

COVID Safe plan



St Mary MacKillop Primary School Keilor Downs

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	St Mary MacKillop Primary School
Site location:	152 Odessa Avenue Keilor Downs Victoria 3038
Contact person:	Mr Anthony McCluskey Principal
Contact person phone:	03 9367 6199
Date prepared:	10 th August 2020
Date Amended:	29 April 2021 – Version 1.16

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">– Maintenance Staff to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied.– Each building (Main, John Paul II, Mary of the Cross, Fitzroy & Penola) have hand automatic sanitiser stations at each entrance, in classrooms and disinfectant wipes are available in classrooms & other occupied rooms.– Maintenance Team check Supply of sanitiser and wipes at the start and end of each day.– Maintenance Team to ensure an ample supply of >60% Alcohol based hand sanitiser is supplied.– Daily cleaning arrangements include performing a thorough clean of all occupied building surfaces daily using a hospital grade disinfectant. Refer to Deputy Principal's daily cleaning record.– Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.– Bin liners are replaced daily or as required.– Information has been provided to staff on washing hands or using hand sanitizer before and after moving between rooms or buildings and after touching any doors. Refer: COVID SAFE RETURN TO SCHOOL 2021– Signage on 'how to correctly wash/sanitise hands' is visible– For more information: CECV Infectious cleaning guidelines

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - Staff are encouraged to open windows & doors to promote airflow wherever possible. - Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. (Every term under contract) - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<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"> - Staff have been directed on the use of face mask requirements for the workplace including wearing a mask to and from the school (except when alone in car) and wearing a mask when on yard duty and moving around the school - Staff allowed to remove their mask when teaching or speaking to a hearing impaired person. - Monitor use and maintain a record of lawful exceptions - For more information: COVID-19 face mask guidance & Guidance for the use of personal protective equipment in education
<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>	<p>All staff have been instructed on infection control precautions:</p> <ul style="list-style-type: none"> - <i>Avoid people with fevers, sweats, chills or flu-like symptoms.</i> - Use hand sanitiser between classes and after contact with commonly touched surfaces. Refer: COVID SAFE RETURN TO SCHOOL 2021 - Maintain good cough etiquette. - Do not touch, kiss, or hug others. - Use disinfectant wipes to clean notebook & desk between different users and at the end of the day. - Wear a mask outside home, except when teaching or driving. - If a staff member has been advised by DHHS that they are considered a 'close contact' with someone with a confirmed case of COVID-19, they MUST: - Notify the School Office, self-isolate & arrange to be tested. The staff member cannot return to school until test results obtained. - Signage: Social distancing in areas where it is required, hand hygiene, how to wear a cloth mask, and a disposable mask
<p>Replace high-touch communal items with alternatives.</p>	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> - Maintenance and Cleaning Staff clean all commonly touched or shared equipment (indoors and outdoors) a number of times daily. - Items that cannot be immersed in water: e.g. electrical equipment are cleaned with a 60% or greater alcohol wipe or hand sanitiser and air dried. - When cleaning items that can be immersed staff are required to clean in water wearing appropriate PPE ie heavy-duty gloves. Thoroughly scrub with hot water and soap or detergent. Then rinse in hot water (not <70°C). - a cleaning register of high touch surfaces, records what and when surfaces should be cleaned - <i>NB: Students advised to bring their own water bottle for use at school as students should not drink directly from drinking fountains at this time. Specific Taps replaced that are designed only to refill water bottles now in use.</i> - For more information: CECV Infectious cleaning guidelines

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Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> – Staff have been informed of the enhanced cleaning arrangements and cleaning products via Principal's daily communications to staff via email and Google Meets weekly. – Staff are encouraged to regularly wipe down commonly touched surfaces (<i>antibacterial wipes are on the lunch tables</i>) (with disinfectant wipes between classes. (we should have signage for this) – Daily cleaning arrangements include performing a thorough clean of all occupied building surfaces daily using a hospital grade disinfectant. For more information: CECV Infectious cleaning guidelines (we should display these)
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Daily cleaning arrangements include performing a thorough clean of all occupied building surfaces daily using a hospital grade disinfectant. – Staff are directed to carefully place all waste & disposable PPE in bins for cleaning staff to collect. – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> – All staff that can work at home have been directed to work from home – Negotiations with staff have enabled some non-teaching & administrative activities to be performed at home instead of the workplace. – Arrangements have been put in place to ensure that staff are not required to work from the Campus or Office. – Rosters that minimise staff attendance have been implemented to cater for "permitted worker" children to be supervised at school (except where it is essential.) – Ratio of 1 supervising teacher to 15 students and 1 LSO, Principal, 1 School Leader and 1 x Admin Staff onsite at any one time. – Staff who require access to site must first seek approval from Principal or Deputy Principal – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> – Staff will be asked to declare if they are working across multiple sites. – Alternative arrangement will be negotiated with staff to ensure that they do not continue to work at more than one site for the Diocese.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> – Parents (Permitted Workers) Visitors & contractors, unless emergency work is to be carried out, are not allowed to enter the school premises. Access to the school is only via Gate 5. The school has an intercom/video system at Gate 5 that screens all potential entrants. – Upon arrival at the school, staff, students, are temperature tested and are reminded to 'stay home if you are unwell' or "return home if their temperature is too high". They will be also asked to confirm if they or anyone at home has the following symptoms: – Fever or flu-like symptoms, such as coughing, sore throat and fatigue?

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> – Shortness of breath? – Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days? – Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19? – <i>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person will be encouraged to self-isolate until they can be tested & receive the results.</i> – <i>Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good personal hygiene via the Principal's COVID 19 weekly updates.</i> – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021) – Visitors & Employees declaration here
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> – The Staff and Multi-Purpose Rooms in each building have been inspected, rearranged and seating arrangements staggered to promote physical distancing in line with one person for every 4m² metres. – <i>Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times.</i> – Signage: Social Distancing displayed. – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021) Health and safety advice for schools reference
<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"> – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> – Workstations, classrooms, office and reception areas have been reviewed and wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission. – Shields, barriers and signage are part of the control measures. – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> – Arrival and departure times for staff and students will be staggered using all entry/exit points to minimise the risk of transmission (on return to school) – Students will be encouraged to maintain physical distancing arrangements from adults on site. – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> – Remain at least 1.5 metres from other individuals wherever possible which is one person per 4 square metre rule. – Organise to only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Avoid large gatherings indoors. – Hold essential meetings online via Google Meets.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - Always use good hand and cough/sneeze hygiene. - Eat lunch outside rather than indoors if possible. - Do not share food or drinks in the workplace - Provision for single use tea bags, coffee sachets and sugar sachets - Have staggered recess periods to limit numbers and the risk of person to person transmission. - Follow the hygiene and cleaning protocols detailed in this Plan. - For more information: https://www.dhhs.vic.gov.au/staying-safe-covid-19 - DHHS Hygiene & Physical Distancing Guide - https://www.dhhs.vic.gov.au/staying-safe-covid-19
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> - Contact delivery protocol' (ie delivery drivers leave product a Gate 5, communicate via Gate 5 Intercom if appropriate.) - Visitors, contractors and delivery drivers are being advised to follow sign in, physical distancing, hygiene and cleaning protocols detailed in this Plan. - Designated delivery areas are being clearly signposted at entry points to minimise contact. - <i>Staff & visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times.</i> - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - Rosters will be reviewed to maximise temporal & physical distancing between staff and students. - Reduce mixing amongst different year levels. Considered staggered lunch breaks and zoning of outdoor areas (on return to school) - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<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"> - Approved DHHS signage for Schools & Offices is placed in clear and visible locations to promote physical distancing and good hygiene practices. - Parents are not permitted to enter the Campuses during drop off/pick up times. - Refer: COVID SAFE RETURN TO SCHOOL 2021 - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> - Ensure the <u>Visitors Register</u> is used - At the beginning of work each day, administration staff check that visitor, contractor, staff & student sign in records are updated for contact tracing purposes. NB: only staff and 'permitted worker' students are allowed on site. - Parents (Permitted Workers) Visitors & contractors, unless emergency work is to be carried out, are not allowed to enter the school premises. Access to the school is only via Gate 5. The school has an intercom/video system at Gate 5 that screens all potential entrants. - Upon arrival at the School/Office all emergency visitors or contractors, will be asked to confirm that they do not have: <ul style="list-style-type: none"> - A fever or flu-like symptoms, such as coughing, sore throat and fatigue? - shortness of breath? - been in close contact with someone returned from overseas or a COVID-19 hotspot, in the last 14 days? - been in close contact with someone with a confirmed case of COVID-19? - Are not currently required to be in isolation

Guidance	Action to ensure effective record keeping
	<ul style="list-style-type: none"> – The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014 – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> – COVID related reporting is communicated to staff via Principal's weekly COVID Update email and a weekly 'Google Meet' staff meeting. – If any incidents occur Staff are advised to notify the Principal or Deputy Principal remotely and complete an incident report form online. https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form – Seek medical advice and testing immediately. – <i>If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.</i> – <i>Staff must not return to work until medically cleared to do so.</i>

Guidance	Action to prepare for your response
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"> – Coronavirus reactive closure: steps for principals – Coronavirus: School Closure – Reactive Communications Pack – <i>The school has considered:</i> – <i>preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results.</i> – <i>key dependencies.</i> – <i>delivery of essential services</i> – <i>communications during a critical incident.</i>
<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. – For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> – If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines. – School will follow direction provided by DHHS regarding partial or full school closure – For more information: CECV Infectious cleaning guidelines

Guidance	Action to prepare for your response
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> - An area has been set up where it is possible to isolate when someone is suspected of having COVID-19 or has symptoms. (sick bay) - <i>If a staff member or student is suspected of having COVID-19 symptoms:</i> - isolate the person immediately - notify the School Principal - 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 - Facilitate a 'Deep' clean of the facilities - Notify anyone potentially at risk to self-isolate & to also be tested. - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021) - Coronavirus reactive closure: steps for principals - Coronavirus: School Closure – Reactive Communications Pack
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - Follow the Coronavirus: School Closure – Reactive Communications Pack and Coronavirus reactive closure: steps for principals - For all suspected COVID-19 cases the Principal will inform all staff not in close contact to be vigilant about the onset of symptoms.
<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"> - School Principal or delegate is aware of the requirement - If a Staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completion of the online form.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> - In accordance with advice from the DHHS - DHHS and WorkSafe must be notified that the workplace is reopening. - For more information: School Operations Guide 2021 (Term 2 updated 29/04/2021)

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



Signed

Name: **Mr Anthony McCluskey**
Principal

Date 29 April 2021

Version 1.4 – amended guidance on the celebration of liturgies in schools 5/10/2020

Version 1.5 – amended Staff attendance on site 28/10/2020

Version 1.6 – amended school camps, Kindergarten to primary transition, school sport, graduation ceremonies as at 29/10/2020 (summary attached)

Version 1.7 – amended new information on Year 7 transitions (p 25).

Version 1.8 – amended permit scheme, school sport, school excursions & camps, and close contacts

Version 1.9 – amended use woodwind instruments & singing permitted indoors in groups of no more than 5

Version 1.10 - Metropolitan Melbourne and regional Victoria are both at the 'Last Step' of the Victorian roadmap

Version 1.11 - Face masks are no longer required in school settings

Version 1.12 – Return to School 2021 Guidelines ([SMMPs Covid Safe Return to School!](#))

Version 1.13 - includes the guidance that all students aged 12 and over must wear a fitted face mask indoors when at school, unless they are attending a primary school

Version 1.14 - Requirements for the use of masks are outlined below. Visitors and parents must also observe this Guidance

Version 1.15 - School open day advice and requirements & COVIDSafe routine cleaning arrangements continuing

Version 1.16 - **Collection of student contact details on excursions for contact-tracing**