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	Mrs. Margaret McKenna - Acting 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	1 December 2021

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 the DOSCEL Secretariat 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 Secretariat OHS Adviser for assistance with local consultation if required.

The DOSCEL Secretariat 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 requirements under public health direction.

6 Witton Street / PO Box 322
Warragul VIC 3820
P: (03) 5622 6600

ACN: 621 266 993
ABN: 91 621 266 993
www.doscel.catholic.edu.au

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 bin liners are replaced daily or as required
	• Ensure adequate supplies of > 60% alcohol-based hand sanitiser, hand soap and paper towel are available
	• Undertake frequent cleaning schedule audits
		• Posters
		  - Wash Your Hands Regularly
		  - Help Stop the Spread
		  - Hand Sanitising Station
		• Cleaning
		  - School Cleaning Checklist
		  - School Cleaning and Sanitising Log
		• Environmental Cleaning
		• Hand sanitiser
		• Vital COVIDSafe steps

Where possible: enhance airflow by opening windows and adjusting air conditioning	• Making sure that staff are encouraged to open windows and doors to promote airflow where possible • Air conditioners are set for optimum air flow at the start of each school day • Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission • Move as much activity outside as possible, including meetings, kitchens, tearooms and lunchbreaks • Do not recirculate air	• Ventilation • Vital COVIDSafe steps

Guidance	Actions	References

MANDATORY – Ensure proper use of face masks and/or required personal protective equipment (PPE) in accordance with public health advice (unless a lawful exception applies)
 	
Ensure adequate face masks and PPE are available
	• **Ensure proper use of face masks in schools in accordance with public health advice, 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 single use 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
	• Use posters, photos, videos, creative projects, social media and other activities to promote and model mask wearing by other staff, students and community members
	• Reinforce key messages about the importance of face masks, why they are important and how they contribute to reducing risk of COVID-19 transmission.
		• [Face Masks](#)
		• [Posters](#)
		  - Wash Your Hands Regularly
		  - Help Stop the Spread
		  - Hand Sanitising Station
		• [Cleaning](#)
		  - School Cleaning Checklist
		  - School Cleaning and Sanitising Log
		• [Environmental Cleaning](#)

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 in accordance with public health advice**, unless a lawful exception applies
	• Ensuring appropriate use of PPE
		• [Personal Protective Equipment](#) (PPE)
		• Appropriate use of PPE in education settings [video](#)
		• [Posters](#)
		  - Help Stop the Spread
		  - Protect Yourself and Others

Guidance	Actions	References
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	- Cleaning - Environmental Cleaning - Face Masks - Vital COVIDSafe steps
Provide and promote information to students, staff, parents, visitors and independent contractors on how to reduce transmission	- Communicate to staff and visitors their responsibility and obligation to affirm a safe and positive environment for students when on school premises. - 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 - Communicate face mask and vaccination requirements in accordance with public health advice, unless a lawful exception applies - Reinforce health and hygiene practises with students through discussion and use of promotional material	- Density quotients in schools - COVID-19 Mandatory Vaccination Policy - Posters - Help Stop the Spread - Protect Yourself and Others - Wash Your Hands Regularly

ENCLOSED SPACES AND VENTILATION

Guidance	Actions	References
MANDATORY- Increase fresh air flow into indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible and maximise the use of outdoor learning areas or environments.	**Natural ventilation** • Keep all windows, doors and vents open as much as possible • Keep these openings clear of any obstruction to air flow • Door jambs should be used to keep doors open • Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather • The use of mechanical ventilation (such as air conditioning units and heaters) with opened windows, doors and vents is encouraged to maintain a comfortable temperature and increase ventilation. • Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements	• [Ventilation](#)
	Mechanical ventilation • 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 • An additional measure schools may consider to further increase the utility of mechanical ventilation, where available and practicable, is to run systems when rooms are unoccupied, and ideally two hours before and after use of a space	• [Ventilation](#)

Guidance	Actions	References
	Use of fans • Fans are only recommended to be used with other natural and mechanical methods in place • Ceiling fans should be operated on the winter setting (where possible) and lowest speed • Other fans, such as pedestal fans, should not be directed to blow air from one person directly past another and should be set to the lowest speed	• Ventilation
	Bathrooms, kitchens, and thoroughfares (hallways, corridors) • All available mechanical and natural ventilation options in bathrooms and kitchens should be • operated for as much of the day as possible • Maximise natural and/or mechanical ventilation in thoroughfares and minimise gathering in these spaces • The use of enclosed spaces with little or no ventilation should be minimised	• Ventilation

Guidance	Actions	References
	Poor outdoor air quality • Action to protect students during periods of poor outdoor air quality (such as smoke, thunderstorm asthma events) takes priority • Monitor the VicEmergency App for risk warnings and advice on thunderstorm asthma, smoke and other events reducing outside air quality • Take steps to close windows and doors, set air conditioners to re-circulate air, and enhance other COVID safe behaviours and controls, including cohorting, reduced class density and staggering classes, face masks until risk is reduced • Further advice on how to maximise ventilation will be provided separately • Minimise using spaces that can't be ventilated with fresh outdoor air • 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	• Ventilation • VicEmergency App • Vital COVIDSafe steps

Guidance	Actions	References
	Air Purifiers • Air purifiers should be turned on with the windows either open or closed • Air purifiers can be turned on when other mechanical ventilation in a room is operating (for example, air conditioning or exhaust fans) • It is recommended that the air purifiers are turned on 'high' fan speed throughout the day and ideally 2 hours before and after a room is occupied. The purifiers can be remotely operated or set on timers to manage daily routines for operation. Note that turning down the air purifier fan due to noise is preferable to students and staff reducing physical distancing to be heard • The devices have a child lock function on the control panel and prevents unintended button operation on the device itself. Ensure this is activated when students are in the room • Staff should perform hand hygiene after touching the device • Refer to the user manual for all information relating to the safe operation of the air purifiers • Place air purifiers in locations to maximise efficiency • Ensure regular maintenance is performed on air purifiers	• Air purifiers • Ventilation • Vital COVIDSafe steps

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, cleaning schedule and cleaning products to relevant staff and/or contractors
	• Staff are encouraged to regularly wipe down commonly touched surfaces and shared equipment with disinfectant/detergent wipes between classes and/or use
		• Cleaning
		• Environmental Cleaning
		• Posters
		  - Help Stop the Spread
		  - Protect Yourself and Others
		  - Wash Your Hands Regularly
		• Personal Protective Equipment (PPE)
		• Appropriate use of PPE in education settings video
		• Playground equipment
		• Canteens
		• Vital COVIDSafe Steps

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)	• Continue adherence to strict cleaning and disinfection program after each recess and lunch break and before school each school day • Students to practise hand hygiene before and after use of playground	

Guidance	Actions	References
Ensure personal hygiene and food preparation requirements are implemented in school canteens and thorough cleaning is conducted on a daily basis (where applicable)	• Communicate requirements for hygiene and food preparation expectations to staff employed in school canteens • Ensure strict cleaning and infection control measures are implemented and communicated with staff employed in school canteens • Communicate key behaviours required for reducing COVID-19 transmission risk pursuing strategies to support physical distancing where possible	
MANDATORY – Frequent and regular cleaning and disinfection of shared spaces, including high-touch communal items such as door knobs and telephones.	• Undertake frequent cleaning schedule audits • Display a cleaning log in shared spaces • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts, where applicable	

30 November 2021 – V18

PHYSICAL DISTANCING AND LIMITING ATTENDANCE

Guidance	Actions	References
MANDATORY – Staff must practise physical distancing 1.5m between themselves and other staff members or adults to the extent that is reasonably practicable.	- Staff should physically distance themselves from students where appropriate and feasible - Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another - Consider opportunities to adapt indoor activities outdoors, for example holding classes outside - For activities occurring outdoors, schools should support staff and students to use a combination of sun protection measures when UV levels are 3 or above - Staff should reduce, as far as possible, the use of common areas such as staff rooms - Where possible and practicable, staff should rest, eat and meet in outdoor areas - Consider installing screens or barriers - Inform staff to follow current public health directions when carpooling - Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff - Use signage to promote physical distancing in more confined spaces such as locker bays, changing rooms and canteens	- Attendance - Posters - COVID-19 Restrictions Are In Place - Keep Your Distance - Maximum Capacity - Density quotient in schools - Vital COVIDSafe Steps

Guidance	Actions	References

MANDATORY – Apply the relevant density quotient to configure shared work areas and publicly accessible spaces	• Apply density quotient in accordance with public health advice in all areas of the school. Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas
	• Space out staff workstations as much as possible and limit the number of staff in offices according to the density quotient. This might mean re-locating staff to other spaces (such as the library or unused classrooms)
	• Signage must be displayed to indicate the maximum number of persons that may be present in the space at a single time
	• Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff
		• Attendance
		• Posters
		  - Maximum Capacity
		  - COVID-19 Restrictions Are In Place
		  - Keep Your Distance
		• Density quotient in schools

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
		• Posters
		  - Maximum Capacity
		  - COVID-19 Restrictions Are In Place
		  - Keep Your Distance
		• Density quotient in schools

MANDATORY – Establish a system that limits staff members working across campuses / schools (where possible)	• **Staff should avoid working across multiple sites as much as practical, noting there will be some workforces who will need to work across multiple schools (i.e. health and wellbeing staff and emergency teaching staff)** • Keep groups of staff rostered on the same timetable for a given geographic area / site, where possible	• Attendance • Vital COVIDSafe Steps

Guidance	Actions	References
MANDATORY – Keep records of all people who enter the school, including parents, guardians, carers, parish clergy, 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** • **Ensure all visitors check in using the Victorian Government QR Code Service** • **Ensure staff, contractors, volunteers and visitors to school grounds comply with mandatory vaccination requirements, where applicable**	• Record keeping for contact tracing - School Entry Declaration (visitors) - Workplace Attendance Register (staff) • Posters - COVID-19 Restrictions Are In Place - Maximum Capacity - Please Sign In On Entry - Vaccination status required - Acceptable proof of vaccination status
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	• Posters - COVID-19 Restrictions Are In Place • Personal Protective Equipment (PPE) • Appropriate use of PPE in education settings video

Guidance	Actions	References
Ensure that school staff are able to manage unwell students and/or staff	- Check temperatures of students with infrared thermometer when students become unwell during the day **Ensure the proper use of face masks in schools in accordance with public health advice, 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 - Ensure high-touch areas used by student or staff member have been cleaned and disinfected **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	- Posters - Stop sign at entrances - How to Use a Face Mask - COVID-19 Restrictions Are In Place - Personal Protective Equipment (PPE) - Face Masks - Managing unwell students and staff - Medically vulnerable students - Medically vulnerable staff
MANDATORY - Support employees to meet the mandatory vaccination requirements, unless a medical exemption applies.	- Communicate COVID-19 Mandatory Vaccination Policy to staff - Communicate COVID-19 Vaccination leave entitlement to staff - Communicate to staff information available about how to book a COVID-19 vaccination - Principals should exercise maximum flexibility in enabling staff to make and attend vaccination appointments - Encourage staff and wider school community who have any health concerns regarding COVID-19 vaccination to seek advice and access up to date information from their medical practitioner, pharmacist or a senior and experienced immuniser at Victorian state-run sites.	- COVID-19 Mandatory Vaccination Policy - Vaccination Information - DOSCEL Circular 41-21 – COVID-19 Vaccination Leave Entitlements

Guidance	Actions	References
MANDATORY - Take all reasonable steps to ensure that a staff member, contractor or volunteer, who is unvaccinated does not enter, or remain on, the premises for the purposes of working at the workplace	• Communicate COVID-19 Mandatory Vaccination Policy to staff • Ensure all staff, contractors and volunteers attending on-site meet the mandatory vaccination requirements	• COVID-19 Mandatory Vaccination Policy • Vaccination Information - COVID-19 Mandatory Vaccination Direction Guidance
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 • Consider staggering student 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 on-site	• Posters - Stop sign at entrances • Vital COVIDSafe Steps

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
	• Consider moving staff to areas such unused classrooms to ensure appropriate physical distancing and/or required density quotients are met
	• Adapt indoor activities to outdoors where appropriate
	• Staff should reduce, as far as possible, the use of common areas such as staff rooms
		• Posters
		  - COVID-19 Restrictions Are In Place
		  - Keep Your Distance
		• COVID-19 professional learning opportunities
		• Vital COVIDSafe Steps

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 • Arrange for the installation of screen guards for reception areas where appropriate physical barriers are not already installed	• Visitors
Review and update work rosters and timetables where possible to ensure physical distancing	• Consider staggering start and finish times, duties and break times, to reduce usage of common areas at the same time • Encouraging staff to rest, eat and meet in outdoor areas only • limit the mixing of staff across different shifts, where possible	• Vital COVIDSafe Steps

Guidance	Actions	References

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	• Apply density limit in accordance with public health advice to any school spaces accessible to the public. The density limit applies to all persons in the space, including students
	• Display signage to indicate the maximum number of persons that may be present in the space at a single time., including reception, classrooms, offices and meeting rooms, with relevant signage
		• Density quotient in schools
		• Restricted Activity Directions
		• Posters
		  - COVID-19 Restrictions Are In Place
		  - Keep Your Distance

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 • Maintain records of staff who have disclosed that they are working for different schools/employers • Reviewing processes to maintain up-to-date contact details for all staff • Providing information on protocols for collecting and storing information • **Ensure all visitors, including parents, guardians, carers, parish clergy, volunteers, casual staff, contractors, cleaners, delivery drivers and clients) check in using the Victorian Government QR Code Service**	• Record keeping for contact tracing - School Entry Declaration (visitors) • Victorian Government QR Code Service • Visitors

Guidance	Actions	References

MANDATORY - Collect, record and hold vaccination information about all school staff, including contractors and volunteers, who are, or may be, scheduled to attend the school	• School staff must provide vaccination information that confirms their vaccination status to the principal or the principal's delegate
	• Complete and maintain a Vaccination Information Register for all school staff, contractors and volunteers in accordance with record keeping obligations
		• COVID-19 Mandatory Vaccination Policy
		• Vaccination Information
		  - COVID-19 Mandatory Vaccination Direction Guidance
		  - Template Vaccination Information Register

MANDATORY - Check the vaccination status of visitors entering the school	• Check vaccination status via the Service Victoria app when visitor's check-in using the Victorian Government QR code
	• Check the vaccination status of visitors by viewing:
	  – COVID-19 digital certificate using the Service Victoria app or Medicare app
	  – COVID-19 digital certificate in a smart phone wallet
	  – A printed copy of COVID-19 digital certificate, immunisation history statement with evidence of vaccinations or a COVID-19 digital certificate with evidence of medical exemption.
	• Provide guidance on acceptable proof of vaccination to staff required to confirm visitor vaccination status
	• **Do not record visitor vaccination information**
		• Vaccination Information
		  - Verifying visitor vaccination status
		• COVIDSafe Workplace Posters
		  - Vaccination status required
		  - Acceptable proof of vaccination status

Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)	• Educate staff on how to meet OHS requirements, including recording information about any incidents, including on the CEVN website	• School Injury / Incident Report

Guidance	Actions	References

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
	• Maintain records of staff who have disclosed that they are working for different schools/employers
		• Record keeping for contact tracing
		  - School Entry Declaration (visitors)
		  - Workplace Attendance Register (staff)

Monitor compliance with the school COVID-19 Safety Management plan	• Designate sufficient number of COVID Marshal's to monitor compliance with the COVID-19 Safety Management plan during the school day
	• Ensure COVID Marshals have completed the required training and Self-Assessment Questionnaire and provided the principal with a copy of the Certificate of Acknowledgment
	• A COVID Marshal's role is to remind school staff of requirements such as physical distancing, hygiene and cleaning, record keeping, staff/student ratio requirements, and responding to suspected or confirmed COVID-19 cases.
		• COVID Marshals
		  - Frequently Asked Questions
		  - COVID Marshal Training
		  - COVID Marshal Self-Assessment Questionnaire

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	
MANDATORY – Prepare to assist Department of Health (DH) with contact tracing and providing staff and visitor records to support contact tracing	• **Establishing a process and ensuring readiness to provide records to DH, including rosters and employee details, students, parents and visitors including contractors, and contact relevant staff members** • **Ensure all visitors check in using the Victorian Government QR Code Service** • Outlining key responsibilities and process for engaging with DH and undertaking School-led contact tracing	• Record keeping for contact tracing - School Entry Declaration (visitors) - Workplace Attendance Register (staff) • Victorian Government QR Code Service • Attendance - Student attendance Records

Guidance	Actions	References
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	• Responding to a Confirmed Case process
MANDATORY – 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 • **Ensure all visitors check in using the Victorian Government QR Code Service**	• Personal Protective Equipment • Cleaning • Environmental Cleaning • Victorian Government QR Code Service

30 November 2021 – V18

Guidance	Actions	References

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
	• **Ensure all visitors check in using the Victorian Government QR Code Service**
		• Record keeping for contact tracing
		  - School Entry Declaration (visitors)
		  - Workplace Attendance Register (staff)
		• Responding to a Confirmed Case process
		• WorkSafe Notification Form
		• Victorian Government QR Code Service

MANDATORY – Prepare for the DOSCEL Secretariat to immediately notify WorkSafe Victoria if you have a confirmed COVID-19 case at your school	• Ensure that all details of confirmed case are known for the DOSCEL Secretariat notification • **Ensure all visitors check in using the Victorian Government QR Code Service**	• Responding to a Confirmed Case process • WorkSafe Notification Form • Victorian Government QR Code Service
MANDATORY – Prepare to undertake cleaning and disinfection after a confirmed case of COVID-19 has been diagnosed	• Establish contact with a cleaning company • Establish a process for continued enhanced COVIDSafe cleaning or deep cleaning with the DOSCEL Secretariat • **Ensure the School Cleaning Checklist and Cleaning and Sanitising Log are completed and retained at the school as evidence of enhanced cleaning following a confirmed case attending onsite** • **Ensure certification of disinfecting and sanitising of all surfaces is provided following the completion of a deep clean**	• Cleaning • Environmental Cleaning

30 November 2021 – V18

Guidance	Actions	References
MANDATORY – Confirm that the School can safely reopen and staff can return on-site	- Establishing a process for confirming that the school is safe to reopen - Establishing a process for confirming a student, 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 WorkSafe that the school is reopening following a confirmed case of COVID-19 of an employee or contractor	Responding to a Confirmed Case process

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	Wellbeing