

Your COVIDSafe Plan

Business name: ST MARY MACKILLOP PS

Address: 152 ODESSA AVENUE KEILOR DOWNS

Plan completed by: JOE MURPHY

Job title: BURSAR

Date reviewed: 26 April 2022

Next review: As required.

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order:

Name: ANTHONY D'AMICO

Signature:



Job title: DEPUTY PRINCIPAL

Date: 26/4/2022

Document how you will manage a COVID-19 case at your business

Requirements	
<p>Workers must get tested at the first sign of symptoms.</p> <p>If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible.</p> <p>When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.</p>	
Action	
<p>Do your workers know to get tested and isolate at the first sign of symptoms?</p>	<ul style="list-style-type: none">Information and instruction communicated to employees on the process if they are feeling unwell via the School Operations Guide.If a staff member or student is suspected of having COVID-19, they must:<ul style="list-style-type: none">isolate the person immediately.notify the school/office leadership team.complete an incident report form.make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received.continue with enhanced cleaning regime until the outcome of the case is known.

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- if the case is positive, facilitate a 'routine' clean of the facilities as per the [Infectious Cleaning Guidelines](#).
- notify anyone potentially at risk to self-isolate and to also be tested.
- If a student or staff member tests positive to COVID19, either through RA test or PCR test:
- they must isolate at home or in private accommodation for 7 days (inclusive of weekends) and do not attend school during this period
- They must inform the school that they have tested positive to COVID-19
- A negative test is not required to return to school following completion of 7 days of isolation.
- The school must report positive student cases via the notification form on CEVN.
- Staff members must report a positive test result and submit a leave request.
- The school should notify school community that there has been a case at the school using the communication templates available.
- If a student or staff member is a household contact or household-like contact they are no longer required to quarantine. They must:
- Notify the school that they are a household or household-like contact and that they are attending school during the 7-day period.
- Follow the checklist for COVID contacts.
- Undertake rapid antigen testing 5 times within the 7-day period.
- Wear a face mask at school when indoors during the 7-day period if they are aged 8 years or above, unless they have a valid exemption.
- If symptomatic, stay/return home, take a rapid antigen test, or get a PCR test if RA kit is unavailable.
- If a student or staff member has been in contact with a case of COVID-19, including at school or at work, they must:
- If asymptomatic, students and staff should continue to attend school and monitor for symptoms.
- 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.
- On receipt of a negative test result, and if well enough, the student/staff member can return to school.
- If staff/students are too unwell to attend school, usual leave/absence policies apply. Follow the [Checklist for COVID contacts](#).
- The school is not required to seek rapid antigen test results from the students or staff unless a positive test is returned.
- The school must report positive student cases via the process established by the diocesan education office.
- Staff members must report a positive test result and submit a leave request.

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	<ul style="list-style-type: none"> The school should notify school community that there has been a case at the school using the communication templates available.
Who will identify workplace contacts?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i> and Checklist for COVID contacts. Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19. Education contact tracing will no longer be a requirement, and a daily notification (where applicable) will be provided to the affected group/cohort/year level or to the whole school where a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school.
Who will notify workplace contacts and advise on actions to follow?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i>. Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19. Education contact tracing will no longer be a requirement, and a daily notification (where applicable) will be provided to the affected group/cohort/year level or to the whole school where a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school.
Who will notify your health and safety representative?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i>.
Who will document the actions taken?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i>.
Who will notify the Department of Health?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i>.
What will your business do if you or your workers need to isolate?	<ul style="list-style-type: none"> A process has been established to manage the impact of an outbreak and potential closure of the workplace. This is detailed in the Coronavirus: School Closure – Reactive Communications Pack. For all suspected COVID-19 cases, the school will inform all staff not in close contact to be vigilant about the onset of symptoms. Protocols have been established to self-manage the exposure in line with public health guidance. Mandatory deep cleaning and Departmental ‘clearance’ is no longer required.

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	<ul style="list-style-type: none"> The school will on a case-by case basis undertake a routine clean in the event of a positive case in the workplace and utilise the CECV Infectious Cleaning Guidelines developed in conjunction with the Victorian Department of Education and Training and the DH (where necessary), and follow specialist advice from DH, where provided. The cleaning contractor is certified under World Health Organisation protocols to undertake infectious and enhanced cleans. Potential closure and re-opening in the event of an outbreak to occur alongside specialist advice from DH who may be in contact.
Recommendations	
Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.	
Action	
Have you rostered your workers into groups?	<ul style="list-style-type: none"> N/A. Workforce bubbles are not mandatory as per Victorian COVIDSafe Settings.
Is there an overlap of workers during shift changes?	<ul style="list-style-type: none"> School leadership to liaise with employees regarding attendance, and to return to the workplace as required. Staff will be contacted in the event there are changes to operations. Information obtained from the employee regarding test result, date last attended the workplace, case movement and areas of direct contact with the workplace will inform contact tracing and cleaning arrangements. Staff are encouraged to adhere to social distancing in shared spaces (i.e. staff rooms) or minimise time in shared facilities when taking breaks, or eat at their desk/outdoors. No hot desking to occur.

Make sure workers are fully vaccinated if working outside their home

Requirements	
To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.	
If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.	
Action	
Who will check the vaccination status of your workers?	<ul style="list-style-type: none"> School staff 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 March 2022 if eligible.

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	<ul style="list-style-type: none"> Fully vaccinated school staff and any others performing work onsite who aren't yet eligible for a third dose have a third dose deadline of three months and two weeks from when they had their second dose. Under the COVID-19 Mandatory Vaccination (Specified Facilities) Directions, if a worker is, or may be, scheduled to work at a specified facility, the operator must collect, record and hold vaccination information about the worker. For the purposes of our schools, this means employees and others performing work onsite, although the information we collect, record and hold is different for those two categories. Workers who are unvaccinated or have an unknown vaccination status are not allowed to attend on site. For more information see 'Required vaccinations for school staff' in the School Operations Guide.
How will you manage the records of vaccination status?	<ul style="list-style-type: none"> Processes are already in place to record the vaccination status of employees in Personnel Record System (PRS) or eHR/My HR. Schools to implement a new process for recording vaccination status for others performing work onsite attending the site, such as contractors, volunteers and certain visitors.
If your business operates across multiple sites, how will the records be managed — centrally or by location?	<ul style="list-style-type: none"> Evidence of vaccination status is managed centrally though an online system in Personnel Record System (PRS) or eHR/My HR.

Make sure customers check in and are vaccinated if required

Requirements

Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.

Action

Who is responsible for making sure customers have checked in (if required for your business)?	<p>Visitors</p> <ul style="list-style-type: none"> Parents, carers and other adult visitors (not performing work) are no longer required to show evidence of two doses of COVID-19 vaccine. Schools are not required to check the vaccination status of external staff at external venues. Staff working at school camps must comply with the relevant vaccination requirements of the venue. Schools are permitted to allow external providers to use or hire school facilities. When hiring out school facilities, schools are not required to collect, record and hold vaccination information of staff or workers from
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	<p>external community groups who use premises outside the school's normal operating hours.</p> <ul style="list-style-type: none"> • When unsure, providers should be directed to the Victorian government Sector guidance to confirm COVIDSafe requirements. • Schools are reminded that existing sign in and out processes should continue to be used to record visitor attendance, in particular the purpose of visits, for legal and regulatory obligations.
Who is responsible for confirming customers are fully vaccinated?	<ul style="list-style-type: none"> • School office administration • School leadership/principal

Record keeping

Requirements

In addition to records on worker vaccination information and QR Code processes, businesses are required to maintain detailed records of worker attendance, areas of work and contact details.

Consider alternative record keeping methods if you lose power or wi-fi access.

Action

Describe how you will keep records of this information.	<ul style="list-style-type: none"> • All visitors, contractors or other persons entering the school are to sign in at reception. • Internal record keeping is maintained. • Office administration staff are present at reception entrance point and ensure visitors, contractors and other workers sign in upon entry. This will also inform contact tracing and notification of close contacts, where required.
Who will keep records up to date?	<ul style="list-style-type: none"> • School office administration • School leadership/principal

Wear face masks to reduce the risk of COVID-19 transmission

Requirements

Ensure all workers follow the current face mask requirements.

In settings where face masks are required, businesses and venues must display face mask posters at each public entrance.

Action

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Do workers know the face mask requirements for your business?	<ul style="list-style-type: none"> As directed by the Minister of Health, from 11:59pm on 22 April 2022 face masks are not required in any school settings. Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk. This means students in Grades 3 to 6 and staff and visitors to primary schools are no longer required to wear face masks. Household contacts attending school who are over 8 years of age are required to wear face masks indoors unless they have a valid exemption.
Who will make sure workers understand how to wear face masks correctly and when they need to wear them?	<ul style="list-style-type: none"> All staff are being briefed on infection control precautions: <ul style="list-style-type: none"> Avoid people with fevers, sweats, chills or flu-like symptoms. Use hand sanitiser between classes and after contact with commonly touched surfaces. Maintain good cough etiquette. Do not touch, kiss or hug others. Use disinfectant wipes to clean computers and desks between different users and at the end of the day. Where a student or staff member is identified as a positive case, education contact tracing will no longer be a requirement. The revised process is set out in Management of Confirmed Cases and Household Contacts at School section of the School Operations Guide.
If required, who will provide workers with face masks?	<ul style="list-style-type: none"> Limited supplies of disposable face masks are available on site.
Are face mask posters required to be displayed in your business setting?	<ul style="list-style-type: none"> Face mask posters are not required to be displayed in school settings.
Where are face mask posters displayed?	<ul style="list-style-type: none"> N/A

Recommendations

It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required.

Masks should be worn for up to four hours and replaced after this time.

Action

Do your workers understand the risk of airborne transmission?	<ul style="list-style-type: none"> CECV School Operations Guide has been developed and contains information on how COVID-19 can spread through respiratory droplets and key ways to protect workers through good hygiene etiquette.
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	<ul style="list-style-type: none"> • All staff, students and visitors to schools should practise good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students where required. • Schools should provide age-appropriate education and reminders about hand hygiene. If soap and water are not readily available, hand sanitiser that contains at least 60 per cent alcohol should be made accessible. • Ensure the highest hygiene practices amongst food handlers, as per the Department of Education and Training's Safe Food Handling Guidance.
<p>Do you provide training, instruction and guidance on PPE use and disposal?</p>	<ul style="list-style-type: none"> • Staff and adult visitors are being briefed to follow physical distancing rules: • Remain at least 1.5 metres from other individuals wherever possible. • Only have one person in small work areas. • Avoid shaking hands, hugging or touching others. • 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. • Staff should reduce as far as possible the use of common areas such as staff rooms. • Staff should eat and drink outside wherever possible and practicable. • All staff on site are trained in the 'School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)' eLearn module. • For more information: Guidance on hygiene and physical distancing.

Improve indoor air quality

Recommendations

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- Adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.
- 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.

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- 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.
- Keep 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.
- For more information: [School Operations Guide](#).

Action

Can doors and/or windows be opened?	<ul style="list-style-type: none"> • Doors can be propped opened.
Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	<ul style="list-style-type: none"> • Settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units can be adjusted to increase the proportion of outdoor air. •
Do you regularly service your HVAC systems including upgrading filters?	<ul style="list-style-type: none"> • Air conditioning filters are maintained according to maintenance plans, checked and filters cleaned regularly.
Can you use portable filtration units to increase	<ul style="list-style-type: none"> • Air purifiers are advised to be used and prioritised for higher risk areas. These areas include where high levels of mixing of staff and

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<p>the clean air and reduce the concentration of viral particles?</p>	<p>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.</p>
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Practise good hygiene and physical distancing

Requirements	
<p>Businesses should be aware of any rules that limit the number of people on a work premises.</p>	
<p>Soap and hand sanitiser should be available for all workers. Encourage regular handwashing.</p>	
Action	
<p>Are there any limits on the number of customers or workers currently in force for your sector?</p>	<ul style="list-style-type: none"> • Density quotients no longer apply for workers or areas accessed by the general public (i.e. reception areas). Workforce attending school are encouraged to maintain physical distancing, where possible (i.e. work areas, internal meeting rooms, staff rooms). • Protocol in place to ensure delivery drivers entering the premises maintain 1.5m physical distancing, where possible. • Staff have been advised via the School Operations Guide of physical distancing requirements in applicable areas. • Delivery drivers are being advised to follow physical distancing, hygiene and cleaning protocols detailed in this plan. • Designated delivery areas are being clearly signposted at entry points to minimise contact. • All visitors attending schools, including for drop-off and pick-up, are encouraged to maintain good COVIDSafe practices including physical distancing, respiratory etiquette and hand hygiene. It is recommended mask wearing be considered when physical distancing cannot be maintained or when congregating in large groups.
<p>Are wash stations easily accessible and adequately stocked?</p>	<ul style="list-style-type: none"> • All toilets are adequately stocked with paper towels and antibacterial soap/hand sanitiser. • Soap dispensers are motion sensitive, as are hand sanitiser dispensers. • Clear signage of COVID-19 posters installed regarding hygiene requirements and regular hand washing.
<p>Can everyone access sanitiser when they arrive?</p>	<ul style="list-style-type: none"> • Hand sanitiser is available at the front entrance and throughout the school. • Disinfectant wipes are to be used to clean computers and desks between different users and at the end of the day. • Staff are encouraged to wipe down items between use e.g. photocopier stations, kitchen items and office equipment.

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<p>Additional hygiene protocols implemented by MACS:</p>	<ul style="list-style-type: none"> • The cleaning arrangements for all Victorian Catholic schools will return to the business-as-usual cleaning scope from Term 1 2022. • Staff are encouraged to provide their own cups, plates and utensils and retain them for their exclusive use. • Where possible, washing of own equipment in the workplace to be minimised or taken home to be cleaned. • Re-usable shared kitchen sponges and cleaning products have been removed and replaced with wall mounted paper towel dispenser, where possible. • Staff to use paper towels to wipe their used items. • Staff are to not share office equipment. • Staff are provided with information and instruction to wipe down surfaces and equipment (e.g. keyboards and phones) at the end of each day. A clean desk policy is to apply where materials are cleared for weekly extended cleaning. • High touch surfaces identified (lift buttons, handrails, door handles, and bathrooms) to be cleaned and disinfected daily and an enhanced clean at the end of each week. • Doors to remain propped open where possible.
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<p>Recommendations</p>	
<p>It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters.</p>	
<p>Action</p>	
<p>How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and change rooms?)</p>	<ul style="list-style-type: none"> • Visitors to sign in at main entrance. Signage displayed to remind visitors to reduce risks by maintaining a social distance of 1.5m between workers and when socialising, where possible (i.e. change room facilities and meeting rooms) • Floor markings displayed in high traffic areas, lift lobby and front reception to ensure physical distancing requirements are met. There is no requirement elsewhere in the building as floor space relative to the number of staff onsite ensures physical distancing can be maintained. • Break spaces in common sitting areas and staff rooms are rearranged to support social distancing and are spaced apart.