

# COVIDSafe Plan

## Our COVIDSafe Plan – Term 1, 2021

Business name: Mary Immaculate Primary School  
 Site location: 9 Rockbeare Grove, Ivanhoe 3079  
 Contact person: Veronica Antrim  
 Contact person phone: 9497 1827  
 Date prepared: 28/01/2021

For more information: [School Operations Guide - Term 1 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 building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<ul style="list-style-type: none"> <li>All learning areas (classrooms), office foyer, sick bay, admin offices, staffroom and hall have a supply of hand sanitiser which is &gt; 60% alcohol-based.</li> <li>Hand soap and paper towels are supplied in the sick bay, boys' and girls' toilets, staff toilets, hall, and disabled toilet in the hall.</li> <li>Supply is checked at the start and end of each day.</li> <li>Students to use sanitiser on entry and exit of learning spaces.</li> <li>For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>Windows will remain open whenever possible to promote airflow.</li> <li>Staff and students to have regular breaks outside each day (weather permitting).</li> <li>Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<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 that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>Staff are regularly briefed on the wearing of face masks (not shields or bandanas) at school – including the need for the masks to be fitted over the mouth and nose, as per public health advice.</li> <li>All staff are no longer required to wear face masks (supplied by the school or their own) when onsite. Masks must be worn inside/outside if social distancing of at least 1.5m cannot be maintained - as per public health advice.</li> <li>Staff may remove face masks when teaching.</li> <li>The wearing of face coverings is monitored.</li> <li>For more information: <a href="#">COVID-19 face mask guidance</a></li> </ul>

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>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff have been briefed on maintaining social distancing with each other, using antiseptic wipes to clean computers and desks.</li> <li>• 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 (self-isolate) until tested with a negative result.</li> <li>• Hand sanitiser is available in all admin and learning areas, for staff and student use.</li> <li>• All staff to complete the eLearn module 'School Infection Prevention and Control During Coronavirus' by the end of February 2021</li> <li>• All staff have been issued with their own copy of <a href="#">School Operations Guide - Term 1 2021</a>, which was read through at the beginning of the year staff meeting (27 January)</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• The sharing of equipment is avoided. If able to do so, staff do not share equipment with students.</li> <li>• Shared equipment is cleaned between each use, whenever possible</li> <li>• For more information: <a href="#">CECV Enhanced Infectious Cleaning Guidelines</a></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• The school has provided disinfectant wipes for staff use throughout the day to regularly clean any high touch surfaces.</li> <li>• Cleaning contractor (Proviron) has been instructed to clean and disinfect all high touch areas daily. Staff are aware of the enhanced contractor cleaning arrangements.</li> <li>• Excursions and camps may proceed – it is the responsibility of the venue to ensure that appropriate health and safety measures are in place.</li> <li>• For more information: <a href="#">CECV Enhanced Infectious Cleaning Guidelines</a> and <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• The Office Manager and Proviron ensures that we have an adequate supply of appropriate cleaning products.</li> <li>• Proviron to clean all surfaces daily using disinfectant</li> <li>• All waste bins are emptied daily by Proviron</li> <li>• For more information: <a href="#">School Operations Guide - Term 1 2021</a> also the <a href="#">CECV Enhanced Infectious Cleaning Guidelines</a></li> </ul>

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 workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>No staff member is able to be onsite if they are unwell.</li> <li>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.</li> <li>Any staff member deemed 'vulnerable' is not onsite and working from home.</li> <li>No parent is allowed inside the school building due to density limits, 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 school yard or carpark gates.</li> <li>Staff and visitors are reminded to remain hyper-vigilant in maintaining good personal hygiene.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<p><b>Establish a system for managing visitors and large events.</b></p>	<p><u>Visitors – General</u></p> <ul style="list-style-type: none"> <li>Limitations on who can visit the school no longer apply, however, practices in place regarding density limits.</li> <li>Parents and visitors who are onsite for more than 15 minutes, must complete our Visitor Register.</li> <li>Visitors to the school must comply with physical distancing and face mask advice and practise hand hygiene.</li> </ul> <p><u>Assemblies, Graduation Ceremonies and other large gatherings</u></p> <ul style="list-style-type: none"> <li>On school site assemblies and graduation ceremonies or other large gatherings involving external guests (e.g. parents), are subject to public gathering limits for ceremonies i.e. 1 per 2m<sup>2</sup>. Density limits do not apply when these events are attended by staff and students only.</li> <li>Hand hygiene, including use of hand sanitiser, to be practised, as too will physical distancing.</li> <li>Face masks to be worn inside and outside if social distancing cannot be maintained.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>there is no more than one worker per 2 square meters of enclosed workspace</li> <li>workers are spaced at least 1.5m apart</li> <li>there is no more than one member of the public per 2 square meters of publicly available space.</li> </ul>	<ul style="list-style-type: none"> <li>Staff may gather in the staffroom and/or meeting room in line with density limits of '1 per 2 square metres per person' guidelines.</li> <li>Staff &amp; visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing (at least 1.5m), at all times.</li> <li>Vera, Office Manager, uses the screen/sliding window in the office to separate herself from parents, visitors/contractors</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</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>Not required as staff members arrive onsite at various times.</li> <li>Only two adult in the office foyer at a time in line with density limits of 1 person per 2m<sup>2</sup>– signage on office door.</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>Staff have been educated on and reminded about the importance of social distancing i.e. remaining at 1.5 metres from others where possible – signage on display at both entrances to the staffroom and meeting room and in the corridors and classrooms.</li> <li>Staff may gather in the staffroom and/or meeting room in line with density limits of '1 per 2 square metres per person' guidelines.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>Deliveries arriving at school are all contactless.</li> <li>Deliveries to front office only.</li> <li>Hand sanitiser is available throughout the school for staff use after handling deliveries.</li> </ul>
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 '1 person per 2m <sup>2</sup> ' density limits	<ul style="list-style-type: none"> <li>Sign on office foyer door outlining maximum number allowed in that space and to maintain social distancing.</li> <li>Parents do not enter the school buildings – they may drop off or collect their child from school yard, or the Rocke St car park gates and the front gate at Rockbeare Gve.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> <li>Weekly attendance for staff in line with their hours of work/contracts – CRTs complete details are recorded in the daily diary in the office.</li> <li>Any visitor or contractors (e.g. cleaner, TheirCare) are to sign 'in' and 'out' of our Visitor Attendance Register (includes name, contact details, date and time of attendance) when onsite for more than 15 minutes.</li> <li>No visitor is able to come onsite if they are experiencing or exhibiting flu-like symptoms.</li> <li>Each week, a copy of both registers is filed by our Deputy Principal, in our 'COVIDSafe 2021' folder which is in the Principal's office.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>Staff have been informed to notify the Principal if they are unwell and are being tested for COVID-19.</li> <li>Staff to complete incident report form: <a href="https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form">https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form</a></li> <li>Staff members are to tell the Principal the result of any COVID testing.</li> <li><b>If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.</b></li> <li><b>Staff must not return to work until medically cleared to do so.</b></li> <li>All staff are to notify the school office if they believe another staff member or a student is unwell.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
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"> <li>The school will follow the latest Operations Guide from CECV - <a href="#">School Operations Guide - Term 1 2021</a></li> <li><a href="#">Coronavirus reactive closure: steps for principals</a></li> <li><a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> <li>Worksafe will be informed if any staff member tests positive for COVID-19 <b>by calling 13 23 60.</b></li> </ul>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>Administration staff will be able to provide visitor, contractor, staff &amp; 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.</li> <li>Staff and visitor records in our COVIDSafe folder will be used to support contact tracing.</li> <li>For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to undertake cleaning and disinfection. Assess whether the school or part/s of the school must be closed.</b></p>	<ul style="list-style-type: none"> <li>• Admin staff will be able to provide visitor, contractor, staff and student records for 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> <li>• The school will follow directions provided by the DHHS regarding partial or full school closure.</li> <li>• If confirmed or suspected case of COVID-19, deep cleaning will take place in accordance with DHHS guidelines.</li> <li>• For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> <li>• For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>• If a staff member or student is suspected of having COVID-19 symptoms: <ul style="list-style-type: none"> <li>- isolate the person immediately</li> <li>- notify the School/Office leadership team</li> <li>- complete an Incident Report form</li> <li>- make arrangements for the person to travel home &amp; to be tested. Advise them to self-isolate until the test result received.</li> <li>- continue with enhanced cleaning until the outcome of the case is known</li> <li>- notify anyone potentially at risk to self-isolate and to be tested.</li> </ul> </li> <li>• DHHS will be informed and their procedures will be followed, including deep cleaning.</li> <li>• The school will follow the latest Operations Guide from CECV <a href="#">School Operations Guide - Term 1 2021</a> <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>• <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> <li>• <a href="#">CECV Infectious Cleaning Guidelines</a></li> </ul>
<p><b>Prepare to notify workforce and site visitors (including close contacts) of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>• For all suspected COVID-19 cases, the Principal will inform all staff not in close contact to be vigilant about the onset of symptoms.</li> <li>• For confirmed case/s <ul style="list-style-type: none"> <li>- the Principal and Deputy Principal will notify staff members and the Parish Priest.</li> <li>- The Principal will notify the Principal of St Bernadette’s School.</li> <li>- The Office Manager will notify contractors and visitors.</li> </ul> </li> <li>• <a href="#">Coronavirus reactive closure: steps for principals</a> will be followed</li> <li>• <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> <li>• <a href="#">School Operations Guide - Term 1 2021</a></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 Principal will notify WorkSafe Victoria if there is a confirmed case of a staff member by calling 13 23 60 or completion of the <a href="#">online form</a>.</li> <li>• <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>• The school would only re-open after a confirmed case under the direction of DHHS and WorkSafe. Staff will be notified accordingly.</li> <li>• For more information: <a href="#">School Operations Guide - Term 1 2021</a></li> </ul>

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

A handwritten signature in blue ink, appearing to be the initials 'VA'.

Name: Veronica Antrim (Principal)

Date: January 28 2021