



## **COVID Safe Plan**

**February 2021**

### **Preventing the Introduction of COVID 19 in the Work Place**

#### **Protocols for staff distancing:**

- Staff briefings and meetings will be via Zoom if social distancing cannot be maintained (1.5 meters).
- Staff are required to wear a mask in face to face meetings if unable to maintain a social distance (1.5meters distance)
- Maximum of #16 persons in staff room and #2 persons in staff kitchen at any one time (these areas will have signage detailing permitted numbers). Density limits of one person per two square metres apply to staff areas such as staff lunchrooms and areas accessed by the public ie. reception. (Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas).
- Staff must practise physical distancing 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.
- A face mask provides protection when physical distance cannot be maintained. Physical distancing is not practical when providing direct care. In this situation a face mask together with standard precautions, including hand hygiene, are important for infection control.

#### **Arrangements for student distancing:**

- Where available utilise space and create a social distance of 1.5 meters between desks.
- Supervisors constantly monitor students to maintain social distancing of students in the classroom and school grounds.
- Students should practise physical distancing where possible. Maintaining a physical distance of 1.5 meters will not always be practical in the school environment. In these contexts, a combination of health and safety measures should be utilised to reduce risk.

### **Entering school:**

- Rossbourne will record all staff, students and visitors who attend on-site for more than 15 minutes and record the name, contact details, date, and time of attendees. It is recommended that anyone who is not an employee of the school or a student to make an appointment to access the school premises or have a legitimate reason to otherwise do. Hand sanitiser will be made available for use.
- Students can only enter school grounds via Manningtree Rd entry point. Hand sanitiser will be available at the entrance.

### **Health and safety Protocols to reduce risk of infection:**

- Hand hygiene remains one of the critical measures to reduce coronavirus (COVID-19) transmission. Hands should be cleaned with an alcohol-based hand sanitiser or washed with soap and water for 20 seconds. Hand sanitiser will be made available at the entrance of the school and in all class rooms.
  - All student and staff will need to use hand sanitizer as they enter and leave each class
  - Before and after eating.
  - After blowing their nose, coughing, sneezing or using the toilet.
- Students and staff should be encouraged to cough or sneeze into their elbow or a tissue.
- Staff and students to adhere to physical distancing.
- No contact greetings.
- Food or drink cannot be shared.
- Students must sit in the same chair during class time.
- No students in main building administration area
- Stationary – staff to email requirements to Receptionist and then material will be left in staff room for collection.
- Minimal staff foot traffic through office – unless urgent – email / phone first.
- No students at copier in staff room.
- No bells, teacher to monitor time and send student to the next class or break.
- Disinfectant / wipes in staff kitchen re fridge, toaster etc – staff to be responsible.
- Signs are in place around the school reminding students and staff to wash hands and markers are place on the ground around the school to indicate appropriate social distance.
- Encourage students to spread out and use all available ground space at recess and lunch time.
- Each teacher/staff member is responsible for cleaning/disinfecting their space and the room they teach in; tables, chairs, any high use areas within the classroom and door handles.
- Regular risk assessment of high use areas around the school will be carried out and these areas to be disinfected at the end of a school day.

- Students to bring their own drink bottle. No sharing permitted.
- Zoom assemblies are recommended if social distancing cannot be maintained.
- Student work to be submitted electronically where suitable.

#### **Staff/Students who show signs of cold or flu:**

- Staff or students will be sent home and asked to get tested for COVID 19. Staff and students cannot return to school unless symptoms have disappeared, even if COVID test is negative. If staff or students are tested, they cannot return to school until they have COVID results.
- Staff and students reminded they should not come to school if feeling unwell or if showing signs of cold or flu.
- Staff or students showing signs of cold or flu will be isolated from the school population prior to departure and wear a mask.

#### **Face Masks and Gloves while onsite:**

- From, Thursday 18th February, school staff when not teaching and secondary school students aged 12 or older, must wear a face mask at school, unless an exception applies (Visitors and parents must also observe this guidance.) :
  - in all indoor spaces
  - in all outdoor spaces when 1.5 m physical distance cannot be maintained.
- It is not compulsory for teachers, educators and carers to wear face masks while teaching, interacting with or caring for students. Teachers, educators and carers can choose to wear face masks if they wish when in the classroom/ facility or when teaching or providing care for students.
- Teachers at Rossbourne will require students to wear masks in class if 1.5m social distancing cannot be maintained.
- Staff and Students will be allowed to wear protective gloves while onsite.

#### **Department of Health & Human Services Victoria**

(effective from 11:59pm Wednesday 17 February 2021)

Face masks are mandatory in all indoor spaces and in the following locations:

- on public transport
- when riding in a ride share or taxi
- on domestic flights to and from Victoria
- at airports.

You must always carry a face mask with you when you leave home unless you have a lawful reason not to. There are a number of [lawful reasons to not wear a face mask](#).

You must wear a face mask whenever you cannot keep 1.5 metres distance from others outdoors (e.g. outdoor markets, outdoor concerts, street markets, at a busy bus stop or train station platform).

### **Suspected or Confirmed Cases of COVID 19:**

- The school will report immediately any staff or students that contract COVID 19 to DHHS, Worksafe, Staff and parent community.
- If school management believes that the school cannot put in place appropriate measures to reasonably reduce the risk of COVID 19 being contracted or transmitted, the school will be closed down and all staff, students and parents notified immediately.

Out of hours phone number to alert the school of a positive COVID result related to Rossbourne staff or students: 0425 747 533.

### **Camps/Excursions:**

School staff and students should ensure they continue to practice appropriate safety measures while at external venues, such as wearing a face mask in line with health advice, practicing physical distancing and performing regular hand hygiene.

- Student, staff and parents will wear masks where social distancing is not achievable
- Hand sanitizer will be made available. Staff will remind students to wash/sanitize their hands.
- All staff and students wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.
- Lunches: Due to social distancing and capacity requirements, students and staff will bring their own food and have their lunch.
- School groups will not be able to exit an area without wearing a face mask and sanitizing hands as students/staff leave and when they return. Students and staff must follow all directions from venue staff.
- Social Distancing: Teachers are responsible for ensuring that social distancing measures are maintained between students and guests at all times. If an area has guests in it and social distancing of 1.5metres or 2m<sup>2</sup> cannot be maintained, then the teacher should not bring the student group into this area.
- Social distancing must be encouraged between students/teacher/parents at all times.
- Teachers are responsible for ensuring that proper hygiene measures are followed by students during their visit. This means regular and thorough washing and/or sanitising of hands throughout the day in line with Government recommendations.
- Teachers are responsible for ensuring that students are not touching surfaces unnecessarily or excessively. This includes exhibit viewing glass, hand rails, and doors. We understand that some level of touching is unavoidable and necessary, however efforts must be made to minimise this as much as is reasonably practicable.
- Managing Sick Students and Staff: Schools are responsible for ensuring that staff and students, who are displaying any symptoms of COVID-19 are not to attend the excursion.
- No staff or students are to participate in a camp/excursion if they have been instructed to self-isolate for any reason.
- Where parents/guests are attending an event a record of attendance must be recorded (Name, time, phone number) either by QR code or in written form.
- Transportation (Bus)

- Physical distancing is to be maintained for adult bus staff (driver and other attendants) where practical.
- Physical distancing should be exercised by students, parents and school staff at bus stops, interchanges and school bus loading areas.
- Students should:
  - not use transport if unwell
  - practise hand hygiene before and after using transport .
  - Students 12 years and older must wear face masks whilst travelling.

### **Events at Rossbourne:**

Events held at Rossbourne ie: afterschool basketball training, information sessions etc. where non Rossbourne staff and students may attend will follow all COVID protocol as detailed in this plan. Organisations using the facilities will be required to also provide a COVID plan.

## Reactive School Closure Process:

### CORONAVIRUS:

#### Reactive school closure PROCESS independent SCHOOLS Victoria (ISV)

#### Response to a confirmed case of COVID-19 within a school (staff or student)

EVENT: COVID-19 Case CONFIRMED		
STEP 1	Notification	NOTES
1A	<input type="checkbox"/> Affected staff member or student/parent to notify School Principal ( <i>following medical confirmation</i> )	
1B	<input type="checkbox"/> School Principal to: <ul style="list-style-type: none"> <li><input type="checkbox"/> collect initial information from affected person to assist reporting including:               <ul style="list-style-type: none"> <li>• the date the staff/student last attended the school site and if unwell at the time</li> </ul> </li> <li><input type="checkbox"/> contact DHHS to:               <ul style="list-style-type: none"> <li>• verify the case</li> <li>• (if confirmed) assess possible exposure to the school, including any initial close contacts</li> <li>• determine whether the school may need to close for containment and contact tracing</li> </ul> </li> <li><input type="checkbox"/> If directed to close by DHHS, School Principal to:               <ul style="list-style-type: none"> <li><input type="checkbox"/> close school for the period advised by DHHS</li> <li><input type="checkbox"/> notify school community                   <ul style="list-style-type: none"> <li>• <i>[ISV is available to provide media and comms support]</i></li> </ul> </li> <li><input type="checkbox"/> notify other providers occupying the site (e.g. OSHC)</li> <li><input type="checkbox"/> enact education continuity plan</li> <li><input type="checkbox"/> notify ISV                   <ul style="list-style-type: none"> <li>• <i>[ISV may provide support if appropriate]</i></li> </ul> </li> </ul> </li> </ul>	
1C	<input type="checkbox"/> ISV to notify DET Education Commander and Principal Health Advisor: <ul style="list-style-type: none"> <li>• <a href="mailto:CovidNotifications@edumail.vic.gov.au">CovidNotifications@edumail.vic.gov.au</a></li> <li>• <a href="mailto:CovidHealthAdvisor@edumail.vic.gov.au">CovidHealthAdvisor@edumail.vic.gov.au</a></li> </ul>	

1D	<input type="checkbox"/> <b>Principal Health Advisor to:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> liaise with DHHS to verify the advice</li> </ul>	
STEP 2	<b>Direction to close is confirmed by DHHS</b> <i>[Responsible Lead: Principal Health Advisor]</i>	
2A          2B	<input type="checkbox"/> <b>Principal Health Advisor to:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepare Issues Alert and forward to DET Education Commander</li> <li><input type="checkbox"/> notify ISV</li> </ul> <input type="checkbox"/> <b>DET Education Commander to notify:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deputy Secretary School Education Programs and Supports (SEPS)</li> <li><input type="checkbox"/> Deputy Premier's Office (DPO)</li> <li><input type="checkbox"/> Communications and Media Advisor</li> </ul>	
2C	<input type="checkbox"/> ISV to liaise with School Principal and offer support as required	
STEP 3	<b>Contact tracing complete/ School reopening</b> <i>[Responsible Lead: ISV]</i>	
<u>3A</u>	<input type="checkbox"/> School Principal to notify ISV <input type="checkbox"/> ISV to advise DET Education Commander and Principal Health Advisor the date that the school reopened: <ul style="list-style-type: none"> <li>• <a href="mailto:CovidNotifications@edumail.vic.gov.au">CovidNotifications@edumail.vic.gov.au</a></li> <li>• <a href="mailto:CovidHealthAdvisor@edumail.vic.gov.au">CovidHealthAdvisor@edumail.vic.gov.au</a></li> </ul>	

## Detailed Actions in Place Or To Be Considered:

Guidance	Actions to consider	Relevant employer obligations
<b>Hygiene</b>		
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> <li>• <i>Location of hand sanitiser stations throughout the school</i></li> <li>• <i>Ensuring rubbish bins are available to dispose of paper towels</i></li> <li>• <i>Ensuring adequate supplies of soap and sanitiser</i></li> <li>• <i>Ensuring staff and students have information on how to wash and sanitise their hands correctly</i></li> </ul>	
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> <li>• <i>Making sure that windows and air conditioning are set for optimum air flow at the start of each workday</i></li> </ul>	<p>Guidance</p>
<p>In areas or workplaces where it is required, ensure all staff and students wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<ul style="list-style-type: none"> <li>• <i>Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn</i></li> <li>• <i>Monitoring use of face coverings in all staff, unless a lawful exception applies</i></li> </ul>	
<p>Provide training to staff and students on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> <li>• <i>Educating staff and students on hand and cough hygiene, including how to wash and sanitise their hands correctly</i></li> <li>• <i>Reinforcing the importance of not attending work if unwell</i></li> <li>• <i>Ensuring appropriate information on the use of face coverings and PPE</i></li> </ul>	

Guidance	Actions to consider	Relevant employer obligations
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> <li>• <i>Swapping shared coffee and condiments for single serve sachets</i></li> <li>• <i>Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers</i></li> <li>• <i>Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</i></li> </ul>	

Guidance	Actions to consider	Relevant employer obligations
<b>Cleaning</b>		
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly.	<ul style="list-style-type: none"> <li>• <i>Identify high touch surfaces ( door and cupboard handles, kitchen counters, touch screens, shared work equipment)</i></li> <li>• <i>Provide information about workplace cleaning schedule and how to use cleaning products</i></li> </ul>	<i>Shared staff spaces must be cleaned at regular intervals.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> <li>• <i>Identify which products are required for thorough cleaning</i></li> <li>• <i>Monitor supplies of cleaning products and regularly restock</i></li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Physical distancing and limiting workplace attendance</b>		
<p>Ensure that all staff that must work from home, do work from home.</p>	<ul style="list-style-type: none"> <li>• <i>Identify the roles that are required to be performed from home or can be adapted to be performed from home</i></li> <li>• <i>Adapt working arrangements to enable working from home</i></li> <li>• <i>Regularly assess staff in attendance at the workplace to determine whether they are required to be there</i></li> </ul>	<p><i>Employers must require employees to work from home if that work can be performed from home.</i></p>
<p>Establish a system to screen employees, students and visitors before accessing the school. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> <li>• <i>Temperature checking.</i></li> <li>• <i>Asking staff and students to declare any symptom before coming to school and if symptom appear whilst at school.</i></li> </ul>	<p><i>Employers must not require employees to work when unwell. Employees and students must not attend their school if they are being tested for coronavirus and must notify the Principal if they are a positive case. Employees and students who test positive must not work.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart.</p>	<ul style="list-style-type: none"> <li>• <i>Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break</i></li> <li>• <i>Consider implementing a density quotient or cap in each area (i.e. one person per 4sqm) and put up signage or posters to reflect the new limit</i></li> </ul>	<p><i>The number of people allowed in shared staff spaces is limited to no more than density quotient allows, except when engaging in teaching duties (one person per four square meters).</i></p>
<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"> <li>• <i>Identify areas that require floor marking, such as kitchen areas, printer collection areas</i></li> </ul>	

Guidance	Actions to consider	Relevant obligations
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <li>• <i>Identify which workstations need to be modified</i></li> <li>• <i>Reconfigure workstations so that employees do not face one another</i></li> <li>• <i>Ensure workstations are adequately spaced from each other.</i></li> </ul>	
<p>Minimise the build-up of employees and students waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <li>• <i>Allocate different doors for entry and exit</i></li> <li>• <i>Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</i></li> <li>• <i>Use staggered start and finish times</i></li> <li>• <i>Use floor markings to provide minimum physical distancing guides at entrances and exits</i></li> </ul>	
<p>Provide training to staff and students on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• <i>Develop and educate students and staff on strategies and work practice changes to maintain physical distancing</i></li> <li>• <i>Reinforce messaging to students and staff that physical distancing needs to be maintained during work and during social interactions</i></li> </ul>	
<p>Review delivery protocols to limit contact between delivery drivers and staff and students.</p>	<ul style="list-style-type: none"> <li>• <i>Establish contactless delivery or invoicing.</i></li> <li>• <i>Display signage for delivery drivers.</i></li> <li>• <i>Identify designated drop off areas.</i></li> </ul>	

Guidance	Actions to consider	Relevant obligations
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <li>• <i>Stagger start and finish times and break times, to reduce usage of common areas at the same time</i></li> <li>• <i>Encourage staff to minimise time on breaks in shared facilities with others.</i></li> </ul>	
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a> .	<ul style="list-style-type: none"> <li>• <i>Outlining the maximum occupancy of areas that are open to the general public, and information about signage</i></li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Record keeping</b>		
Establish a process to record the attendance of staff, students and visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> <li>• <i>Establish a process to collect records from staff attendance (including labour hire, external contractors, cleaners, delivery drivers).</i></li> <li>• <i>Where possible, consider implementing a contactless system</i></li> <li>• <i>Review processes to maintain up-to-date contact details for all staff, students and visitors</i></li> <li>• <i>Provide information on protocols for collecting and storing information</i></li> </ul>	<p><i>Workplaces are to establish and maintain a register of attendance for all workers, subcontractors, staff and students and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.</i></p> <p><i>Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.</i></p>

Guidance	Actions to consider	Relevant obligations
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>		
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> <li>• <i>Identify the roles and responsibilities of employer and employees.</i></li> <li>• <i>Prepare for absenteeism of staff members required to quarantine or isolate</i></li> <li>• <i>Describe key dependencies (e.g. third party providers)</i></li> <li>• <i>Describe how you will continue to deliver essential services</i></li> <li>• <i>Plans to communicate with staff, students, parents, suppliers, stakeholders in the event of a positive case</i></li> <li>• <i>Establishing processes for managing perishable stock</i></li> </ul>	
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> <li>• <i>Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and employee details</i></li> <li>• <i>Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing</i></li> </ul>	<p><i>The employer/manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors.</i></p> <p><i>This will assist in contact tracing should an employee test positive.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or part of the workplace must be closed.</p>	<ul style="list-style-type: none"> <li>• <i>Implement a process for the cleaning and disinfection of employee's workspace and high touch surfaces, including use of service providers</i></li> <li>• <i>Establish a process for determining whether closure or part closure of the business and/or implementation of other</i></li> </ul>	<p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours</i></p>

Guidance	Actions to consider	Relevant obligations
	<p><i>control measures are required to manage risk</i></p>	<p><i>prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee or student during work hours.</b></p>	<ul style="list-style-type: none"> <li>• <i>Identify an appropriate area to isolate staff members or students</i></li> <li>• <i>Communicate with the employee and student about the requirement to self-isolate and be tested</i></li> <li>• <i>Describing arrangements to isolate and transfer an unwell staff member or student from the premises to go home or get tested</i></li> <li>• <i>Outlining responsibility and process for entering details into relevant OHS system</i></li> </ul>	<p><i>An employee or student suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at school if unable to travel home immediately. If isolating at school, the employee or student must wear a mask and be physically distancing from all other staff and students. An employer must request that an employee or student undergo a COVID-19 test and self-isolate.</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>• <i>Regularly update and manage a list with the contact details and date of attendance of visitors to the workplace, including staff and students</i></li> <li>• <i>Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case</i></li> </ul>	<p><i>For a confirmed case, employers must inform staff, students, parents customers, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.</i></p> <p><i>For a suspected case, employers must inform all staff and students at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p>

Guidance	Actions to consider	Relevant obligations
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> <li>• <i>Establish a process and responsibility for notifying WorkSafe</i></li> </ul>	<p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p>
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<ul style="list-style-type: none"> <li>• <i>Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS</i></li> <li>• <i>Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i></li> <li>• <i>Establish a process for notifying DHHS and Worksafe that the site is reopening</i></li> </ul>	<p><i>Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>DHHS and WorkSafe must be notified that the workplace is reopening.</i></p>