

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe Plan is available [here](#).

Our COVIDSafe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite, and ensure adequate supplies of hand soap and paper towel are available for staff.	<ul style="list-style-type: none"> - Infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building should have hand sanitiser and disinfectant wipes provided in entrances and occupied rooms. - Supply is being checked at the start and end of each day. - Cleaning contractor arrangements to include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant. - Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect. - Bin liners are being replaced daily or as required and, if reused, disinfected. - Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors. - Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. <p>For more information: Infectious Cleaning Guidelines.</p>
Where possible, enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - Staff are being encouraged to open windows and doors to promote airflow where possible. - Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. - Air conditioning systems have been set to use fresh air. <p>For more information: School Operations Guide (Term 2).</p>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff who do not have their own.	<ul style="list-style-type: none"> - Children where both parents and or carers are considered authorised workers who cannot work from home, work for an essential provider and where no other supervision arrangements can be made: <ul style="list-style-type: none"> o Where there are two parents/carers, both must be essential workers, working outside the home in order for their children to be eligible for on-site provision. o For single parents/ carers, the essential worker must be working outside the home in order for their children to be eligible for on-site provision. o Children experiencing vulnerability, including: o Children in out-of-home care

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	<ul style="list-style-type: none"> ○ Children deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home ○ Children identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service) <p>As directed by the Victorian Chief Health Officer, from 11.59pm Thursday 15 July:</p> <ul style="list-style-type: none"> – School staff and secondary school students aged 12 or older must always wear a face mask at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies. – Children under 12 years of age and students at primary school are not required to wear face masks when at school, or when attending an OHS program. – For communication purposes, teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. – Face masks are mandatory for all school staff and school students aged 12 or older when travelling to and from school on public transport and when in taxis or ride share vehicles.
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>All staff are being briefed on infection control precautions:</p> <ul style="list-style-type: none"> – Avoid people with fevers, sweats, chills or flu-like symptoms. – Use hand sanitiser between classes and after contact with commonly touched surfaces. – Maintain good cough etiquette. – Do not touch, kiss or hug others. – Use disinfectant wipes to clean computers and desks between different users and at the end of the day. – If a person has been advised by the DHHS that they are considered a ‘close contact’ of someone with a confirmed case of COVID-19, they must: <ul style="list-style-type: none"> ○ notify the school or office, self-isolate and arrange to be tested ○ not return to work until test results are obtained. <p>The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> – liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements – send the student home if they are attending school. <p>For more information: School Operations Guide (Term 2).</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide (Term 2) – Infectious Cleaning Guidelines.

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <ul style="list-style-type: none"> – Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products. – Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.

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	For more information: <ul style="list-style-type: none"> - Infectious Cleaning Guidelines - Enhanced School Cleaning Guidelines.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> - Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings' surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant. - Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. For more information: School Operations Guide (Term 2) .

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell'. They will be asked to confirm if they or anyone at home have: <ul style="list-style-type: none"> - experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue - experienced shortness of breath - been in close contact with someone who has returned from overseas in the last 14 days - been in close contact with someone with a confirmed case of COVID-19. If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person encouraged to self-isolate until they can be tested and receive the result. <ul style="list-style-type: none"> - Staff and visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene. For more information: School Operations Guide (Term 2) .
Establish a system for managing visitors and large events.	Visitors Visitors to school premises should be limited to essential school services and operations. The density limit of 1 person per 4 square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students. QR codes and record keeping The use of Service Victoria QR codes for electronic record keeping is mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. QR code check ins are required to be used by: <ul style="list-style-type: none"> o all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff) o all parents who enter school buildings when on school site for essential purposes QR code check ins are not required to be used by: <ul style="list-style-type: none"> • staff • students • parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings.

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	<p>Schools are reminded that existing sign in and out processes should continue to be used to record essential visitor attendance, in particular the purpose of visits, for legal and regulatory obligations Further information is available at: https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</p> <p>School camps and excursions cannot take place during this period.</p> <p>The exception are camps that commenced prior to 11.59pm on Thursday 15 July. These can continue but camp activities must be consistent with the restrictions in place for the wider community.</p> <p>Camps are permitted to 'shelter in place' with appropriate staff supervision and care and no visitors to the camp site. Schools may choose to return from camps earlier than expected but are not required to do so. Once the camp has concluded, participants should travel directly to their residence and stay at home if this occurs while restrictions remain in place. Where possible, travel should be avoided during restrictions. If travel home from the camp facility is necessary during the restrictions, students and staff should travel directly home and once home, only leave for the permitted reasons.</p> <ul style="list-style-type: none"> – Playgrounds remain open for school use and can be made available for community use out of school hours. – Drinking fountains can remain open. – School pools should be closed for this period. – Community groups are not permitted to use school facilities at this time (indoor or outdoor). – School tours should not be conducted on-site for prospective students and their families at this time. – Non-essential visitors should be excluded from school sites for this period. – Non-essential meetings, and all school events, gatherings and assemblies should be deferred or held remotely. – School bus services across the state will continue to operate as normal. – Other curriculum settings such as the Victorian School of Languages and Science Centres should provide remote learning programs and activities where possible, with staff working from home. <p>For more information: School Operations Guide.</p>
<p>Configure communal work areas so that there is no more than one worker per two square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> – Common rooms and areas accessed by the public (reception areas) in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres. – Floor marking will be introduced to maximise physical distancing. – Staff and visitors are being reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. – Workstations, classrooms and reception areas will be reviewed and, wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission. – Shields, barriers and signage will be considered as part of the control measures. <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide (Term 2) – Health and safety advice for all Victorian schools.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> – Schools must implement actions to reduce the congregation of adults around the school and ease congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours. – Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind

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	<p>staff, students and families of the need for behaviours that support physical distancing.</p> <p>For more information: School Operations Guide (Term 2).</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> – Remain at least 1.5 metres from other individuals wherever possible; follow the ‘one person per four square metres’ rule. – Only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Avoid large gatherings indoors. – Hold meetings outside in the open air if possible. – Always use good hand and cough/sneeze hygiene. – Eat lunch outside rather than indoors if possible. – Don’t share food or drinks in the workplace. – Practise the hygiene and cleaning protocols detailed in this plan. <p>All staff on site are trained in the ‘School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)’ eLearn module.</p> <p>For more information: Guidance on hygiene and physical distancing.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> – Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols detailed in this plan. – Staff and visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times. <p>For more information: School Operations Guide (Term 2).</p>
<p>Where relevant, ensure clear and visible signage in areas open to the general public that specifies maximum occupancy of the space, as determined by the ‘four square metre’ rules and 1.5 metre physical distancing.</p>	<ul style="list-style-type: none"> – Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> – Schools must keep a record of all staff, students and visitors who attend on site for more than 15 minutes. – Schools must record the name, contact details, date and time of attendance at school, as well as the areas of the school that the person visited. – At the beginning of each work day, administration staff to check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes. – The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014</i> (Vic.). <p>Upon arrival at the school/office, all visitors, contractors, staff and students are being asked to confirm that they have not:</p> <ul style="list-style-type: none"> – experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue – experienced shortness of breath – been in close contact with someone who has returned from overseas or a COVID-19 hotspot, in the last 14 days – been in close contact with someone with a confirmed case of COVID-19 – been required to remain in isolation. <p>For more information: School Operations Guide (Term 2).</p>

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<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> – COVID-19 related reporting is communicated to staff via a staff meeting. – Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the CEVN website. – Medical advice and testing should be sought immediately. – If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60. – Staff must not return to work until medically cleared to do so. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>The school has considered:</p> <ul style="list-style-type: none"> – preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results – key dependencies – delivery of essential services – communications during a critical incident. <p>For more information:</p> <ul style="list-style-type: none"> – Coronavirus Reactive Closure: Steps for Principals – Coronavirus: School Closure – Reactive Communications Pack.
<p>Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> – Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DHHS. This will assist with contact tracing should someone test positive. <p>For more information: School Operations Guide (Term 2).</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> – If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines. – The school will follow directions provided by the DHHS regarding partial or full school closure. <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> – isolate the person immediately – notify the school/office leadership team – complete an incident report form – make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received – continue with enhanced cleaning regime until the outcome of the case is known – if the case is positive, facilitate a 'deep' clean of the facilities as per the Infectious Cleaning Guidelines – notify anyone potentially at risk to self-isolate and to also be tested. <p>To monitor close contacts, schools will now be advised if a student is identified by the DHHS as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> – liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements – send the student home if they are attending school. <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide (Term 2) – Coronavirus Reactive Closure: Steps for Principals – Coronavirus: School Closure – Reactive Communications Pack.

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<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - Follow the Coronavirus Reactive Closure: Steps for Principals and Coronavirus: School Closure – Reactive Communications Pack. - For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> - The school principal or delegate is aware of the requirement. - If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the online form.
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<ul style="list-style-type: none"> - In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening. <p>For more information: School Operations Guide (Term 2).</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.



Signed

Name Steve Peart

Date 16th July, 2021

You do not have to lodge your COVIDSafe Plan with the Victorian Government.

However, you may be required to provide the COVIDSafe Plan to the Department of Health and Human Services (DHHS) or WorkSafe Victoria upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.