

# COVID Safe plan

## ST DAMIAN'S PRIMARY SCHOOL BUNDOORA

### Our COVID Safe Plan

|                       |                            |
|-----------------------|----------------------------|
| Business name:        | ST DAMIAN'S PRIMARY SCHOOL |
| Site location:        | BUNDOORA                   |
| Contact person:       | MRS ROSANNA PICCOLO        |
| Contact person phone: | 0488 773 872               |
| Date prepared:        | August 2020                |
| Latest Reviewed       | April 20, 2021             |

| Guidance  | Action to mitigate the introduction and spread of COVID-19  |
|---|---|
| <b>Hygiene</b>  |   |
| <b>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.</b> | <ul style="list-style-type: none"><li>- Infrastructure to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied. Each building should have hand sanitiser and disinfectant wipes made available at entrances and occupied rooms.</li><li>- Supply is checked regularly.</li><li>- Daily cleaning contractor arrangements to include performing a through clean of all buildings surfaces daily using a hospital grade disinfectant.</li><li>- Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.</li><li>- Bin liners are replaced daily or as required and if reused, disinfected.</li><li>- Information has been provided to staff on washing hands or using hand sanitizer before and after moving between rooms or buildings and after touching any doors.</li><li>- Infrastructure to ensure an ample supply of &gt;60% Alcohol based hand sanitiser is supplied.</li><li>- For more information: <a href="#">CECV Infectious cleaning guidelines</a></li></ul> |
| <b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>   | <ul style="list-style-type: none"><li>- Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.</li><li>- Staff are being encouraged to open windows &amp; doors to promote airflow wherever possible.</li><li>- Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li><li>- For more information: <a href="#">School Operations Guide (Term 1 2021)</a></li></ul>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
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| <p><b>In areas or workplaces where it is required, ensure all staff 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.</b></p> | <ul style="list-style-type: none"> <li>- Staff are being briefed on the use of face mask requirements for the workplace including wearing a mask where 1.5m distance cannot be maintained between adults. Staff not required to wear their mask when teaching or speaking to a hearing impaired person.</li> <li>- Staff provided with face shield to use at their discretion when working or speaking with students</li> <li>- Monitor use and maintain a record of lawful exceptions</li> <li>- For more information: <a href="#">COVID-19 face mask guidance</a></li> </ul>   |
| <p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>   | <p>All staff are being briefed on infection control precautions:</p> <ul style="list-style-type: none"> <li>- <i>Avoid people with fevers, sweats, chills or flu-like symptoms.</i></li> <li>- <i>Use hand sanitiser between classes and after contact with commonly touched surfaces.</i></li> <li>- <i>Maintain good cough etiquette.</i></li> <li>- <i>Do not touch, kiss, or hug others.</i></li> <li>- <i>Use disinfectant wipes to clean digital devices, tables &amp; chairs and all touch surfaces between different users and at the end of the day.</i></li> <li>- <i>If a person has been advised by DHHS that they are considered a 'close contact' with someone with a confirmed case of COVID-19, they MUST: Notify the School or Office, self-isolate &amp; arrange to be tested. Do not return to work until test results obtained.</i></li> </ul> |
| <p><b>Replace high-touch communal items with alternatives.</b></p>   | <p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> <li>- The supply of some staff room supplies are being transitioned to single serve sachets.</li> <li>- Shared crockery and cutlery must be washed in dishwasher. Staff are being encouraged to bring and use their own.</li> <li>- To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible.</li> <li>- To clean items that cannot be immersed in water: e.g. electrical equipment with a 60% or greater alcohol wipe or hand sanitiser and air dry.</li> <li>- To clean items that can be immersed in water by scrubbing in hot water and soap or detergent. Then rinse in hot water (not &lt;70°C).</li> <li>- For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> </ul>       |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
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| <b>Cleaning</b>  |  |
| <p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p> | <ul style="list-style-type: none"> <li>- Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.</li> <li>- Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</li> <li>- For more information: <a href="#">CECV Infectious cleaning guidelines</a></li> </ul>  |
| <p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>   | <ul style="list-style-type: none"> <li>- Daily cleaning contractor arrangements include performing a through clean of all buildings surfaces daily using a hospital grade disinfectant.</li> <li>- Staff are being encouraged to carefully place all waste &amp; disposable PPE in bins for cleaners to collect.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1 2021)</a></li> </ul> |

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| <b>Physical distancing and limiting workplace attendance</b>   |   |
| <p><b>Ensure that all staff that can work from home, do work from home.</b></p>  | <ul style="list-style-type: none"> <li>- Negotiations with staff are being undertaken to arrange for some non-teaching &amp; administrative activities to be performed at home instead of the workplace where appropriate.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>   |
| <p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>   | <ul style="list-style-type: none"> <li>- Staff will be asked to declare if they are working across multiple sites.</li> <li>- Alternative arrangement will be negotiated with staff to ensure that they do not continue to work at more than one site.</li> </ul>   |
| <p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>  | <ul style="list-style-type: none"> <li>- Upon arrival at the Office staff, students, visitors &amp; contractors will be reminded to 'stay home if you are unwell'. They will be asked to confirm if they or anyone at home has the following symptoms: <ul style="list-style-type: none"> <li>- Fever or flu-like symptoms, such as coughing, sore throat and fatigue?</li> <li>- Shortness of breath?</li> <li>- Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days?</li> <li>- Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19?</li> </ul> </li> <li>- <i>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person will be encouraged to self-isolate until they can be tested &amp; receive the results.</i></li> <li>- <i>Staff &amp; visitors are to be reminded to remain hyper-vigilant in maintaining good personal hygiene.</i></li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul> |
| <p><b>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. Also consider installing screens or barriers.</b></p> | <ul style="list-style-type: none"> <li>- Common Rooms will have seating arrangement staggered to promote physical distancing in line with one person for every 1 square metre.</li> <li>- <i>Staff &amp; visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times.</i></li> <li>- For more information: <a href="#">School Operations Guide (Term 1,2021)</a><br/><a href="#">Health and safety advice for schools reference</a></li> </ul>   |
| <p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>  | <ul style="list-style-type: none"> <li>- Signage will be used wherever possible, to promote physical distancing.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1,2021)</a></li> </ul>  |
| <p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>  | <ul style="list-style-type: none"> <li>- Workstations, classrooms and reception areas will be reviewed and wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission.</li> <li>- Shields, barriers and signage will be considered as part of the control measures.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>  |

| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
|--|---|
| <p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>  | <ul style="list-style-type: none"> <li>- Students directed to use various entry/exit points to minimise the risk of transmission.</li> <li>- Students will be encouraged to maintain physical distancing arrangements from adults on site where appropriate.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>   |
| <p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>   | <ul style="list-style-type: none"> <li>- Staff and adult visitors are being briefed to follow physical distancing rules:</li> <li>- Remain at least 1.5 metres from other individuals wherever possible which is one person per 2 square metre rule.</li> <li>- Organise to only have one person in small work areas.</li> <li>- Avoid shaking hands, hugging or touching others.</li> <li>- Avoid large gatherings indoors in confined spaces.</li> <li>- Hold essential meetings in large open areas, outside in the open air if possible, or online</li> <li>- Always use good hand and cough/sneeze hygiene.</li> <li>- Students encouraged to eat lunch outside rather than indoors if possible.</li> <li>- Do not share food or drinks in the workplace</li> <li>- Follow the hygiene and cleaning protocols detailed in this Plan.</li> <li>- For more information: <a href="https://www.dhhs.vic.gov.au/staying-safe-covid-19">https://www.dhhs.vic.gov.au/staying-safe-covid-19</a></li> <li>- DHHS Hygiene &amp; Physical Distancing Guide - <a href="https://www.dhhs.vic.gov.au/staying-safe-covid-19">https://www.dhhs.vic.gov.au/staying-safe-covid-19</a></li> </ul> |
| <p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>   | <ul style="list-style-type: none"> <li>- Visitors, contractors and delivery drivers are being advised to follow sign in, physical distancing, hygiene and cleaning protocols detailed in this Plan.</li> <li>- <i>Staff &amp; visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times.</i></li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>   |
| <p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>  | <ul style="list-style-type: none"> <li>- Rosters will be reviewed to maximise temporal &amp; physical distancing between staff and students.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>   |
| <p><b>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>.</b></p> | <ul style="list-style-type: none"> <li>- Approved DHHS signage for Schools &amp; Offices will be placed in clear and visible locations to promote physical distancing and good hygiene practices.</li> <li>- Parents will be actively discouraged from entering the school buildings during drop off/pick up times.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1, 2021)</a></li> </ul>  |

| Guidance  | Action to ensure effective record keeping   |
|---|---|
| <b>Record keeping</b>   |   |
| <p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p> | <ul style="list-style-type: none"> <li>– At the beginning of work each day, administration staff will check that visitor, contractor, staff &amp; student sign in records are updated for contact tracing purposes.</li> <li>– Upon arrival at the School/Office all visitors, contractors, staff &amp; students will be asked to confirm that they do not have:               <ul style="list-style-type: none"> <li>– A fever or flu-like symptoms, such as coughing, sore throat and fatigue?</li> <li>– shortness of breath?</li> <li>– been in close contact with someone returned from overseas or a COVID-19 hotspot, in the last 14 days?</li> <li>– been in close contact with someone with a confirmed case of COVID-19?</li> </ul> </li> <li>– Are not currently required to be in isolation</li> <li>– The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014</li> <li>– For more information: <a href="#">School Operations Guide (Term 1,2021)</a></li> </ul> |
| <p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>   | <ul style="list-style-type: none"> <li>– COVID related reporting is communicated to staff via a staff meeting.</li> <li>– Staff are advised to notify the School Principal or Office Staff remotely and complete an incident report form online.<br/><a href="https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form">https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form</a></li> <li>– Seek medical advice and testing immediately.</li> <li>– <b><i>If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.</i></b></li> <li>– <b><i>Staff must not return to work until medically cleared to do so.</i></b></li> </ul>  |

| Guidance   | Action to prepare for your response  |
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| <b>Preparing your response to a suspected or confirmed COVID-19 case</b>   |  |
| <p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>                   | <ul style="list-style-type: none"> <li>– <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>– <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> </ul> <p><i>The school has considered:</i></p> <ul style="list-style-type: none"> <li>– <i>preparing</i> for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results.</li> <li>– key dependencies.</li> <li>– delivery of essential services</li> <li>– <i>communications during a critical incident.</i></li> </ul> |
| <p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>                                  | <ul style="list-style-type: none"> <li>– Administration staff will be able to provide visitor, contractor, staff &amp; student records from the period of 48hrs prior to the onset of symptoms in a suspected case of COVID-19 to DHHS. This will assist with contact tracing should someone test positive.</li> <li>– For more information: <a href="#">School Operations Guide (Term 1,2021)</a></li> </ul>  |
| <p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p> | <ul style="list-style-type: none"> <li>– If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines.</li> <li>– School will follow direction provided by DHHS regarding partial or full school closure</li> <li>– For more information: <a href="#">CECV Infectious Cleaning Guidelines</a></li> </ul>  |

| Guidance   | Action to prepare for your response   |
|--|---|
| <p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>                      | <ul style="list-style-type: none"> <li>- <i>If a staff member or student is suspected of having COVID-19 symptoms:</i> <ul style="list-style-type: none"> <li>- isolate the person immediately</li> <li>- notify the School/Office leadership team</li> <li>- complete an Incident report form</li> <li>- make arrangements for the person to travel home &amp; to be tested. Advise them to self-isolate until the test result received</li> <li>- continue with enhanced cleaning regime until the outcome of the case is known</li> <li>- if the case is positive, facilitate a 'deep' clean of the facilities as per CECV Infectious Cleaning Guidelines.</li> <li>- Notify anyone potentially at risk to self-isolate &amp; to also be tested</li> </ul> </li> <li>- For more information: <a href="#">School Operations Guide (Term 1,2021)</a></li> <li>- <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>- <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> <li>- <a href="#">CECV Infectious Cleaning Guidelines</a></li> </ul> |
| <p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>                                      | <ul style="list-style-type: none"> <li>- Follow the <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a> and <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>- For all suspected COVID-19 cases the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.</li> </ul>  |
| <p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p> | <ul style="list-style-type: none"> <li>- School Principal or delegate is aware of the requirement</li> <li>- If a Staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completion of the <a href="#">online form</a>.</li> </ul>  |
| <p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>                                       | <ul style="list-style-type: none"> <li>- In accordance with advice from the DHHS</li> <li>- DHHS and WorkSafe must be notified that the workplace is reopening.</li> <li>- For more information: <a href="#">School Operations Guide (Term 1 2021 )</a></li> </ul>  |

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: *Rosanna Piccolo*

Name: Rosanna Piccolo

Date April 20<sup>th</sup>, 2021

*You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may be required to provide the COVIDSafe plan to the Department of Health and Human Services (DHHS) or Worksafe upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.*