

COVIDSafe Plan

Our COVIDSafe Plan – Term 4

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For more information: : [Schools Operations Guide - Term 4](#)

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> • All learning areas, office foyer, sick bay, admin offices, staffroom and hall have a supply of hand sanitiser. • Hand soap and paper towels are supplied in the sick bay, boys' and girls' toilets, staff toilets, hall, and disabled toilet in the hall. • Supply is checked at the start and end of each day. • For more information: CECV Infectious cleaning guidelines
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Windows will remain open whenever possible to promote airflow. • Staff and students to have regular breaks outside each day (weather permitting). • Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. • For more information: Schools Operations Guide - Term 4
<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 that do not have their own.</p>	<ul style="list-style-type: none"> • All staff are required to wear face masks (supplied by the school or their own) when onsite in any area of the school - unless by themselves in own office. • Staff may remove face masks when teaching. • The wearing of face coverings is monitored. • For more information: COVID-19 face mask guidance

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>	<ul style="list-style-type: none"> • All staff have been made aware of the correct use and disposal of masks and the importance of hand hygiene – poster/signs are also on display around the school. • Staff have been briefed on maintaining social distancing with each other, using antiseptic wipes to clean computers and desks, and not coming to work if they are unwell or are a close contact of a confirmed case of COVID-19. • All staff have been notified about the importance of not coming to work if they are unwell or if they are a close contact of a confirmed case of COVID-19 and will not return to school until tested with a negative result.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • The sharing of equipment is avoided. • Staff supervising students onsite do not share equipment with students. • The inside foyer door remains open when staff are onsite.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Staff supervising students regularly clean high touch surfaces e.g. tables, chairs • The school has provided disinfectant wipes for staff use throughout the day to clean any high touch surfaces. • Cleaning contractor (Proviron) has been instructed to clean and disinfect all high touch areas daily. Staff are aware of the enhanced contractor cleaning arrangements. • For more information: CECV Enhanced Infectious Cleaning Guidelines
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • The Office Manager and Proviron ensures that we have an adequate supply of appropriate cleaning products. • For more information: Schools Operations Guide - Term 4 also the CECV Enhanced Infectious Cleaning Guidelines

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • Our weekly supervision roster details the necessary staff onsite for week 1 of Term 4. • Once students return to school on October 12, staff will work onsite at school unless their work requirements can be met by working from home.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Staff are to declare if work at more than one site and fill in and return to the principal, the CECV declaration 'Employees working across multiple sites for multiple employees'.
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • No staff member is able to be onsite if they are unwell. • If a staff member exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person encouraged to be tested and self-isolate until they receive their results. • Any staff member deemed 'vulnerable' is not onsite and working from home. • No parent is allowed onsite unless it is absolutely necessary and essential e.g. collecting a sick child, working in our second-hand uniform shop or tuckshop. If they are dropping off or picking up their child, they do so from the carpark gates.
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • The staffroom has had chairs removed to limit the amount of people using that space – in line with the '4 square metres per person' guidelines. • Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. • For more information: Schools Operations Guide - Term 4
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Floor markings are not required for social distancing purposes due to small staff numbers. Posters on entry to the school promote physical distancing. • For more information: Schools Operations Guide - Term 4
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • Work stations are singular and spaced – in offices, library, learning spaces and staffroom – staff and students do not face each other whilst working. • For more information: Schools Operations Guide - Term 4

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Not required as staff members arrive onsite at various times.</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <i>Staff have been educated on and reminded about the importance of social distancing.</i> • <i>Chairs have been removed in the staffroom to promote social distancing during breaks.</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • <i>Few deliveries arriving at school – they are all contactless.</i> • <i>Hand sanitiser is available throughout the school for staff use after handling deliveries.</i>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>In the event of remote learning and supervising some students onsite:</i></p> <ul style="list-style-type: none"> • <i>Supervision rosters are implemented to ensure temporal and social distancing.</i> • <i>Our weekly supervision roster details the necessary staff onsite</i> • <i>Parents have been informed through the newsletter that onsite supervision is for students who meet the strict criteria to minimise the spread of transmission of COVID-19 - For more information: Schools Operations Guide - Term 4 All teaching and education support staff not on the roster are required to work from home where possible.</i>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • <i>Sign on office foyer door outlining maximum number allowed in that space and to maintain social distancing.</i> • <i>Parents do not enter the school grounds – they drop off or collect their child from the Rocke St car park gates and the front gate at Rockbears Gve.</i>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • <i>Any staff member onsite during remote learning is to complete our weekly Attendance Roster itemising the day and time onsite.</i> • <i>Weekly attendance for the return to onsite learning is known as part of their contract – CRTs complete details are recorded in the daily diary in the office.</i> • <i>Any contractors (e.g. cleaner, OSHClub) are to sign ‘in’ and ‘out’ of our Visitor Attendance Register when onsite for more than 15 minutes.</i> • <i>Each week, a copy of both registers is filed in our ‘COVIDSafe’ folder which is in the Principal’s office.</i>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> Staff have been told to notify the Principal if they are unwell and are being tested for COVID-19. Staff to complete: https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form Staff members are to tell the Principal the result of any COVID testing. If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60. Staff must not return to work until medically cleared to do so. All staff are to notify the school office if they believe another staff member or a student is unwell.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> The school will follow the latest Operations Guide from CECV - Schools Operations Guide - Term 4 Worksafe will be informed if any staff member tests positive for COVID-19 by calling 13 23 60. Coronavirus reactive closure: steps for principals Coronavirus: School Closure – Reactive Communications Pack
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> Administration staff will be able to provide visitor, contractor, staff & student records from the period of 48hrs prior to the onset of symptoms in a suspected case of COVID-19 to DHHS. This will assist with contact tracing should someone test positive. Staff and visitor records in our COVIDSafe folder will be used to support contact tracing. For more information: Schools Operations Guide - Term 4
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> If confirmed or suspected case of COVID-19, deep cleaning will take place in accordance with DHHS guidelines. The school will follow the latest Operations Guide from CECV Schools Operations Guide - Term 4 DHHS will be informed and their procedures will be followed. For more information: CECV Infectious cleaning guidelines
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> The school will follow the latest Operations Guide from CECV Schools Operations Guide - Term 4 If a staff member or student is suspected of having COVID-19 symptoms: <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 & to be tested. Advise them to self-isolate until the test result received DHHS will be informed and their procedures will be followed, including deep cleaning. Coronavirus reactive closure: steps for principals Coronavirus: School Closure – Reactive Communications Pack CECV Infectious Cleaning Guidelines
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> The Principal and Deputy Principal will notify staff members and the Parish Priest. The Principal will notify the Principal of St Bernadette's School. The Office Manager will notify contractors and visitors. Coronavirus reactive closure: steps for principals Coronavirus: School Closure – Reactive Communications Pack

Guidance	Action to prepare for your response
<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"> • <i>The Principal will notify WorkSafe Victoria if there is a confirmed case of a staff member by calling 13 23 60 or completion of the online form.</i>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>The school would only re-open after a confirmed case under the direction of DHHS and WorkSafe. Staff will be notified accordingly.</i> • <i>For more information: Schools Operations Guide - Term 4</i>

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



Name: Veronica Antrim (Principal)

Date: October 8 2020