



## **COVID Safe Plan**

### **August 2020**

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

##### **School has moved to remote teaching and learning:**

- Student only allowed to attend only if their parents are permitted workers or vulnerable students.
- All staff will work from home, unless rostered on to supervise onsite vulnerable students or students whose parents are permitted workers.
- Student and staff who do attend school, will need to wear face coverings, unless there is medical or mental health reason not to do so.
- Student will be onsite only for supervision – they will complete remote learning curricular and engage in online lessons delivered from teachers who are working from home.
- No extra-curricular activities will be provided.

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

- All staff briefings and meetings via Zoom.
- No morning tea break/lunch break in staffroom.
- Maximum of 1 person in staff room and staff kitchen at any one time.

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

- Not having two supervisors in the same classroom.
- Utilising space and creating 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.

##### **Continue with online curricular program:**

- Remote curricular and schedule should be followed. All student have received time tables. Some classes will be live streamed and all subject areas will deliver remote curricular. All resources will be sent electronically to students and/or parents so there is no need to come to school or source resources elsewhere.

### **Entering school:**

- An attendance register will be kept for each day recording all students and staff that attended for onsite supervision, noting time of entry and exit of school grounds.
- A record of anyone who is not an employee of the school or a student will be noted. Their name, company, person attending, mobile phone number and times they attended the school.
- Students and staff can only enter school grounds via Manningtree Rd entry point.
- Anyone who is not an employee of the school or a student will not be allowed access to school premises unless they make an appointment to do so for a legitimate reason.
- All staff and students temperature checked and must use hand sanitizer on entry to the school (a member of the school's leadership team will manage this process).

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

- Staff and students to adhere to physical distancing.
- No contact greetings.
- Drink fountains to be used only for filling drink bottles.
- Food or drink cannot be shared.
- Students encouraged to physically distance.
- Students must sit in the same chair during class time.
- No students in main building.
- Stationary – staff to email requirements to Business Manager and then material will be left in staff room for collection.
- Minimal staff foot traffic through office – unless urgent – email / phone first.
- Green bulletin – emailed to all staff rather than student bringing around.
- 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 placed on the ground around the school to indicate appropriate social distance.
- All student and staff will need to use hand sanitizer as they enter each class or activity and use again when they leave.
- 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 before and after students arrive to school, after recess, after lunch, after school.
- Canteen to remain closed.
- Students who attend for supervision are to bring lunch from home and a drink bottle.
- No access to sporting balls or play equipment will be permitted as we cannot guarantee disinfected after use.
- No physical assemblies. Zoom assemblies can occur.
- Student work to be submitted electronically.

**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.

**Face Masks and Gloves while onsite:**

- Students and staff will be required to wear face masks whilst at school.
- Breaks from wearing masks will only be permitted when social distancing can occur.
- Staff and Students will be allowed to wear protective gloves while onsite.

**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.

## 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"/> Principal Health Advisor to: <ul style="list-style-type: none"> <li>□ liaise with DHHS to verify the advice</li> </ul>	
<b>STEP 2</b> Direction to close is confirmed by DHHS <i>[Responsible Lead: Principal Health Advisor]</i>		
2A          2B	<input type="checkbox"/> Principal Health Advisor to: <ul style="list-style-type: none"> <li>□ prepare Issues Alert and forward to DET Education Commander</li> <li>□ notify ISV</li> </ul> <input type="checkbox"/> DET Education Commander to notify: <ul style="list-style-type: none"> <li>□ Deputy Secretary School Education Programs and Supports (SEPS)</li> <li>□ Deputy Premier's Office (DPO)</li> <li>□ Communications and Media Advisor</li> </ul>	
2C	<input type="checkbox"/> ISV to liaise with School Principal and offer support as required	
<b>STEP 3</b> Contact tracing complete/ School reopening <i>[Responsible Lead: ISV]</i>		
3A	<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 (at least twice daily).	<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>