

# COVIDSafe Plan

## Our COVIDSafe Plan – Term 4 2021

Business name:	Mary Immaculate Primary School
Site location:	9 Rockbeare Grove, Ivanhoe 3079
Contact person:	Veronica Antrim
Contact person phone:	9497 1827
Date Updated:	07/02/2022
For more information:	<a href="#">School Operations Guide - Term 1 2022</a>

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, office foyer, sick bay, admin offices, staffroom and hall have a supply of hand sanitiser.</li> <li>• 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.</li> <li>• Students to use sanitiser on entry and exit of learning spaces.</li> <li>• Supply is checked at the start and end of each day.</li> <li>• Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.</li> <li>• Bin liners are being replaced at least daily or as required</li> <li>• For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> </ul>
<p><b>Where possible: enhance airflow by opening windows, adjusting air conditioning and installing air purification devices.</b></p>	<ul style="list-style-type: none"> <li>• Windows/doors will remain open whenever possible to promote airflow.</li> <li>• Staff and students to have regular breaks outside each day (weather permitting).</li> <li>• Activities occur outside as much as possible, weather dependent – shade sails to be installed as per government directives</li> <li>• Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> <li>• Air Purifiers are installed in all learning areas, admin, hall, sick bay &amp; staffroom and are turned on/off at the beginning/end of each day</li> </ul> <p>For more information: <a href="#">School Operations Guide - Term 1 2022</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 that do not have their own.</b></p> <p><b>Students in Year 3-6 will also wear masks when inside and recommended for students in P-Year 2.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff may remove face masks when teaching if needed to aid effective communication.</li> <li>• The wearing of face coverings is monitored.</li> <li>• As directed and mandated by the CHO, Year 3-6 students, even if vaccinated, will be required to wear masks when inside and onsite, unless a lawful exemption applies and must be in writing. Parents must provide written approval for their child not to wear a face mask. A doctor's certificate is not required.</li> <li>• Masks are strongly recommended for students in Year P-2.</li> <li>• Face masks are not mandatory for students in Years 3-6 and primary school staff when outside at school camps or excursions.</li> <li>• All visitors aged 8 years and over are to wear a face mask in all indoor spaces when attending the premises, unless a lawful exemption applies. The school will supply disposable masks for staff and students as required.</li> <li>• For more information: <a href="#">COVID-19 face mask guidance</a>.. And <a href="#">School Operations Guide - Term 1 2022</a>.</li> </ul>
<p><b>Staff Vaccinations – mandatory for staff working in schools</b></p>	<ul style="list-style-type: none"> <li>• 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. School staff are also required to have boosters by February 25 2022.</li> <li>• A register is kept to record the vaccination status of staff, CRTs, volunteers and contractors and details entered onto her.</li> <li>• More information: <a href="#">Coronavirus Vaccination Requirements</a></li> </ul>
<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 and other infection control precautions and not coming to work if they are unwell.</li> <li>• Where a student or staff member is identified as a positive case, education contact tracing is no longer a requirement.</li> <li>• The revised process is set out in the 'Management of Confirmed Cases and Household Contacts at School' section of the <a href="#">School Operations Guide - Term 1 2022</a>.</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.</li> <li>• Progressive cleaning of high-touch surfaces throughout the school day is no longer required.</li> <li>• More information: <a href="#">School Operations Guide - Term 1 2022</a></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<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"> <li>• Staff supervising students regularly clean high touch surfaces e.g. computer keyboards, tables, chairs etc with disinfectant wipes</li> <li>• The school has provided disinfectant wipes for staff use throughout the day to clean any high touch surfaces.</li> <li>• Progressive cleaning of high-touch surfaces throughout the school day is no longer required.</li> <li>• More information: <a href="#">School Operations Guide - Term 1 2022</a></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>• For more information: <a href="#">Infectious Cleaning Guidelines and CECV Enhanced Infectious Cleaning Guidelines</a></li> </ul>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</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>• For more information: <a href="#">School Operations Guide - Term 1 2022</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>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"> <li>• <b>School staff</b> must be fully vaccinated against COVID-19 or have a valid medical exemption. A third dose of a COVID-19 vaccine is required by 25 February 2022 if eligible, or within 3 months and 2 weeks of receiving a second dose to continue working in education settings. For more information, see 'Required vaccinations for school staff' in the School Operations Guide.</li> <li>• <b>Other workers</b> performing work on school sites (both inside and outdoors) must be fully vaccinated against COVID-19 or have a valid medical exemption. <b>Other workers</b> must also be advised to adhere to the COVIDSafe requirements set out in <a href="#">School Operations Guide</a>.</li> <li>• Under the COVID-19 Mandatory Vaccination (Specified Facilities) Directions, the school will collect, record and hold vaccination information about the worker. For the purposes of MACS schools, this means <b>employees</b> and <b>other workers</b>, although the information we collect, record and hold is different for those two categories.</li> <li>• Processes are already in place to record the vaccination status of <b>employees</b> in Personnel Record System (PRS) or eHR/My HR. Schools will have to implement a new process for recording vaccination status for <b>other workers</b> attending the site, such as contractors, volunteers and certain visitors.</li> <li>• Examples of <b>other workers</b> in an education context include: persons contracted to work at an educational facility, whether or not engaged by the education operator (i.e. casual relief teachers, IT personnel,</li> </ul>

NDIS providers, auditors, breakfast club suppliers); staff of diocesan education offices who attend an educational facility (e.g. allied health personnel); staff of any other entity who attend an educational facility; and volunteers who attend an educational facility and work in close proximity to children, students or staff (including parent helpers)

- **Employees who are unvaccinated or have an unknown vaccination status are not allowed to attend onsite.**

#### **Verification of vaccination status (visual verification only)**

All visitors attending our school, including for drop-off and pick-up, must adhere to physical distancing, density limit and face mask requirements, and practise respiratory etiquette and good hand hygiene.

In addition, visitors who enter school buildings must be fully vaccinated against COVID-19 or have a valid medical exemption, with the following limited exceptions:

- when attending to administer medical treatment to their own child when the treatment cannot be administered by the school
- when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer
- when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar.

Visitors attending any event or activity inside a school building including, but not limited to, tours, graduations, kindergarten transitions and whole-school events are required to show evidence of vaccination.

Meetings and other discussions (such as Student Support Group meetings) with visitors who do not meet vaccination requirements will be held virtually.

Visitors attending school sites for drop-off and pick-up who do not enter school buildings do not need to comply with vaccination requirements.

Any visitor who needs to access OSHC and/or Playgroup is required to access the service via the school hall foyer and is required to check in for collection and pick up, and is required to show their vaccination status through the QR Code system.

**School students are not required to show proof of vaccination to attend school.**

#### **Sighting vaccination status**

When visually verifying the vaccination status of a visitor or contractor, no information is required to be recorded or retained. Visitors who enter school buildings must be fully vaccinated or have a valid medical exception as recorded on their Australian Immunization Record.

#### **Service Victoria QR codes**

- 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 **are required** to be used by:
  - 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, including school events
- QR code check ins **are not required** to be used by:
  - Staff
  - Students
  - Parents of eligible students who come onto school grounds for drop off or pick up and do not enter the school buildings.

For more information: [School Operations Guide - Term 1 2022](#)

<p><b>Establish a system for managing visitors and events</b></p>	<ul style="list-style-type: none"> <li>• <b>Refer previous, ‘Verification of vaccination status’ (visual verification only) in the Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require workers to work when unwell’ section. School students are not required to show proof of vaccination to attend school.</b></li> <li>• <i>Visitors attending any event or activity inside a school building including, but not limited to tours, graduations, kindergarten transition, whole of school events must be fully vaccinated and are required to show evidence of vaccination.</i></li> </ul> <p><i>Meetings and other discussions (such as Student Support Group meetings) with visitors who do not meet vaccination requirements should be held virtually.</i></p> <p><i>Visitors attending school sites for drop off and pick up who do not enter school buildings do not need to comply with vaccination requirements.</i></p> <ul style="list-style-type: none"> <li>• <i>The density limit of 1 person per 4 square metres should be applied to any indoor space and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.</i></li> <li>• <i>The density limit for outdoor events is 1 person per 2 square metres, with a maximum of 500 people.</i></li> <li>• <i>Staff meetings and professional learning activities where feasible, will be held remotely. If held onsite face-to-face, density limits, mask requirements etc., will be followed.</i></li> <li>• <i>Weather permitting, school assemblies will be held outside on the amphitheatre.</i></li> <li>• <i>Schools are permitted to allow school facilities to be used by community groups e.g. Playgroup during school hours. Mixing between the playgroup and school students and staff will not occur or be minimised.</i></li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• <b>there is no more than one worker per four square meters of enclosed workspace</b></li> <li>• <b>workers are spaced at least 1.5m apart</b></li> <li>• <b>there is no more than one member of the public per four square meters of publicly available space.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff &amp; visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. Signs are in place at school entries.</i></li> <li>• <i>Only two people to be in the office foyer at any one time.</i></li> <li>• <i>Density limits do not apply in classroom and other spaces for the purposes of student use.</i></li> <li>• <i>For more information: <a href="#">School Operations Guide - Term 1 2022</a> and <a href="#">Health and safety advice for all Victorian schools</a>.</i></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>• <i>Not required as staff members arrive/exit onsite at various times.</i></li> <li>• <i>Multiple entry and exits points minimise adults gathering.</i></li> <li>• <i>For more information: <a href="#">School Operations Guide - Term 1 2022</a></i></li> </ul>

<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during breaks).</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Other physical distancing guidelines: <ul style="list-style-type: none"> <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>- Eat lunch outside rather than indoors if possible.</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> </li> <li>• All staff are trained in the ‘School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19) eLearn module.</li> <li>• For more information: <a href="#">Guidance on hygiene and physical distancing</a></li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• Few deliveries arriving at school – they are all contactless.</li> <li>• Hand sanitiser is available throughout the school for staff use after handling deliveries.</li> <li>• Delivery drivers are to wear masks if inside the school buildings.</li> </ul>
<p><b>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 ‘<a href="#">four square metre</a>’ rule.</b></p>	<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>• For more information: <a href="#">School Operations Guide - Term 1 2022</a></li> </ul>

Guidance	Action to ensure effective record keeping
Record keeping	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Each week, a copy of both registers is filed in our ‘COVIDSafe’ folder which is in the Principal’s office.</li> <li>• Employees and students are not required to QR code</li> <li>• Student attendance is recorded through Nforma.</li> </ul> <p>Upon arrival at the school/office, all visitors, contractors, staff and students are being monitored and asked to confirm that they have not:</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>– returned from overseas in the last 7 days (there are additional requirements in place for students and families who arrive from overseas - both returning local students and international students - refer to <a href="#">Victorian Border Crossing Order 2022 (No. 3)</a> for current requirements.</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> <ul style="list-style-type: none"> <li>• For more information: <a href="#">School Operations Guide - Term 1 2022</a></li> </ul>



<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• COVID related reporting was communicated to staff via our beginning of the year staff meeting.</li> <li>• All staff have a copy of the latest School Operations Guide.</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 2022</a></li> </ul>
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Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<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"> <li>• The school has considered ways to manage the absenteeism of staff due to illness, quarantine or self-isolation.</li> <li>• The school will follow the latest Operations Guide from : <a href="#">School Operations Guide - Term 1 2022</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>Prepare to assist DH with contact tracing and providing staff and visitor records to support contact tracing.</p>	<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>• Education contact tracing is no longer a requirement, and a daily notification (where applicable) will be provided to the affected cohort (whole school) where a staff member/s or student/s have returned a positive COVID-19 test result and have attended school.</li> <li>• For more information: : <a href="#">School Operations Guide - Term 1 2022</a></li> </ul>
<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"> <li>• If confirmed or suspected case of COVID-19 at the school, deep cleaning will take place, in accordance with DHHS guidelines.</li> <li>• The school will follow directions provided by DHHS regarding partial or full school closure.</li> <li>• The school will follow the latest Operations Guide from CECV : <a href="#">School Operations Guide - Term 1 2022</a> For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> </ul>

<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<p><i>If a staff member or student is suspected of having COVID-19:</i></p> <ul style="list-style-type: none"> <li>- <i>isolate the person immediately</i></li> <li>- <i>notify the school/office leadership team</i></li> <li>- <i>complete an incident report form</i></li> <li>- <i>make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received</i></li> <li>- <i>continue with enhanced cleaning regime until the outcome of the case is known</i></li> <li>- <i>if the case is positive, facilitate a 'routine' clean of the facilities as per the <a href="#">Infectious Cleaning Guidelines</a></i></li> <li>- <i>notify anyone potentially at risk to self-isolate and to also be tested.</i></li> </ul> <p><i>If a student or staff member tests positive to COVID19, either through RA test or PCR test:</i></p> <ul style="list-style-type: none"> <li>- <i>they must isolate at home or in private accommodation for 7 days (inclusive of weekends) and do not attend school during this period</i></li> <li>- <i>They must inform the school that they have tested positive to COVID-19</i></li> <li>- <i>A negative test is not required to return to school following completion of 7 days of isolation.</i></li> <li>- <i>The school must report positive student cases via the <a href="#">VicEd COVID Tool</a>.</i></li> <li>- <i>Staff members must report a positive test result and submit a leave request.</i></li> <li>- <i>The school should notify school community that there has been a case at the school using the communication templates available.</i></li> </ul> <p><i>If a student or staff member is a household contact or house-like contact, they must:</i></p> <ul style="list-style-type: none"> <li>- <i>Notify the school that they are a household or household-like contact follow the Checklist for COVID contacts.</i></li> <li>- <i>Students must quarantine for 7 days (inclusive of weekends) and must not attend school during this period.</i></li> <li>- <i>Staff members must quarantine for 7 days (inclusive of weekends) and must not attend school during this period unless a critical work exemption has been agreed (see Page 8 of the <a href="#">School Operations Guide</a>, Exemptions for staff who are household contacts).</i></li> </ul> <p><i>If a student or staff member has been in contact with a case of COVID-19, including at school or at work, they must:</i></p> <ul style="list-style-type: none"> <li>- <i>If asymptomatic, students and staff should continue to attend school and monitor for symptoms.</i></li> <li>- <i>If symptomatic, all students/staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit unavailable.</i></li> <li>- <i>On receipt of a negative test result, and if well enough, the student/staff member can return to school.</i></li> <li>- <i>If staff/students are too unwell to attend school, usual leave/absence policies apply. Follow the <a href="#">Checklist for COVID contacts</a>.</i></li> <li>- <i>The school is not required to seek rapid antigen test results from the students or staff unless a positive test is returned.</i></li> </ul> <p><i>For more information:</i></p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a>.</li> <li>- <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> </ul>
<p><b>Prepare to notify workers and site visitors of a confirmed or suspected case.</b></p>	<p>The school will follow the <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</p>



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

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

Name: Veronica Antrim (Principal)

Date updated: 7 February, 2022