

COVID-19 Safety Management Plan

School Name	Mary MacKillop Catholic Regional College
Campus (where applicable)	Leongatha
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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 Orders issued by Victoria's Minister for Health.

NOTE: Bold items are mandatory requirements under public health orders.

HYGIENE

Guidance	Actions	References
<p>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</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Posters <ul style="list-style-type: none"> - Wash Your Hands Regularly - Help Stop the Spread - Hand Sanitising Station • Cleaning <ul style="list-style-type: none"> - School Cleaning Checklist - School Cleaning and Sanitising Log • Environmental Cleaning • Hand sanitiser • Vital COVIDSafe steps
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Ventilation • Vital COVIDSafe steps
<p>MANDATORY – Ensure proper use of face masks and/or</p>	<ul style="list-style-type: none"> • Ensure proper use of face masks in schools in accordance with public health advice, unless a lawful exception applies 	<ul style="list-style-type: none"> • Face Masks • Posters

<p>required personal protective equipment (PPE) in accordance with public health advice (unless a lawful exception applies)</p> <p>Ensure adequate face masks and PPE are available</p>	<ul style="list-style-type: none"> Identifying face masks and PPE required for the school and describe when and how they need to be worn Ensure adequate supplies of P2/N95 face masks for staff identified as a close contact and attending on-site whilst complying with additional safety measures, including wearing a face mask 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, where required Circulate the latest advice of face mask requirements, including signage where required Use posters, photos, videos, creative projects, social media and other activities to promote and model mask wearing by other staff, students and community members, where required Reinforce key messages about the importance of face masks, why they are important and how they contribute to reducing risk of COVID-19 transmission, where required 	<ul style="list-style-type: none"> - Wash Your Hands Regularly - Help Stop the Spread - Hand Sanitising Station • Cleaning <ul style="list-style-type: none"> - School Cleaning Checklist - School Cleaning and Sanitising Log • Environmental Cleaning
<p>Provide training to staff on the correct use and disposal of face masks, PPE, and on good hygiene practices</p>	<ul style="list-style-type: none"> 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 exemption applies Ensuring appropriate use of PPE 	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Appropriate use of PPE in education settings video • Posters <ul style="list-style-type: none"> - Help Stop the Spread - Protect Yourself and Others
<p>Replace high-touch communal items with hygienic alternatives</p>	<ul style="list-style-type: none"> Swapping shared coffee and condiments for single serve sachets Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers 	<ul style="list-style-type: none"> • Cleaning • Environmental Cleaning • Face Masks

	<ul style="list-style-type: none"> • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment 	<ul style="list-style-type: none"> • Vital COVIDSafe steps
<p>Provide and promote information to students, staff, parents, visitors and independent contractors on how to reduce transmission</p>	<ul style="list-style-type: none"> • 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 COVID-19 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 	<ul style="list-style-type: none"> • COVID-19 Mandatory Vaccination Policy • Posters <ul style="list-style-type: none"> - Help Stop the Spread - Protect Yourself and Others - Wash Your Hands Regularly • Face Masks • Vaccination Information • Template Correspondence



ENCLOSED SPACES AND VENTILATION

Guidance	Actions	References
<p>MANDATORY- Increase fresh air flow into all indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible and maximise the use of outdoor learning areas or environments.</p>	<p>Maximise the use of outdoor learning areas</p> <ul style="list-style-type: none"> • Conduct outdoor learning whenever and as much as practicable, noting that this may be less practicable in winter months. • Identify spaces that could be used for outdoor learning. These spaces could be areas that are already sheltered and shaded. The use of this space could be rotated between classes. • Consider options to set up different spaces depending on weather conditions. 	<ul style="list-style-type: none"> • Ventilation
	<p>Ventilation using windows and doors</p> <ul style="list-style-type: none"> • Avoid the use of spaces without openable windows, particularly where air purifiers are not in use in these spaces • Ensure maintenance of windows that are unable to be opened is undertaken through the general maintenance processes • Keep all windows, doors and vents open as much of the day as possible and even when unoccupied, if practicable • If the weather does not permit windows and doors to be open throughout the school day (for example, during winter, extreme heat, storms or other severe weather conditions), consider opening windows and doors intermittently for short durations, for example for 10 minutes every hour, including while using air purifiers. • Keep these openings clear of any obstruction to air flow 	<ul style="list-style-type: none"> • Air Purification • Ventilation

Guidance	Actions	References
	<ul style="list-style-type: none"> • Open windows and doors on multiple sides of the room to draw air through a space. • Where windows open at the top and bottom (double-sash windows) open both parts • Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather 	
	<p>Use of fans</p> <ul style="list-style-type: none"> • Maximise air movement by turning on fans when windows and doors are open • Ceiling fans and other fans can be used to increase air movement in a room • Pedestal or desk fans must be used on an oscillating function (not continually pointing in one direction) • Exhaust fans are to be used as much as possible (for example in kitchens, bathrooms and laboratories) • If split system air conditioners are not required for thermal comfort, they can still be used to assist with air movement within the room 	<ul style="list-style-type: none"> • Ventilation



Guidance	Actions	References
	<p>Ventilation using air conditioning systems</p> <ul style="list-style-type: none"> Centrally controlled mechanical ventilation systems (which can bring in outside air) should be set to use as much outside air as possible. Centrally controlled mechanical ventilation systems should be run during school hours, including when rooms are unoccupied and, if possible, ideally two hours before and after the use of a space Split systems should be used alongside open windows and doors to bring in outside air Air conditioning filters should be maintained according to maintenance plans, checked and filters cleaned regularly Demand controlled air conditioning and ventilation systems should be disabled. Mechanical ventilation systems should be operated on high, irrespective of demand, to maximise the amount of air movement within a room 	<ul style="list-style-type: none"> Ventilation
	<p>Poor outdoor air quality</p> <ul style="list-style-type: none"> 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 Monitor Environmental Protection Authority (EPA) for warnings and advice 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 	<ul style="list-style-type: none"> Ventilation VicEmergency App EPA AirWatch

	<p>Air Purifiers</p> <ul style="list-style-type: none"> • Place air purifiers in locations to maximise efficiency • 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 • Ensure regular maintenance is performed on air purifiers <p><i>Movement of air purifiers</i></p> <ul style="list-style-type: none"> • Refer to Manual Handling information when moving air purifiers around the school <p><i>Cleaning and maintenance</i></p> <ul style="list-style-type: none"> • Each school is responsible for cleaning and maintaining their air purifiers. Contract cleaners should not clean the air purifier except where noted below. 	<ul style="list-style-type: none"> • Air purification <ul style="list-style-type: none"> - Winter room risk ranking and management strategies - Spring/summer/autumn room risk ranking and management strategies - Movement of air purifiers: safe work procedure - Risk assessment for movement of air purifiers - How to use an air purifier - Where to place air purifiers - Ventilation advice for the classroom • Ventilation • Vital COVIDSafe steps • Manual Handling <ul style="list-style-type: none"> - Manual handling awareness training presentation - S.M.A.R.T Lifting • Personal Protective Equipment (PPE)
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Guidance	Actions	References
	<p><i>Safety and PPE measures</i></p> <ul style="list-style-type: none"> It is recommended that cleaning and changing prefilters and HEPA filters is done outdoors, or otherwise in a well-ventilated space. Single-use surgical mask and gloves should be worn, and good hand hygiene performed after cleaning and maintenance. <p>There are three elements of the purifier that require cleaning and/or replacement:</p> <ul style="list-style-type: none"> Surface: schools should clean the surface of the air purifier regularly in line with the manufacturer's guidance. Cleaning contractors should treat the air purifiers in a similar way to other electrical items, which normally includes dusting Pre-filter: schools should undertake regular cleaning of the pre-filter located inside the air-purifier in front of the HEPA filter, which is recommended every two weeks, in line with the manufacturer's guidance The air purifier will alert when the filter requires replacement, refer to the instructions for changing filters in the user manual HEPA filter: the air purifier will alert when the HEPA filters require replacement, approximately every six months. Schools should undertake the filter change when this occurs. Six replacement HEPA filters will be provided to schools which should last more than two years. Instructions for changing filters is provided to schools with each unit in the user manual Should a filter require vacuuming, the vacuum cleaner used must be equipped with a HEPA filter 	

CLEANING

Guidance	Actions	References
<p>Increase environmental cleaning (including between changes of staff), ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily)</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Cleaning Environmental Cleaning Posters <ul style="list-style-type: none"> 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
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant</p>	<ul style="list-style-type: none"> Identifying which products are required for thorough cleaning Monitoring supplies of cleaning products and regularly restock 	
<p>Undertake a strict cleaning and disinfecting program for playground equipment (before school)</p>	<ul style="list-style-type: none"> Where playground equipment is accessible to the public outside of school hours, the strict cleaning and disinfecting program should be completed before school Students to practise hand hygiene before and after use of playground 	

Guidance	Actions	References
<p>Ensure personal hygiene and food preparation requirements are implemented in school canteens and thorough cleaning is conducted on a daily basis (where applicable)</p>	<ul style="list-style-type: none"> • 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 	
<p>MANDATORY – Frequent and regular cleaning and disinfection of shared spaces, including high-touch communal items such as door knobs and telephones.</p>	<ul style="list-style-type: none"> • 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 	



PHYSICAL DISTANCING AND LIMITING ATTENDANCE

Guidance	Actions	References
<p>MANDATORY – Staff must practise physical distancing 1.5m between themselves and other staff members or adults to the extent that is reasonably practicable.</p>	<ul style="list-style-type: none"> • 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 orders 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 	<ul style="list-style-type: none"> • Attendance • Posters <ul style="list-style-type: none"> - COVID-19 Restrictions Are In Place - Keep Your Distance - Maximum Capacity • Vital COVIDSafe Steps

Guidance	Actions	References
<p>Mandatory – Ensure household or Household-like contacts attending the school adhere to additional safety measures</p>	<ul style="list-style-type: none"> • Household and household-like contacts are no longer required to quarantine but are required to undertake the following additional safety measures in the seven days that would have been their quarantine period: <ul style="list-style-type: none"> – notify the school if returning during their seven-day period; – undertake daily rapid antigen testing five times within the seven days; – wear a face mask indoors (if aged eight (8) and above) unless a lawful exemption applies; – are not permitted to visit hospitals or care facilities unless an exemption applies • Household and household-like contacts are recommended to avoid interaction with people at higher risk of severe disease from COVID-19 • If symptomatic, staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit unavailable • If a staff member, student, parent, guardian or carer cannot follow the testing and COVIDSafe requirements outlined above at any time, they must: <ul style="list-style-type: none"> – quarantine immediately for the remainder of their seven-day household contact period – get tested on Day one (1) (or as soon as possible) and on Day six (6) of their household contact period – not attend school until a negative day six (6) test result is received 	<ul style="list-style-type: none"> • COVID-19 close contacts • COVID-19 testing and isolation arrangements • Leave Arrangements • Responding to a confirmed case and household contact

Guidance	Actions	References
<p>Mandatory – Implement arrangements for fully vaccinated school students and staff to return to school / work following a close / household contact</p>	<ul style="list-style-type: none"> • Household and household like contacts are no longer required to quarantine but are required to take the following additional safety measures in the seven days that would have been their quarantine period. <ul style="list-style-type: none"> – notify the school if returning to school during the seven-day period – the student / staff member must undertake a daily Rapid Antigen Test (RAT) for five days during their seven-day period and return a negative result prior to attending work each day – the student / staff member must wear a face mask unless a lawful exemption applies, and a P2/N95 mask is preferred – Are not permitted to visit hospitals or care facilities unless an exemption applies – If symptomatic, students and staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit is unavailable 	<ul style="list-style-type: none"> • COVID-19 close contacts • COVID-19 testing and isolation arrangements



Guidance	Actions	References
<p>Implement Rapid Antigen Testing (RAT) program for staff and students</p>	<ul style="list-style-type: none"> • Ensure adequate supplies of Rapid Antigen Tests are available for students and staff • Communicate RAT program requirements to staff and students, including to test twice weekly and quarantine if a positive result • If staff or students receive a positive RAT result at any time, they must report this to the school and the Department of Health system • Staff or students who report a positive test must isolate for seven days and not attend school during that time • Staff are not permitted to undertake Rapid Antigen Tests on students at school or during school events and activities, including school camps and excursions • Schools must adhere to the revised process for Responding to a confirmed case and household contacts at schools 	<ul style="list-style-type: none"> • Responding to a confirmed cases and household contact • How to do a Rapid Antigen Test • Report a Positive Rapid Antigen Test Result

Guidance	Actions	References
<p>MANDATORY – Keep records of all people who enter the school, including parents, guardians, carers, parish clergy, casual staff, visitors and workplace inspectors</p>	<ul style="list-style-type: none"> • 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 staff, contractors, volunteers and visitors working or volunteering on school sites comply with mandatory vaccination requirements, where applicable 	<ul style="list-style-type: none"> • Record keeping for contact tracing <ul style="list-style-type: none"> - School Entry Declaration (visitors) - Workplace Attendance Register (staff) • Posters <ul style="list-style-type: none"> - COVID-19 Restrictions Are In Place - Please Sign In On Entry - Vaccination status required - Acceptable proof of vaccination status • Vaccination Information
<p>Ensure unwell employees are not attending school or working whilst unwell</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Posters <ul style="list-style-type: none"> - COVID-19 Restrictions Are In Place • Personal Protective Equipment (PPE) • Appropriate use of PPE in education settings video • Managing unwell students and staff

Guidance	Actions	References
<p>Ensure that school staff are able to manage unwell students and/or staff</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Posters <ul style="list-style-type: none"> - 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
<p>MANDATORY - Support employees to meet the mandatory vaccination requirements</p>	<ul style="list-style-type: none"> • Communicate COVID-19 Mandatory Vaccination Policy to staff • Communicate COVID-19 Vaccination Booster Dose leave entitlement to staff • Communicate to staff information available about how to book a COVID-19 booster 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. 	<ul style="list-style-type: none"> • COVID-19 Mandatory Vaccination Policy • Vaccination Information • DOSCEL Circular 224-21 – COVID-19 Vaccination Booster Dose Leave Entitlement

Guidance	Actions	References
<p>MANDATORY - Take all reasonable steps to ensure that a staff member, contractor or volunteer, who do not meet mandatory vaccination requirements do not enter, or remain on, the premises for the purposes of working at the workplace</p>	<ul style="list-style-type: none"> Communicate COVID-19 Mandatory Vaccination Policy to staff, contractors and volunteers Ensure all staff, contractors and volunteers (including parent helpers) attending on-site meet the mandatory vaccination requirements 	<ul style="list-style-type: none"> COVID-19 Mandatory Vaccination Policy Vaccination Information Visitors
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff</p>	<ul style="list-style-type: none"> Identifying areas that require floor marking, such as lifts, kitchen areas, printing collection areas 	
<p>Minimise the build-up of employees and students waiting to enter and exit the school</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Posters <ul style="list-style-type: none"> Stop sign at entrances Vital COVIDSafe Steps

Guidance	Actions	References
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks)</p>	<ul style="list-style-type: none"> • 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 as unused classrooms to ensure appropriate physical distancing • Adapt indoor activities to outdoors where appropriate • Staff should reduce, as far as possible, the use of common areas such as staff rooms 	<ul style="list-style-type: none"> • Posters <ul style="list-style-type: none"> - COVID-19 Restrictions Are In Place - Keep Your Distance • COVID-19 professional learning opportunities • Vital COVIDSafe Steps
<p>Review delivery protocols to limit contact between delivery drivers and staff</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Visitors
<p>Review and update work rosters and timetables where possible to ensure physical distancing</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Vital COVIDSafe Steps

RECORD KEEPING

Guidance	Actions	References
<p>MANDATORY – Keep records of all people who enter the school for the purposes of working.</p>	<ul style="list-style-type: none"> Establishing a process to record attendance (including, emergency teachers, casual staff, external contractors and cleaners etc.) 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 	<ul style="list-style-type: none"> Record keeping for contact tracing <ul style="list-style-type: none"> School Entry Declaration (visitors) Visitors
<p>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</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> COVID-19 Mandatory Vaccination Policy Vaccination Information <ul style="list-style-type: none"> Template Vaccination Information Register
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)</p>	<ul style="list-style-type: none"> Educate staff on how to meet OHS requirements, including recording information about any incidents, including on the CEVN website 	<ul style="list-style-type: none"> School Injury / Incident Report

Guidance	Actions	References
<p>Ensure that staff working on-site complete the Workplace Attendance Register to assist with contact tracing</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Record keeping for contact tracing <ul style="list-style-type: none"> - School Entry Declaration (visitors) - Workplace Attendance Register (staff)
<p>Monitor compliance with the school COVID-19 Safety Management plan</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • COVID Marshals <ul style="list-style-type: none"> - 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 and/or staff shortages	<ul style="list-style-type: none"> 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 attending on-site Establishing processes for managing perishable stock in canteens 	<ul style="list-style-type: none"> Template Correspondence
MANDATORY – Prepare to assist Department of Health (DH) with contact tracing in the event of an outbreak and providing staff and visitor records to support contact tracing (where applicable)	<ul style="list-style-type: none"> 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 Outlining key responsibilities and process for engaging with DH and undertaking School-led contact tracing 	<ul style="list-style-type: none"> Record keeping for contact tracing <ul style="list-style-type: none"> School Entry Declaration (visitors) Workplace Attendance Register (staff) Attendance <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Responding to a confirmed case and household contact

Guidance	Actions	References
<p>MANDATORY – Prepare for how you will manage a suspected or confirmed case in an employee during work hours</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Personal Protective Equipment Cleaning Environmental Cleaning Managing unwell students and staff
<p>Prepare to notify staff and visitors of a confirmed case on-site</p>	<ul style="list-style-type: none"> 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 confirmed case on-site 	<ul style="list-style-type: none"> Record keeping for contact tracing <ul style="list-style-type: none"> School Entry Declaration (visitors) Workplace Attendance Register (staff) WorkSafe Notification
<p>MANDATORY – Prepare for the DOSCEL Secretariat to immediately notify WorkSafe Victoria if a student, employee or an independent contractor employee of the independent contractor is hospitalised or dies due to COVID-19</p>	<ul style="list-style-type: none"> Report a student and/or staff member positive case notification to the DOSCEL Secretariat Ensure that all details of confirmed case are known for the DOSCEL Secretariat notification 	<ul style="list-style-type: none"> Responding to a confirmed cases and household contact WorkSafe Notifications

Guidance	Actions	References
<p>MANDATORY – Prepare to undertake cleaning and disinfection after a confirmed case of COVID-19 has been diagnosed and has been on-site</p>	<ul style="list-style-type: none"> • Establish contact with a cleaning company • Ensure continued enhanced COVIDSafe cleaning (the daily whole of the school clean, including high touch clean and disinfect) is conducted • Communicate with the DOSCEL Secretariat if there is an outbreak of COVID-19 at the school • 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 following an outbreak 	<ul style="list-style-type: none"> • Cleaning • Environmental Cleaning
<p>MANDATORY – Confirm that the School can safely reopen and staff can return on-site (where applicable)</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Responding to a confirmed cases and household contact • Recording positive COVID-19 cases and household close contacts

WELLBEING

Guidance	Actions	References
<p>Ensure all staff are offered access to a free, confidential counselling service, via an Employee Assistance Program (EAP)</p>	<ul style="list-style-type: none"> Actively check-in with students to assist in identifying who may be vulnerable and require support to maintain engagement and connection Provide all staff with details of EAP 	<ul style="list-style-type: none"> Wellbeing

