

# COVIDSafe Plan

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

## Our COVIDSafe Plan

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 Date prepared: 7 May 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Supply is being checked at the start and end of each day.</li> <li>– 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.</li> <li>– Staff are being reminded to be diligent in relation to COVIDSafe practices e.g. Social distancing, washing and sanitising of hands and disposal of paper towel, wipes, tissues etc.</li> <li>– Bin liners are being replaced daily or as required and, if reused, disinfected.</li> <li>– Reminders have been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors.</li> <li>– Infrastructure to ensure an ample supply of &gt; 60% alcohol-based hand sanitiser is available.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
<p><b>Where possible, enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>– Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.</li> <li>– Staff are being encouraged to open windows and doors to promote airflow where possible.</li> <li>– Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> <li>– Air conditioning systems have been set to use fresh air.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>– Fitted face coverings are no longer mandatory in the workplace; however, staff and students over the age of 12 should carry a fitted face covering at all times. A fitted face covering should be worn on public transport, school buses and where it is difficult to maintain 1.5 meters distance from others.</li> <li>– The College will maintain a supply of masks in the of when students/staff forget to carry one.</li> <li>– A spot check is scheduled on an ad hoc basis to ensure that students are carrying a mask at all times.</li> </ul> <p>For more information: <a href="#">DHHS guidance on face masks</a>.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p>All staff are being briefed on infection control precautions:</p> <ul style="list-style-type: none"> <li>- Avoid people with fevers, sweats, chills or flu-like symptoms.</li> <li>- Use hand sanitiser between classes and after contact with commonly touched surfaces.</li> <li>- Maintain good cough etiquette.</li> <li>- Do not touch, kiss or hug others.</li> <li>- Use disinfectant wipes to clean computers and desks between different users and at the end of the day.</li> <li>- 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 <b>must</b>: <ul style="list-style-type: none"> <li>o notify the school or office, self-isolate and arrange to be tested</li> <li>o not return to work until test results are obtained.</li> </ul> </li> </ul> <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"> <li>o liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>o send the student home if they are attending school.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>The College maintains COVIDSafe strategies such as:</p> <ul style="list-style-type: none"> <li>- Requesting that staff use e-share rather than touch screen technology.</li> <li>- No locking class rooms to avoid handle contamination and keeping the doors open where possible.</li> <li>- All staff issued with their own remote control.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide (Term 2)</a></li> <li>- <a href="#">Infectious Cleaning Guidelines</a>.</li> </ul>

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<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least once daily).</b></p>	<ul style="list-style-type: none"> <li>- Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.</li> <li>- Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</li> <li>- Cleaning materials have been provided for each floor level for easy access to staff.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">Infectious Cleaning Guidelines</a></li> <li>- <a href="#">Enhanced School Cleaning Guidelines</a>.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning contractor and inhouse staff 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.</li> <li>- Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell' such as:</p> <ul style="list-style-type: none"> <li>– experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue</li> <li>– experienced shortness of breath</li> <li>– been in close contact with someone who has returned from overseas in the last 14 days</li> <li>– been in close contact with someone with a confirmed case of COVID-19.</li> </ul> <p>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated.</p> <p>A COVID symptom form will be completed and the person encouraged to self-isolate until they can be tested and receive the result.</p> <ul style="list-style-type: none"> <li>– Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
<p><b>Establish a system for managing visitors and large events.</b></p>	<p><b>Visitors – general</b></p> <p>In relation to school activities involving visitors the College complies with the density limit of one person per two square metres to any spaces and activities being attended by parents/carers and other visitors. The density limit applies to all persons in the space, including students, for the time that space is in use to avoid crowding.</p> <p>Visitors to school grounds must comply with the physical distancing and face mask advice set out in the School Operations Guide, and practise good hand hygiene.</p> <p><b>Assemblies, award ceremonies and other large gatherings</b></p> <p>If an event is held with external guests (parents/carers/visitors), then the overall attendee limit (inclusive of guests, staff and students) must be based on the available floor space of the venue, with the density limit of one person per two square metres applied.</p> <p>If an event is held exclusively with students and staff from a single school outside school hours, density limits do not apply to the venue or dancefloor, regardless of whether the event is held at school or at a hospitality venue, entertainment facility or community facility.</p> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>– 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 two square metres.</li> <li>– Floor marking will be introduced to maximise physical distancing.</li> <li>– Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times.</li> <li>– 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.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>– <a href="#">School Operations Guide (Term 2)</a></li> <li>– <a href="#">Health and safety advice for all Victorian schools</a>.</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>– The College implements actions to reduce the congregation of adults around the school and ease congestion. The College does 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.</li> <li>– The College communicates the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> <li>– Remain at least 1.5 metres from other individuals wherever possible; follow the 'one person per two square metres' rule.</li> <li>– Only have one person in small work areas.</li> <li>– Avoid shaking hands, hugging or touching others.</li> <li>– Avoid large gatherings indoors.</li> <li>– Hold meetings outside in the open air if possible.</li> <li>– Always use good hand and cough/sneeze hygiene.</li> <li>– Don't share food or drinks in the workplace.</li> <li>– Practise the hygiene and cleaning protocols detailed in this plan.</li> </ul> <p>For more information: <a href="#">Guidance on hygiene and physical distancing</a>.</p>
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>– Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols detailed in this plan.</li> <li>– Designated delivery areas are being clearly signposted at entry points to minimise contact.</li> <li>– Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</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 <a href="#">'two square metre' rule</a> and 1.5 metre physical distancing.	<ul style="list-style-type: none"> <li>– Signage to be placed in clear and visible locations to promote physical distancing and good hygiene practices.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
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.	<ul style="list-style-type: none"> <li>– Schools must keep a record of all staff, students and visitors who attend on site for more than 15 minutes.</li> <li>– 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.</li> <li>– 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.</li> <li>– The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014 (Vic.)</i>.</li> </ul> <p>Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell' such as:</p> <ul style="list-style-type: none"> <li>– experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue</li> <li>– experienced shortness of breath</li> <li>– been in close contact with someone who has returned from overseas or a COVID-19 hotspot, in the last 14 days</li> <li>– been in close contact with someone with a confirmed case of COVID-19</li> <li>– been required to remain in isolation.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>– COVID-19 related reporting is communicated to staff via a staff meeting.</li> <li>– Staff are advised to notify the school principal remotely and complete a COVID symptom form.</li> <li>– Medical advice and testing should be sought immediately.</li> <li>– <b>If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60 as well as MACS.</b></li> <li>– <b>Staff must not return to work until medically cleared to do so.</b></li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>The school has considered:</p> <ul style="list-style-type: none"> <li>– preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results</li> <li>– key dependencies</li> <li>– delivery of essential services</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>– <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>– <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> </ul>
<p><b>Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>– 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.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>– If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines.</li> <li>– The school will follow directions provided by the DHHS regarding partial or full school closure.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> <li>– isolate the person immediately</li> <li>– notify the school leadership team</li> <li>– complete an COVID symptom form</li> <li>– make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received</li> <li>– continue with enhanced cleaning regime until the outcome of the case is known</li> <li>– if the case is positive, facilitate a ‘deep’ clean of the facilities as per the <a href="#">Infectious Cleaning Guidelines</a></li> <li>– notify anyone potentially at risk to self-isolate and to also be tested.</li> </ul> <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"> <li>– liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>– send the student home if they are attending school.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>– <a href="#">School Operations Guide (Term 2)</a></li> <li>– <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>– <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>– Follow the <a href="#">Coronavirus Reactive Closure: Steps for Principals</a> and <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> <li>– For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>– The school principal or delegate is aware of the requirement.</li> <li>– If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the <a href="#">online form</a>.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Confirm that your workplace can safely reopen and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>- In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening.</li> </ul> <p>For more information: <a href="#">School Operations Guide (Term 2)</a>.</p>

*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.*

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

Name Damian McKew

Date 7 May 2021