



Association for Educational Projects Limited

## **Memorandum to people who attend activities of Association for Educational Projects Ltd in relation to the outbreak of Coronavirus**

1<sup>st</sup> June 2020

I am writing with updated details for AEPL's implementation of the COVID-safe three-step plan.

We ask that Directors of Study Centres encourage adherence to the measures applicable to everyone in Australia:

- to stay 1.5 metres away from other people whenever and wherever they can
- to maintain good hand washing and cough/sneeze hygiene
- to stay home when they are unwell, and getting tested if they have respiratory symptoms or a fever, and
- to encourage the use of the COVIDSafe app.

AEPL educational initiatives may conduct their usual activities provided:

- Social distancing measures are observed;
- The four square metre rule is observed; that is, the room allows 4 square metres of space for each person; and
- A register of attendance is kept.

It is important that Study Centres observe the following measures:

- Hand sanitizers should be available at key locations.
- Single-use paper towels should be available in common bathrooms.

Measures must be read and implemented subject to public health orders issued by the relevant State.

We ask that Directors of Study Centres develop COVID-safe plans for the running of the centres in light of their specific circumstances. We would like to thank you for the dedication to your role and the effort you have made to look after people.

Regards

Marybel Escamilla  
Company Secretary