

COVIDSafe Plan

Our COVIDSafe Plan – Term 4 2021

Business name: Mary Immaculate Primary School
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 Contact person phone: 9497 1827
 Date Updated: 14/10/2021
 For more information: [School Operations Guide - Term 4](#)

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| 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 the disabled toilet in the hall. • Students to use sanitiser on entry and exit of learning spaces. • Supply is checked at the start and end of each day. • 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 at least daily or as required • 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/doors will remain open whenever possible to promote airflow. • Staff and students to have regular breaks outside each day (weather permitting). • Activities occur outside as much as possible, weather dependent – shade sails to be installed as per government directives • Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. • Air Purifiers to be installed in line with Government directives <p>For more information: School Operations Guide - Term 4</p> |

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| <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> <p>Students in Year 3-6 will also wear masks when inside and recommended for students in P-Year 2.</p> | <ul style="list-style-type: none"> • All staff are required to wear face masks (supplied by the school or their own) as directed by the CHO, when onsite in any area of the school - unless they are teaching/communicating or are by themselves in their own office/classroom. • Staff may remove face masks when teaching if needed to aid effective communication. • The wearing of face coverings is monitored. • As directed and mandated by the CHO, Year 3-6 students will be required to wear masks when inside and onsite, and recommended for students in Year P-2. • The school will supply disposable masks for staff and students as required. • For more information: COVID-19 face mask guidance and School Operations Guide - Term 4 |
| <p>Staff Vaccinations – mandatory for staff working in schools</p> | <ul style="list-style-type: none"> • In line with the directives from the Victorian Chief Health Officer, all staff, CRTs, volunteers and contractors are mandated to receive COVID-19 vaccinations as a condition of service. • A register is kept to record the vaccination status of staff, CRTs, volunteers and contractors and details entered onto her. • More information: Coronavirus Vaccination Requirements |
| <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. • 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. • The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will: <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>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 if there is a lockdown and the external office foyer door remains locked. |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| 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. computer keyboards, tables, chairs etc with disinfectant wipes • 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 and 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: School Operations Guide - Term 4 also the CECV Enhanced Infectious Cleaning Guidelines |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Physical distancing and limiting workplace attendance | |
| <p>When in a mandated lockdown - 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 any periods of lockdown. Staff not rostered are expected to work from home when they can. |
| <p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p> | <ul style="list-style-type: none"> • No staff member, visitor or contractor can be onsite if they are unwell. • If a staff member, visitor or contractor exhibits COVID-19 or flu-like symptoms, or if they been in close contact with someone who has returned from overseas in the last 14 days and/or been in close contact with someone with a confirmed case of COVID-19, 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 during period/s of lockdown. |

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| <p>Establish a system for managing visitors and events</p> | <ul style="list-style-type: none"> • 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. • 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. 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 • QR code check ins <u>are required</u> to be used by: <ul style="list-style-type: none"> - all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff) - all parents who enter school buildings when on school site for essential purposes • QR code check ins <u>are not required</u> 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 and do not enter the school buildings. • When the school is in a mandated Vic Gov lockdown: <ul style="list-style-type: none"> - School camps and excursions cannot take place - Playgrounds and drinking fountains can be used - School tours for prospective students and their families should not be conducted - Non-essential visitors will be excluded from school sites - Non-essential meetings, gatherings and assemblies will be deferred or held remotely <p>Further information: School Operations Guide - Term 4</p> |
| <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. | <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. • Only two people to be in the office foyer at any one time. • Density limits do not apply in classroom and other spaces for the purposes of student use. |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| | <ul style="list-style-type: none"> • For more information: School Operations Guide - Term 4 and Health and safety advice for all Victorian schools. |
| <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: School 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: School Operations Guide - Term 4 |

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| <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 breaks).</p> | <ul style="list-style-type: none"> • <i>Staff have been educated on and reminded about the importance of social distancing – remaining at least 1.5 metres from other individuals wherever possible and follow the ‘one person per four square metre’ rule.</i> • <i>Other physical distancing guidelines:</i> <ul style="list-style-type: none"> - 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. • <i>All staff are trained in the ‘School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19) eLearn module.</i> • <i>For more information: Guidance on hygiene and physical distancing</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>Delivery drivers do not enter school buildings.</i> • <i>Hand sanitiser is available throughout the school for staff use after handling deliveries.</i> |
| <p>In the event of lockdown and remote and flexible learning - 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 newsletters that onsite supervision is for students who meet the strict criteria to minimise the spread of transmission of COVID-19 - For more information: School Operations Guide - Term 4</i> • <i>All teaching and education support staff not on the roster are required to work from home where possible.</i> |

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| <p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies 1.5 metre physical distancing and the 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>In the event of a lockdown, 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 Rockbeare Grove.</i> |

| Guidance | Action to ensure effective record keeping |
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| Record keeping | |
| <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"> Any staff member onsite during remote learning is to complete our weekly Attendance Roster itemising the day and time onsite. 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. Any contractors (e.g. cleaner, OSHClub) are to check in using our QR Code and sign 'in' and 'out' of our Visitor Attendance Register when onsite for more than 15 minutes. Each week, a copy of both registers is filed in our 'COVIDSafe' folder which is in the Principal's office. |
| <p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p> | <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. For more information: School Operations Guide - Term 4 |

| Guidance | Action to prepare for your response |
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| 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> | <ul style="list-style-type: none"> The school will follow the latest Operations Guide from CECV - School 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 |
| <p>Prepare to assist 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 & 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: School Operations Guide - Term 4 |
| <p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p> | <ul style="list-style-type: none"> If confirmed or suspected case of COVID-19 at the school, deep cleaning will take place, in accordance with DHHS guidelines. The school will follow directions provided by DHHS regarding partial or full school closure. The school will follow the latest Operations Guide from CECV School Operations Guide - Term 4 DHHS will be informed and their procedures will be followed. For more information: CECV Infectious cleaning guidelines |

| Guidance | Action to prepare for your response |
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| <p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p> | <ul style="list-style-type: none"> • <i>The school will follow the latest Operations Guide from CECV School Operations Guide - Term 4</i> • <i>If a staff member or student is suspected of having COVID-19 symptoms and are/have been onsite:</i> <ul style="list-style-type: none"> - <i>isolate the person immediately</i> - <i>notify the School Office and Principal</i> - <i>complete an Incident Report form</i> - <i>make arrangements for the person to travel home & to be tested. Advise them to self-isolate until the test result received</i> - <i>continue with enhanced cleaning routine until the outcome of the case is known</i> • <i>DHHS will be informed and their procedures will be followed, including deep cleaning.</i> • Coronavirus reactive closure: steps for principals • Coronavirus: School Closure – Reactive Communications Pack |
| <p>Prepare to notify workers and site visitors of a confirmed or suspected case.</p> | <ul style="list-style-type: none"> • <i>The Principal and Deputy Principal will notify staff members and the Parish Priest.</i> • <i>The Principal will notify the Principal of St Bernadette’s School.</i> • <i>The Office Manager will notify contractors and visitors.</i> • <i>For all suspected COVID-19 cases, the employer will inform all staff not in close contact, to be vigilant about the onset of symptoms.</i> • <i>Follow the steps in the Coronavirus reactive closure: steps for principals and Coronavirus: School Closure – Reactive Communications Pack</i> |
| <p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if we have a confirmed COVID-19 case at our workplace.</p> | <ul style="list-style-type: none"> • <i>The Principal or delegate 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: School Operations Guide - Term 4</i> |

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

A handwritten signature in blue ink, appearing to read 'V. Antrim', is positioned above the name text.

Name: Veronica Antrim (Principal)

Date updated: 14 October, 2021