

COVIDSafe Plan

St Damian's Primary School Bundoora

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

Our COVIDSafe Plan

Business name:	ST DAMIAN'S PRIMARY SCHOOL
Site location:	5 Settlement Road, Bundoora
Contact person:	Mrs Rosanna Piccolo
Contact person phone:	03 94678566
Date prepared:	July 12 th 2021

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>	<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 checked regularly. - Cleaning contractor arrangements to include COVIDSafe daily end-of-school-day routine cleaning of common 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>	<ul style="list-style-type: none"> - Group activities to occur outdoors or in large indoor spaces where possible. - Staff are 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>
<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>	<ul style="list-style-type: none"> - School staff and secondary school students aged 12 or older: <ul style="list-style-type: none"> o must carry a face mask at all times, unless a lawful exception applies. o are not required to wear a face mask while at school (or when attending an Outside School Hours Care (OSHC) program), when interacting exclusively with staff and students from their school. o are required to wear a face mask indoors at school when interacting with external visitors, including parents/carers and staff/students from other schools.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - School staff (primary and secondary) who work in largely public-facing roles, e.g. reception staff, must wear a face mask indoors at all times. - Children under 12 years of age and students at primary school are not required to wear face masks when at school, or when attending an OSHC program. - Face masks are mandatory for all school staff and school students aged 12 or older on public transport and when in taxis or ride share vehicles. This includes travelling to and from school on public transport or in a vehicle with others not from your household. - School staff and students must also abide by face mask requirements when attending public venues. - Face masks during school sport: <ul style="list-style-type: none"> o Where required, students can remove face masks when engaged in any strenuous exercise. o Schools are strongly encouraged to maximise the use of outdoor environments for school sport and physical activity, particularly during periods of community transmission. - Visitors and parents must observe indoor face mask requirements, including staff and students from other schools. <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>All staff are 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>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.

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Cleaning	
Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly.	<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 informed of the 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.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings' common touch surfaces at the end of each day 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	
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<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>
Establish a system for managing visitors and large events.	<p>Visitors</p> <p>The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases.</p> <p>QR code check ins are required to be used by:</p> <ul style="list-style-type: none"> ○ all visitors on school site (including contractors, external MACS staff and building and maintenance staff) ○ all parents who enter school buildings when on school site <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> ○ staff ○ students ○ parents who come onto school grounds for drop off or pick up, but do not enter buildings. <p>The school can permit parents to enter buildings on-site for student pick up and drop off providing sufficient QR code locations can be identified and utilised to ensure parents are able to check in. Where this is not possible, parents should not be permitted to enter buildings for pick up and drop off.</p> <p>Out of School Hours Care programs (OSHC) are also subject to the new QR code requirement and must register for their own codes and enforce check ins for visitors at their sites. OSHC programs operating in schools will need to register for a unique and separate QR code and are not permitted to use the school QR code for this purpose.</p>

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	<p>QR code use on school transport Students should, where practical, check-in via a QR code service when travelling to and from school on public transport.</p> <p>Students are not required to check-in via a QR code service when travelling on private school buses or disability transport services, however bus services are required to keep records of students and staff (including drivers) accessing these services should this information be required for contact tracing.</p> <p>Assemblies and large gatherings (year level or whole school) Assemblies can resume, noting density limits should be applied when there are external guests in attendance. Density limits do not apply to school gatherings attended only by staff and students from a single school.</p> <p>Professional development and staff meetings – Can recommence providing relevant density limits and COVIDSafe measures are applied.</p> <p>School tours for prospective students and their families can recommence. Groups should not exceed current public gathering limits (currently 50 people). Density limits must be applied to any spaces accessed (with all staff, students and visitors included in these limits) and record keeping obligations must be adhered to by any visitors attending the school for the purpose of a school tour.</p> <p>School events involving staff and students from a single school (on school premises) can proceed without density limits and without limits on dance floors.</p> <p>School events involving staff and students from a single school (on external premises) can take place with the following controls:</p> <ul style="list-style-type: none"> ○ Existing health and safety requirements as outlined in the school's COVIDSafe plan and the School Operations Guide. ○ Venues must comply with relevant density and capacity limits as set out in the <u>Restricted Activity Directions</u>, including limits on dance floors (up to 50 people). <p>School events involving external guests in school environments, such as school assemblies and graduation ceremonies can take place with the following controls:</p> <ul style="list-style-type: none"> ○ Existing health and safety requirements as outlined in the school's COVIDSafe plan and the School Operations Guide. ○ Current capacity limits observed (inclusive of visitors, staff, and students) based on available floor space, with a <u>density limit</u> of 1 person per 2 square meters applied when using a COVID Check-in Marshal (if there is no COVID Check-in Marshal, a density limit of 1 person per 4 square metres applies). ○ The use of <u>Service Victoria QR codes</u> for electronic record keeping, QR code 'check in' is by all guests, electronic ticketing is also recommended to support adherence to density limits. <p>School productions Seated entertainment, including school productions, can take place with up to 75 per cent of seated capacity, with up to 300 people per indoor seated space. Non-seated areas (e.g. lobbies, foyers, catering spaces, bathrooms) continue to require application of the <u>density limit</u>.</p> <p>Camps and overnight stays can take place across Victoria with no travel restrictions. Multiple schools can attend camps providing school groups remain separated and do not share common facilities at the same time.</p> <p>Incursions are permitted at this time. Record keeping obligations must be adhered to by any visitors attending the school for the purpose of an incursion.</p> <p>Excursions are permitted at this time. School staff (primary and secondary) and secondary school students aged 12 or older are required to wear face masks indoors when attending an excursion.</p>

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	<p>Interschool activities are permitted at this time. Record keeping obligations must be adhered to by staff and students visiting from other schools.</p> <p>Indoor and outdoor interschool sport is permitted but limited to the minimum number of people required to participate in and facilitate the activity and is subject to venue capacity limits.</p> <p>Record keeping for contact-tracing purposes is required for school activities involving external visitors and/or the wider school community. Schools are required to use the Victorian Government QR Code Service for attendees to 'Check-In' to school events and activities.</p> <p>Staggered start and finish times can be implemented in schools if deemed appropriate at the Principal's discretion</p> <p>For more information: School Operations Guide (Term 2).</p>
<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>	<ul style="list-style-type: none"> – Common rooms and areas accessed by the public (reception areas will have seating arrangements staggered where necessary 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. – Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. <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>	<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>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>	<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.

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	<ul style="list-style-type: none"> Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times. For more information: School Operations Guide (Term 2) .
<p>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' rules and 1.5 metre physical distancing.</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. For more information: School Operations Guide (Term 2) .

Guidance	Action to ensure effective record keeping
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>	<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.). Upon arrival at the school/office, all visitors, contractors, staff and students are being asked to confirm that they have not: <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. 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>	<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. For more information: School Operations Guide (Term 2) .

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</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. For more information: <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>	<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>	<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>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>	<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>	<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>	<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
Hygiene	

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>	<ul style="list-style-type: none"> - School staff and secondary school students aged 12 or older: must carry a face mask at all times, unless a lawful exception applies. - are not required to wear a face mask while at school when interacting exclusively with staff and students from their school. - are required to wear a face mask indoors at school when interacting with external visitors, including parents/carers and staff/students from other schools.. - School staff who work in largely public-facing roles, e.g. reception staff, must wear a face mask indoors at all times. - Face masks are mandatory for all school staff and school students aged 12 or older on public transport and when in taxis or ride share vehicles. This includes travelling to and from school on public transport or in a vehicle with others not from your household. - Visitors and parents must observe indoor face mask requirements, including staff and students from other schools. <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 of 2 meters between performers, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity. - Performers playing non-wind instruments (for example, percussion and string players) should wear face masks if performing in settings where face masks are required by local restrictions. - 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>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> - Singing and playing wind and brass instruments can occur if Department of Health recommendations to reduce transmission risk are followed. - Recommendations include moving outdoors, increasing ventilation, physical distancing of 2 metres between performers, reducing the number of people, or reducing the length of time an activity is conducted. - Further advice on ways to reduce risk can be found in DH guidance: COVID-19 transmission from air-circulating, wind-moving devices and activities.
<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>	<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.
<p>Physical distancing and limiting workplace attendance</p>	
<p>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>	<p>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 public areas. Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Modify the alignment of workstations so that students are spaced apart as far as practical	<ul style="list-style-type: none"> - Workstations to be spaced out at a minimum of 1.5 metres between each chair for assessments.

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

Signed 

Name Rosanna Piccolo

Date July 12th 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 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.