

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe Plan is available [here](#).

Our COVIDSafe Plan

Business name: _____

Site location: _____

Contact person: _____

Contact person phone: _____

Date prepared: _____

Where applicable, guidance on specific controls for essential VCE and VCAL assessments can be found on page 7.

Document current as of 28 April 2021, with updated guidance in green font.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite, and ensure adequate supplies of hand soap and paper towel are available for staff.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building should have hand sanitiser and disinfectant wipes provided in entrances and occupied rooms. – Supply is being checked at the start and end of each day. – Cleaning contractor arrangements to include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant. – Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect. – Bin liners are being replaced daily or as required and, if reused, disinfected. – Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors. – Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Where possible, enhance airflow by opening windows and adjusting air conditioning.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. – Staff are being encouraged to open windows and doors to promote airflow where possible. – Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. – Air conditioning systems have been set to use fresh air. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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 who do not have their own.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Fitted face coverings are no longer mandatory in the workplace; however, staff and students over the age of 12 should carry a fitted face covering at all times. A fitted face covering should be worn on public transport, school buses and where it is difficult to maintain 1.5 meters distance from others. <p>For more information: DHHS guidance on face masks.</p>
<p>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).</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>All staff are being briefed on infection control precautions:</p> <ul style="list-style-type: none"> – Avoid people with fevers, sweats, chills or flu-like symptoms. – Use hand sanitiser between classes and after contact with commonly touched surfaces. – Maintain good cough etiquette. – Do not touch, kiss or hug others. – Use disinfectant wipes to clean computers and desks between different users and at the end of the day. – If a person has been advised by the DHHS that they are considered a ‘close contact’ of someone with a confirmed case of COVID-19, they must: <ul style="list-style-type: none"> o notify the school or office, self-isolate and arrange to be tested o not return to work until test results are obtained. <p>The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> – liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements – send the student home if they are attending school. <p>For more information: School Operations Guide (Term 2).</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide (Term 2) – Infectious Cleaning Guidelines.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <ul style="list-style-type: none"> – Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products. – Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes. <p>For more information:</p> <ul style="list-style-type: none"> – Infectious Cleaning Guidelines – Enhanced School Cleaning Guidelines.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings’ surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell'. They will be asked to confirm if they or anyone at home have:</p> <ul style="list-style-type: none"> – experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue – experienced shortness of breath – been in close contact with someone who has returned from overseas in the last 14 days – been in close contact with someone with a confirmed case of COVID-19. <p>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 encouraged to self-isolate until they can be tested and receive the result.</p> <ul style="list-style-type: none"> – Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene. <p>For more information: School Operations Guide (Term 2).</p>
<p>Establish a system for managing visitors and large events.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>Visitors – general</p> <p>Limitations on who can visit school premises no longer apply; however, school activities involving visitors will comply with the density limit of one person per two square metres to any spaces and activities being attended by parents/carers and other visitors. The density limit applies to all persons in the space, including students, for the time that space is in use to avoid crowding.</p> <p>Visitors to school grounds must comply with the physical distancing and face mask advice set out in the School Operations Guide, and practise good hand hygiene.</p> <p>Assemblies, award ceremonies and other large gatherings</p> <p>If an event is held with external guests (parents/carers/visitors), then the overall attendee limit (inclusive of guests, staff and students) must be based on the available floor space of the venue, with the density limit of one person per two square metres applied.</p> <p>If an event is held exclusively with students and staff from a single school outside school hours, density limits do not apply to the venue or dancefloor, regardless of whether the event is held at school or at a hospitality venue, entertainment facility or community facility.</p> <p>School formals</p> <p>School formals are permitted. If held on school premises and attended exclusively by students and staff from a single school, venue density limits do not apply to the venue or dancefloor.</p> <p>If held at an external hospitality venue, entertainment facility or community facility, the school will need to abide by the restrictions on the type of venue. Dancefloors at external hospitality venues and entertainment or community facilities will now have the same density limit as the venue (one person per two square metres). The maximum of 50 people on a dancefloor at one time has been removed.</p> <p>School open days</p> <p>A school open day (or evening) meets the definition of a public event as per the Public Events Framework.</p> <p>Information regarding Tier 3 (fewer than 1000 attendees, inclusive of staff and students) and Tier 2 events (greater than 1000 attendees, inclusive of staff and students) can be found in the School Operations Guide.</p> <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Configure communal work areas so that there is no more than one worker per two square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Common rooms and areas accessed by the public (reception areas) in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every two square metres. – Floor marking will be introduced to maximise physical distancing. – Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. – 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. – Shields, barriers and signage will be considered as part of the control measures. <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide (Term 2) – Health and safety advice for all Victorian schools.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Schools must implement actions to reduce the congregation of adults around the school and ease congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours. – Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing. <p>For more information: School Operations Guide (Term 2).</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> – Remain at least 1.5 metres from other individuals wherever possible; follow the 'one person per two square metres' rule. – Only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Avoid large gatherings indoors. – Hold meetings outside in the open air if possible. – Always use good hand and cough/sneeze hygiene. – Eat lunch outside rather than indoors if possible. – Don't share food or drinks in the workplace. – Practise the hygiene and cleaning protocols detailed in this plan. <p>All staff on site are trained in the 'School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)' eLearn module.</p> <p>For more information: Guidance on hygiene and physical distancing.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols detailed in this plan. – Designated delivery areas are being clearly signposted at entry points to minimise contact. – Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Where relevant, ensure clear and visible signage in areas open to the general public that specifies maximum occupancy of the space, as determined by the ‘two square metre’ rule and 1.5 metre physical distancing.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – Schools must keep a record of all staff, students and visitors who attend on site for more than 15 minutes. – Schools must record the name, contact details, date and time of attendance at school, as well as the areas of the school that the person visited. – At the beginning of each work day, administration staff to check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes. – The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014</i> (Vic.). <p>Upon arrival at the school/office, all visitors, contractors, staff and students are being asked to confirm that they have not:</p> <ul style="list-style-type: none"> – experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue – experienced shortness of breath – been in close contact with someone who has returned from overseas or a COVID-19 hotspot, in the last 14 days – been in close contact with someone with a confirmed case of COVID-19 – been required to remain in isolation. <p>For more information: School Operations Guide (Term 2).</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – COVID-19 related reporting is communicated to staff via a staff meeting. – Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the CEVN website. – Medical advice and testing should be sought immediately. – If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60. – Staff must not return to work until medically cleared to do so. <p>For more information: School Operations Guide (Term 2).</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>The school has considered:</p> <ul style="list-style-type: none"> – preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results – key dependencies – delivery of essential services – communications during a critical incident. <p>For more information:</p> <ul style="list-style-type: none"> – Coronavirus Reactive Closure: Steps for Principals – Coronavirus: School Closure – Reactive Communications Pack.

Guidance	Action to prepare for your response
<p>Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DHHS. This will assist with contact tracing should someone test positive. <p>For more information: School Operations Guide (Term 2).</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines. The school will follow directions provided by the DHHS regarding partial or full school closure. <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> isolate the person immediately notify the school/office leadership team complete an incident report form make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received continue with enhanced cleaning regime until the outcome of the case is known if the case is positive, facilitate a 'deep' clean of the facilities as per the Infectious Cleaning Guidelines notify anyone potentially at risk to self-isolate and to also be tested. <p>To monitor close contacts, schools will now be advised if a student is identified by the DHHS as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements send the student home if they are attending school. <p>For more information:</p> <ul style="list-style-type: none"> School Operations Guide (Term 2) Coronavirus Reactive Closure: Steps for Principals Coronavirus: School Closure – Reactive Communications Pack.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Follow the Coronavirus Reactive Closure: Steps for Principals and Coronavirus: School Closure – Reactive Communications Pack. For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> The school principal or delegate is aware of the requirement. If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the online form.
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening. <p>For more information: School Operations Guide (Term 2).</p>

Guidance		Action to mitigate the introduction and spread of COVID-19
VCE/VCAL (including VET in secondary schools) assessments		
Existing control measures listed above will apply with the following additional considerations:		
Hygiene		
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 who do not have their own.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Staff and students must continue to wear fitted face coverings in the event 1.5 metres distance cannot be maintained. <p>For dance, music and drama assessments:</p> <ul style="list-style-type: none"> Musical instruments can continue to be used and group singing is permitted without specified limits. However, schools must consider and implement measures that may prevent or significantly reduce the risk of infection transmission as outlined in COVID-19 transmission from air-circulating, wind-moving devices and activities. Measures include physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity. Performances are being planned in a way that aims to minimise prolonged face-to-face contact between performers. <p>For more information: School Operations Guide (Term 2).</p>	
Replace high-touch communal items with alternatives.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Musical instruments must not be shared for musical performances. An exception will be made for large percussion instruments, which must be wiped with a disinfectant/detergent wipe between uses. 	
Cleaning		
Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Cleaning service providers will be given a detailed schedule of essential assessments planned to be undertaken for VCE/VCAL with as much notice as possible, including the approximate number of students, areas occupied and timetable. Cleaning and disinfection of any shared equipment e.g. desks between groups of students (where use of equipment in succession cannot be avoided) to occur during VCE/VCAL assessments and preparation. Where there is considerable contact with the floor during a dance/drama performance, cleaning and disinfection of the floor to occur between performances. Cleaning and disinfection of the floor to occur between music performances due to risk of the possibility of respiratory droplet spread with instruments. Music students will be actively reminded to undertake hand hygiene regularly, and before and after cleaning their instrument. 	
Physical distancing and limiting workplace attendance		
Configure communal work areas so that there is no more than one individual per two square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> The maximum number of individuals in any one indoor space will not exceed the venue density quotient of one person per two square metres in staff/public areas. Density limits do not apply in classrooms and other spaces for purposes of student use. 	
Modify the alignment of workstations so that students do not face one another.	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> Workstations to be spaced out at a minimum of 1.5 metres between each chair for assessments. 	

Guidance	Action to mitigate the introduction and spread of COVID-19
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.</p>	<p>These items are provided as examples. You should review and delete/include/add information for your context.</p> <ul style="list-style-type: none"> – A strict register of attendance and seating plans will apply for VCE/VCAL assessments. <p>For more information: Victorian Curriculum and Assessment Authority (VCAA) letter to principals.</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.

Signed _____

Name _____

Date _____

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 Victoria upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.