time that they have completed the required 14 days quarantine/isolation period and have been tested and cleared of COVID-19.

For further information or general enquiries please contact us via:

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