DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

COVID-19 Safety Management Plan

School Name	Mary MacKillop Catholic Regional College
Campus (where applicable)	Leongatha
Address	115 Horn Street LEONGATHA VIC .3953
First Contact Person	Mr David Leslie - Principal
First Contact Person Phone Number	03 5662 4255
Second Contact Person	Mrs Jenny Damon - Compliance Officer
Second Contact Person Phone Number	03 5662 4255
Date	19 October 2020

The advice on COVID-19 for schools is evolving over time and therefore the Occupational Health and Safety ('**OHS'**) guidance and supports will be continually reviewed and updated as required.

This COVID-19 Safety Management Plan ('**Plan**') applies to schools managed and operated by the Diocese of Sale Catholic Education Limited ('**DOSCEL**') and outlines some key health, safety and wellbeing hazards that schools should plan for. It links to the controls described by the latest health and safety guidance and DOSCEL supports available.

This Plan is a prevention approach to COVID-19.

Principals should consult with their Health and Safety Representative(s) ('**HSR**'), Independent Education Union Representatives and Health and Safety Committee (if applicable) to implement the recommended controls to the maximum extent reasonably practicable. Contact can also be made with the DOSCEL OHS Adviser for assistance with local consultation if required.

DOSCEL continues to be available to provide support if there are local issues in implementing the latest guidance, for suggestions on establishing effective controls, or difficulty accessing resources.

Employees are encouraged to use the School Injury / Incident Report form on the CEVN website or their local processes to report hazards, incidents and injuries, as well as escalating for further supports when required.

For staff who need additional support, personalised counselling is available through the Employee Assistance Program ('**EAP**').

This Plan is a dynamic document and will be subject to change in accordance with Directions provided by Victoria's Chief Health Officer.

NOTE: Bold items are mandatory under public health direction, subject to final development of directions by Chief Health Officer
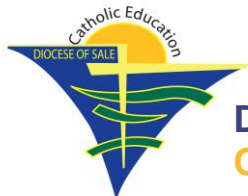
DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

HYGIENE

Guidance	Actions	References
Provide and promote hand sanitiser stations for use on entering school and other locations in the school. Ensure adequate supplies of hand soap and paper towel are available for staff and students	• Ensure suitable and sufficient location of hand sanitiser stations are throughout the school • Ensure rubbish bins are available to dispose of paper towel • Ensure adequate supplies of hand sanitiser, hand soap and paper towel are available • Undertake frequent cleaning schedule audits	• Wash Your Hands Regularly Poster • Stop the Spread Poster
Where possible: enhance airflow by opening windows and adjusting air conditioning	• Making sure that windows and air conditioning are set for optimum air flow at the start of each school day • Move as much activity outside as possible, including meetings, kitchens, tearooms and lunchbreaks • Do not recirculate air	
MANDATORY – Ensure all staff and secondary students wear a face mask and/or required personal protective equipment (PPE), unless a lawful exception applies Ensure adequate face masks and PPE are available	• **Ensure the proper use of face masks in schools**, unless a lawful exception applies • Identifying face masks and PPE required for the school and describe when and how they need to be worn • Ensure designated and secure rubbish bins are available to dispose of single use face masks • Ensure adequate supplies of disposable face masks are available for staff and students who do not have a face mask • Circulate the latest advice of face mask requirements, including signage	• Wear a Mask or Face Covering Poster (new) • How to Wear a Face Covering or Mask Poster (new) • PPE in Education Guidance (updated) • Appropriate use of PPE in education settings video • Wearing of Face Masks Guidance (updated)

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

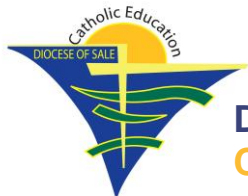| Guidance	Actions	References
Provide training to staff on the correct use and disposal of face masks, PPE, and on good hygiene practices	• Staff to model hand and cough hygiene • Reinforcing the importance of not attending school if unwell • **Support staff and students to get tested and stay home, even if they only have mild symptoms** • **Ensure the proper use of face masks in schools**, unless a lawful exception applies • Ensuring appropriate use of PPE	• PPE in Education Guidance (updated) • Appropriate use of PPE in education settings video • Cover Your Cough and Sneeze Poster • If You Are Unwell Poster
Replace high-touch communal items with hygienic alternatives	• Swapping shared coffee and condiments for single serve sachets • Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment • Remove student access to drinking fountains except for refilling of drink containers	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • Drinking Fountain Poster
Provide and promote information to students, staff, parents, visitors and independent contractors on how to reduce transmission	• Communicate physical distancing and hygiene protocols to staff via written communication and via staff meetings • Communicate how to reduce risk of transmission of the virus via parent communication platforms such as letters, newsletters and communication Apps • Reinforce health and hygiene practises with students through discussion and use of promotional material	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)

5 October 2020 – v5

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

CLEANING

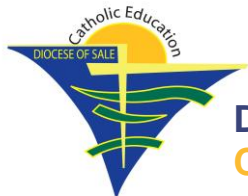| Guidance	Actions	References
Increase environmental cleaning (including between changes of staff), ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).	• Identify high-touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) and additional cleaning requirements • Engage suitably qualified personnel or external cleaning company to undertake additional cleaning requirements • Provide information about additional cleaning requirements and schedule to relevant staff and/or contractors	• School Cleaning Checklist • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • DOSCEL Guidelines – Cleaning and Disinfection to reduce COVID-19 transmission in the workplace • PPE in Education Guidance (updated) • Appropriate use of PPE in education settings video
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• Identifying which products are required for thorough cleaning • Monitoring supplies of cleaning products and regularly restock	
Undertake a strict cleaning and disinfecting program for playground equipment (before school, and after each recess and lunch break)	• Close school playgrounds if equipment is accessible to the public • Limit access to playgrounds if equipment is controlled (not accessible to the public)	
MANDATORY – Frequent and regular cleaning and disinfection of shared spaces	• Undertake frequent cleaning schedule audits • Display a cleaning log in shared spaces	

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

PHYSICAL DISTANCING AND LIMITING ATTENDANCE

Guidance	Actions	References
MANDATORY – Staff and visitors must be 1.5 metres apart at all times	• Rearrange, remove or cordon off furniture in common areas to ensure physical distancing (i.e. every second desk to be decommissioned until further notice) • Implement a density quotient or cap in each area (i.e. one person per four square metres) and put up signage or posters to reflect the new limit • Consider installing screens or barriers • **Staff should only attend school for scheduled duties. Where staff are not required on-site, they must work from home** • **No staff to carpool to and from school / worksites** • Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff • Modify the alignment of workstations so that employees do not face one another	• Visitor Restrictions Poster • Restrictions Remain in Place Poster • Keeping Your Distance Poster
MANDATORY – Density quotient to shared spaces (e.g. workspaces, staffroom etc.)	• Implement a density quotient or cap in each area (i.e. one person per four square metres) and put up signage or posters to reflect the new limit • **Staff should only attend school for scheduled duties. Where staff are not required on-site, they must work from home** • Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff	• Visitor Restrictions Poster • Restrictions Remain in Place Poster • Keeping Your Distance Poster
MANDATORY – Display signs showing staff / visitor limits at the entrance to enclosed areas where limits apply	• Ensure appropriate displays are in place on all indoor locations that show the number of people permitted in areas • Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff	• Visitor Restrictions Poster • Restrictions Remain in Place Poster • Keeping Your Distance Poster

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

Guidance	Actions	References
MANDATORY – Ensure that all staff that can work from home, do work from home	• **Staff should only attend school for scheduled duties. Where staff are not required on-site, they must work from home** • Identifying the roles that can be performed from home or adapted to be performed from home • Adapting working arrangements to enable working from home • Regularly assessing staff in attendance at the school to determine whether they are required to be there • Ensure meetings are held online and remotely from the school (i.e. staff meetings, PSGs, Parent Teacher Interviews etc.)	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)
MANDATORY – Establish a system that ensures staff members are not working across campuses / schools (where possible)	• Communicating the requirement for employees not to work across campuses / **limit the number of staff working across other school sites** • **Adjusting rosters and developing procedures to ensure employees do not work across campuses** • Developing a form for employees to declare that they have not worked across multiple schools / campuses • Postpone all camps and excursions until further notice • Keep groups of staff rostered on the same timetable for a given geographic area / site, where possible	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

Guidance	Actions	References
MANDATORY – Keep records of all people who enter the school, including parents and guardians, casual staff, visitors, workplace inspectors and delivery drivers. This information will assist schools to identify close contacts	• **Ensure visitors fully complete the School Entry Declaration form (to be retained for 28 days)** • **Ensure all staff complete the Workplace Attendance Register upon arrival and departure from the school**	• School Entry Declaration (visitors) • Workplace Attendance Register • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • Visitor Restrictions Poster
Ensure unwell employees are not attending school or working whilst unwell	• Identifying an appropriate area to isolate unwell staff members • **Support staff and students to get tested and stay home, even if they only have mild symptoms** • Describing arrangements to isolate and transfer an unwell staff member from the school to home or get tested • Outlining responsibility and process for entering details into relevant OHS system • Maintain good hand / respiratory hygiene	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • Leave Arrangements Frequently Asked Questions (September 2020) • PPE in Education Guidance (updated) • Appropriate use of PPE in education settings video

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

Guidance	Actions	References
Ensure that school staff are able to manage unwell students and/or staff	• Check temperatures of students with infrared thermometer each morning or when students become unwell during the day • **Ensure the proper use of face masks in schools**, unless a lawful exception applies • Ensure unwell students / staff members are isolated in an appropriate location • Contact made with student families to collect their child(ren) from school • **Support staff and students to get tested and stay home, even if they only have mild symptoms** • Maintain good hand / respiratory hygiene • Processes in place for first aid	• Stop sign at entrances • Temperature Checks Frequently Asked Questions (updated) • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • Leave Arrangements Frequently Asked Questions (September 2020) • PPE in Education Guidance (updated) • Appropriate use of PPE in education settings video
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff	• Identifying areas that require floor marking, such as lifts, kitchen areas, printing collection areas	
Minimise the build-up of employees and students waiting to enter and exit the school	• Allocating different doors for entry and exit • Using an entry and exit system to the school site that is as contactless as possible and quick to enter and exit • Using floor markings to provide minimum physical distancing guides at entrances and exits	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)

Guidance	Actions	References
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks)	• Developing and educating staff on strategies and work practice to maintain physical distancing • Reinforcing messaging to staff that physical distancing needs to be maintained during work and during social interactions	• Restrictions Remain in Place Poster • Keeping Your Distance Poster • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)
Review delivery protocols to limit contact between delivery drivers and staff	• Establishing contactless delivery or invoicing • Displaying signage for delivery drivers • Identifying designated drop off areas • Make arrangements for the installation of screen guards for reception areas where appropriate physical barriers are not already installed	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)
Review and update work rosters and timetables where possible to ensure physical distancing	• Staggering start and finish times, duties and break times, to reduce usage of common areas at the same time • Encouraging staff to minimise time on breaks in shared facilities with others • Ensure there is no contamination (mixing) of staff across different shifts	
Where relevant, ensure clear and visible signage in areas that are open to the general public, such as reception areas, that specifies maximum occupancy of that space, as determined by the *four square metre* rule	• Outlining the maximum occupancy of areas in the school, including classrooms, offices and meeting rooms, with relevant signage	• Restrictions Remain in Place Poster • Keeping Your Distance Poster

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

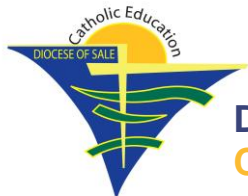| Guidance	Actions	References
Ensure only required number of staff are on-site to assist with the supervision of students	• Suspend use of school canteens, libraries / resource centres, facilities licences and third-party use of school facilities	
Ensure that limited number of students are in attendance on-site during Remote Schooling	• Ensure parents / guardians / carers complete appropriate On-Site School Intentions Form	• On-Site School Intentions Form – Casey and Cardinia Schools • On-Site School Intentions Form – Other locations (excluding students attending from Cardinia and Casey) • On-Site School Intentions Form – Other locations (where students from Cardinia and Casey attend)

RECORD KEEPING

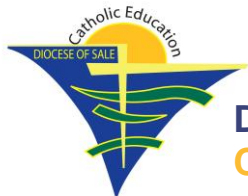| Guidance	Actions	References
MANDATORY – Keep records of all people who enter the school, including parents and guardians, casual staff, visitors, workplace inspectors and delivery drivers. This information will assist schools to identify close contacts	• Establishing a process to record attendance (including, emergency teachers, casual staff, external contractors, cleaners, delivery drivers and clients), including the areas of the workplace accessed during each shift or visit • Reviewing processes to maintain up-to-date contact details for all staff • Providing information on protocols for collecting and storing information	• School Entry Declaration (visitors) • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)	• Educating staff on how to meet OHS requirements, including recording information about any incidents, including on the CEVN website	• School Injury / Incident Report
Ensure that staff working on-site complete the Workplace Attendance Register to assist with contact tracing	• Make the Workplace Attendance Register accessible to all staff • Record all staff attendance with dates and times and areas visited in the school • Communicate requirements of staff to complete the Workplace Attendance Register	• Workplace Attendance Register • School Entry Declaration (visitors) • Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated)
Ensure that permitted school staff are provided with relevant Permitted Worker Scheme Permits	• Provide applicable staff, including casuals and Emergency Teachers, with the relevant permit • Retain copy of signed permits on personnel files	• Permitted On-Site Worker Permit (no childcare) • Permitted On-Site Worker Permit (childcare) • Permitted Working at Home Permit (childcare)

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

PREPARING YOUR RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE

Guidance	Actions	References
MANDATORY – Prepare or update continuity plan to consider the impacts of an outbreak and potential closure of the school	- Identifying the roles and responsibilities of all staff - Preparing for absenteeism of staff members required to quarantine or self-isolate - Describing key dependencies (e.g. third-party providers) - Describing how remote schooling would be undertaken - Planning to communicate with staff, parents, guardians and the wider school community including contractors in the event of a positive case - Establishing processes for managing perishable stock in canteens	
Prepare to assist Department of Health and Human Services (DHHS) with contact tracing and providing staff and visitor records to support contact tracing	- Establishing a process and ensuring readiness to provide records to DHHS, including rosters and employee details, students, parents and visitors including contractors, and contact relevant staff members - Outlining key responsibilities and process for engaging with DHHS and undertaking School-led contact tracing	- Workplace Attendance Register - School Entry Declaration (visitors) - Student Attendance Records
Prepare to undertake cleaning and disinfection at the school and assessing whether the school or part of the school must be closed	- Implementing a process for the cleaning and disinfection of workspaces and high-touch surfaces, including use of service providers - Establish a process for determining whether closure or part closure of the school and/or implementation of other control measures are required to manage risk	- Casey and Cardinia Resumption of Face to Face Learning Guide (updated) - Regional Victoria Resumption of Face to Face Learning Guide (updated) - School Closure Process Flowchart

DIOCESE OF SALE
CATHOLIC EDUCATION LIMITED

Guidance	Actions	References
Prepare for how you will manage a suspected or confirmed case in an employee during work hours	- Identifying an appropriate area to isolate unwell staff members **Support staff and students to get tested and stay home, even if they only have mild symptoms** - Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested - Outlining responsibility and process for entering details into relevant OHS system - Maintain good hand / respiratory hygiene - In the event of a suspected case, enhanced cleaning will continue until the test result is received	- Casey and Cardinia Resumption of Face to Face Learning Guide (updated) - Regional Victoria Resumption of Face to Face Learning Guide (updated) - Leave Arrangements Frequently Asked Questions (September 2020) - PPE in Education Guidance (updated) - Appropriate use of PPE in education settings video - DOSCEL Guidelines – Cleaning and Disinfection to reduce COVID-19 transmission in the workplace
Prepare to notify staff and visitors of a confirmed or suspected case	- Regularly updating and managing a list with the contact details and date of attendance of visitors to the school, including staff and students - Establishing an effective way of quickly communicating with visitors to a school where there is or has been a suspected or confirmed case	- Workplace Attendance Register - School Entry Declaration (visitors) - School Closure Process Flowchart - WorkSafe Notification Form
Prepare for DOSCEL to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your school	Ensure that all details of confirmed case are known for DOSCEL notification	- School Closure Process Flowchart - WorkSafe Notification Form

Guidance	Actions	References
Prepare to engage a cleaning company to complete deep cleaning of the school after a confirmed case of COVID-19 has been diagnosed. Detailed certification of disinfecting and sanitising of all surfaces must be provided	• Establish contact with a cleaning company • Establish a process for deep cleaning with DOSCEL	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • DOSCEL Guidelines – Cleaning and Disinfection to reduce COVID-19 transmission in the workplace
Confirm that the School can safely reopen and staff can return to work	• Establishing a process for confirming that the school is safe to reopen • Establishing a process for confirming an employee or contractor (with a suspected or confirmed case) does not have COVID-19 before returning to the school site • Establishing a process for notifying DHHS and WorkSafe that the school is reopening	• School Closure Process Flowchart

WELLBEING

Guidance	Actions	References
Ensure all staff are offered access to a free, confidential counselling service, via an Employee Assistance Program (EAP)	• Provide all staff with details of EAP	• Casey and Cardinia Resumption of Face to Face Learning Guide (updated) • Regional Victoria Resumption of Face to Face Learning Guide (updated) • Employee Assistance Program brochure