

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 August 2020
Date Amended:	26 October 2021 – Version 1.20

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, Providence, Alma Cottage, Library, School Hall & Penola) have hand automatic sanitiser stations at or around 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 with a high focus on high-touch surfaces 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

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<p>Where possible, enhance airflow by opening windows, adjusting air conditioning and installing air purification devices.</p>	<ul style="list-style-type: none"> - Air purifiers are advised to be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms. - Turn on mechanical ventilation, where available and practicable, is to run systems during school hours including when rooms are unoccupied, and if possible ideally 2 hours before and after the use of a space. Where available, timers can be used to manage operation. - Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible. - Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature should be disabled. - Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE. - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - Staff are being encouraged to open windows and doors to promote airflow where possible. - Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. - Air conditioning systems have been set to use fresh air. - Not all mechanical systems can operate using outside air (for example, most split systems). Air conditioners that are unable to bring in outside air should not be considered as providing mechanical ventilation. - Air conditioners may be used to provide thermal comfort, however if they cannot use outside air, then they need to be used with other ventilation strategies. - Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather. - Exhaust fans are to be used as much as possible. - Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements. - Schools are encouraged to avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. Rotate the use of spaces that can be well ventilated if required. - Using more than one ventilation method creates greater opportunity to create a comfortable learning environment and maximising ventilation. <p>For more information: School Operations Guide.</p>
<p>Staff and student vaccinations as part of the COVID-19 vaccination roll-out, all school staff and all students aged 12 and over are now eligible to receive a coronavirus (COVID-19) vaccine</p>	<ul style="list-style-type: none"> - Required vaccinations for school staff The Victorian Chief Health Officer has determined that COVID-19 vaccination will be mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs) and pre-service teachers. - All staff who work in schools will be required to have a first dose of a COVID-19 vaccine by 18 October 2021 or be able to produce evidence of a vaccination booking within that week. - All staff are required to be fully vaccinated by 29 November 2021 unless a medical exemption applies. They will be required to show evidence of their vaccination status. - Getting vaccinated is the best way to protect yourself, your colleagues and students and keep the whole school community safe. Getting vaccinated will help slow the spread of COVID-19 and prevent future outbreaks in our schools. - Further details in relation to processes for checking vaccination status,

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	<p>and in relation to other adults attending onsite will be provided soon. Vaccination is not mandatory for students, however in alignment with health advice, vaccinations are strongly encouraged as the best way to protect individuals, families and school communities from further outbreaks and the spread of COVID-19.</p> <ul style="list-style-type: none"> - Community vaccination pop-up clinics To support the uptake of vaccinations, 70 school-based vaccination pop up clinics are being established in areas that need them most and where barriers to vaccination may exist. The pop-up clinics are providing access to COVID-19 vaccines in targeted areas for all eligible students, their families, staff and the local community. Approximately 70 school sites will be used across a range of Local Government Areas.
<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 <p>For all school settings, the Victorian Chief Health Officer:</p> <ul style="list-style-type: none"> - Directs school staff and secondary school students to wear a face mask indoors and outdoors at school, including Outside School Hours Care (OSHC) programs, unless a lawful exception applies. - Directs primary school students in Year 3 and above to wear a face mask indoors at school, including Outside School Hours Care (OSHC) programs, unless a lawful exception applies. Face masks can be removed while outdoors at school. - For composite classes that include students in and above Grade 3 and below Grade 3, those below Grade 3 are strongly encouraged to wear masks. - Directs school staff and students aged 12 or older must always wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. - Directs school staff to wear a face mask while teaching wherever practicable, except where removal of a face mask is necessary for effective communication. - Strongly recommends students in Prep to Grade 2 to wear a face mask indoors at school or OSHC program. - Strongly recommends school students aged under 12 to wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. <p>Outside of lawful exemptions, schools must treat any deliberate and persistent non-compliance with the face masks direction as a serious matter. Usual school procedures for dealing with non-compliance of staff with school rules should be followed.</p> <p>Additional advice and support are available from Community Liaison Officers and Senior Education Improvement Leaders.</p> <p>A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements. Schools will be provided with a supply of face masks that meet the above requirements to provide to students and staff should they be needed.</p> <ul style="list-style-type: none"> - For more information: COVID-19 face mask guidance & Guidance for the use of personal protective equipment in education - DHHS guidance on face masks

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>	<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. <p>Signage: Social distancing in areas where it is required, hand hygiene, how to wear a cloth mask, and a disposable mask</p> <p>The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <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>	<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> <p>- For more information: CECV Infectious cleaning guidelines</p>
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>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <ul style="list-style-type: none"> - Staff have been informed of the enhanced cleaning arrangements and cleaning products via Principal's communication 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) <p>Deep Cleaning</p> <p>Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p> <p>To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> ○ keep desks neat and tidy ○ file important documents before leaving each day ○ take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks) ○ do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery) ○ store away shared and loose items (such as toys, musical instruments, and sporting equipment) ○ keep personal cutlery in a sealed container, not left out on a workstation. <p>For more information:</p> <ul style="list-style-type: none"> - Infectious Cleaning Guidelines - Enhanced School Cleaning Guidelines.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - Daily cleaning arrangements include performing a thorough clean of all occupied building surfaces during the day and at the end of each day and/or increased frequencies 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
Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Physical distancing and limiting workplace attendance</p>	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Directions on mandatory COVID-19 vaccination now apply to authorised workers, residential aged care workers, construction workers, workers in health care settings, school and early childhood staff. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs) and pre-service teachers, as well as students undertaking Structured Workplace Learning and work experience</p> <p>All staff who work in schools will be required to have a first dose of a COVID-19 vaccine by 18 October 2021 or be able to produce evidence of a vaccination booking within that week.</p> <p>All staff are required to be fully vaccinated by 29 November 2021 unless a medical exemption applies. They will be required to show evidence of their vaccination status.</p> <p>Essential staff are able to travel between metropolitan Melbourne and regional Victoria, testing requirements apply – there is no longer any need for an Authorised Worker permit.</p> <p>Staff do not need to isolate following their test and can attend work while waiting for their test result.</p> <p>Visitors to school grounds should be limited to essential school services and operations.</p> <p>Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell'. They will be asked to confirm if they or anyone at home have:</p> <ul style="list-style-type: none"> - experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue - experienced shortness of breath - been in close contact with someone who has returned from overseas in the last 14 days - been in close contact with someone with a confirmed case of COVID-19. <p>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 encouraged to self-isolate until they can be tested and receive the result.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene. <p>Return to school information</p> <p>Please refer to appendix 1 for staged return to school information.</p> <ul style="list-style-type: none"> - For more information: School Operations Guide: https://www.education.vic.gov.au/school/Pages/coronavirus_swf.aspx - Visitors & Employees declaration here
<p>Establish a system for managing visitors and large events.</p>	<p>Visitors 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.</p> <p>QR codes and record keeping 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. QR code check ins are required to be used by:</p> <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 <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> - staff - students - parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings. <p>Schools are reminded that 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 Further information is available at: https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</p> <p><i>Consideration should be given to the management of visitors and large events when utilising shared facilities such as:</i></p> <ul style="list-style-type: none"> - <i>Outdoor and indoor pools</i> - <i>Playgrounds</i> - <i>Sporting activities</i> - <i>Camps and excursions</i> - <i>Drinking facilities</i> - <i>Professional development, etc.</i> <p>Further information is available at: https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</p>
<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 & Common Rooms in each building have been inspected, rearranged and seating arrangements staggered to promote physical distancing in line with one person for every 4m square 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.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. - For more information: School Operations Guide 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
<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
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> - Students will be encouraged to maintain physical distancing arrangements from adults on site. - Stagger drop off and pick up times (noting operations of school hours should be not disrupted). - Use of multiple entry and exit points to prevent concentrations of students and minimise parents onsite. - For more information: School Operations Guide
<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. - 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 - Follow the hygiene and cleaning protocols detailed in this Plan. - Staff rooms should be closed except for access to tea/coffee/food making facilities. (please use the Multi Purpose Room) - 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 - All staff on site are trained in the 'School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)' eLearn module
<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

Guidance	Action to mitigate the introduction and spread of COVID-19
<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. - For more information: School Operations Guide
<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. - Refer: COVID SAFE RETURN TO SCHOOL 2021 - For more information: School Operations Guide
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 Visitors QR Code is used - 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 - The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014 <p>For more information: School Operations Guide</p>
<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 <p><i>The school has considered:</i></p> <ul style="list-style-type: none"> - <i>preparing</i> for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results. - key dependencies. - delivery of essential services - <i>communications during a critical incident.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>To better support schools to manage COVID-19 cases, the CECV has been working with the Department of Education and Training (DET) and the Department of Health (DH) to revise and streamline how COVID-19 cases will be managed in schools.</p> <p>Please contact your diocesan education office for the protocols that apply in your diocese.</p>
<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
<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
<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. <p>To monitor close contacts, schools will now be advised if a student is identified by the DHHS as a close contact of a person with COVID-19. The school will:</p> <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. – For more information: School Operations Guide – 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.

Guidance	Action to mitigate the introduction and spread of COVID-19
Confirm that your workplace can safely re-open and workers can return to work.	<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

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



Signed

Name: **Mr Anthony McCluskey**
Principal

Date 26 October 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

Version 1.17 – Covid safe Plan amended as per MACS update 28/4/2021

Version 1.18 – MACS School Operation Guide amended - role of schools in authorised worker permit compliance, collecting items from school premises, and staff and student vaccinations.03/09/2021

Version 1.19 – Covid Safe Plan amended 2 October – Mandatory Vaccinations for staff and increased ventilation.

Version 1.20 – Covid Safe Plan amended 26 October – PPE requirements for grade 3 and above, further information regarding mandatory vaccinations for staff, further information regarding increased ventilation, and updated staged returned to onsite learning for schools and summary of key operational requirements.

Staged return to onsite learning for schools

Metropolitan Melbourne

		From Monday 18 October	From Tuesday 22 October	80% fully vaccinated Indicative date: Monday 1 November
Metropolitan Schools	Prep	Monday – Wednesday	Monday - Wednesday	✓
	Year 1-2	Thursday – Friday	Thursday – Friday	✓
	Year 3-4	Online Learning	Tuesday – Wednesday	✓
	Year 5-6	Online Learning	Thursday – Friday (Extra day 22 October)	✓
	Year 7	Online Learning	✓ (Extra day 22 October)	✓
	Year 8-9	Online Learning	Tuesday – Wednesday	✓
	Year 10	Online Learning	Thursday – Friday (Extra day 22 October)	✓
	Year 11	Online Learning	✓ (Extra day 22 October)	✓
	Year 12 (VCE Units 3/4 and final year VCAL and IB)	✓	✓	✓

Key: ✓ return to onsite five days

Vulnerable children and children of people on the authorised provider and authorised worker list can continue attending onsite.

Ungraded students with disability in specialist and mainstream schools return to onsite learning with their year level equivalent cohort.

Key actions for schools	Phase C
Face masks (see Face Masks in Schools) Recommended for students in Prep to Year 2.	<p style="text-align: center;">YES</p> <p style="text-align: center;">(Refer to page 21 for details regarding different year levels)</p>
Working across multiple sites	<p style="text-align: center;">YES</p> <p style="text-align: center;">However, it is recommended to minimise wherever possible</p>
Minimise cohort mixing: Stagger breaks and arrival and departure times	<p style="text-align: center;">Recommended</p> <p style="text-align: center;">There are no prescribed requirements, however schools must take step to minimise wherever possible.</p>
COVIDSafe routine cleaning	<p style="text-align: center;">YES</p> <p style="text-align: center;">Deep cleaning not required</p>
Community use of school facilities	<p style="text-align: center;">YES</p> <p style="text-align: center;">Refer to page 8 for additional requirements</p>
Visitors to schools	<p style="text-align: center;">YES</p> <p style="text-align: center;">Yes, consistent with vaccination requirements and other health and safety controls.</p>
Student placements for all years	<p style="text-align: center;">YES</p>
Learning Diversity (health, wellbeing, inclusion) visits	<p style="text-align: center;">YES</p>
School tours	<p style="text-align: center;">YES</p>

School tours must align with public gathering limits and density requirements.

Excursions

YES

Swimming and all other pool use

YES

Incursions

YES

Yes, consistent with vaccination requirements and other health and safety controls.

School photos

YES

Yes, consistent with vaccination requirements and other health and safety controls.

Camps and overnight stays

YES

Assemblies, liturgies and other events exclusive to staff and students from single school only

YES

Outdoors where possible, must align with public gathering limits, density and vaccination requirements see page 9

Kinder transition program

YES

Statewide transition day

YES

All interschool activities (such as debating)

YES

Singing, brass and woodwind classes and groups

YES

Following recommended health advice

Professional development and staff meetings (face to face)

YES

Should be conducted online where practicable.