

# COVIDSafe Plan



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

## Our COVIDSafe Plan

Business name:	St Paul the Apostle School
Site location:	Doreen
Contact person:	Mr Phil Doherty
Contact person phone:	03 9216 2000
Date prepared:	Updated 26 October 2021

Where applicable, guidance on specific controls for essential VCE and VCAL assessments can be found on page 8.

This document is to be used in conjunction with the current School Operations Guide, and is designed to document the operational details and specific controls for school's COVID-19 response.

This is a live document which should be regularly updated to reflect the school's current COVIDSafe practices in line with the Victorian Government's health advice and current School Operations Guide.

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Supply is being checked at the start and end of each day.</li> <li>- 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.</li> <li>- Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.</li> <li>- Bin liners are being replaced daily or as required and, if reused, disinfected.</li> <li>- 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.</li> <li>- Infrastructure to ensure an ample supply of &gt; 60% alcohol-based hand sanitiser is available.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
<p><b>Where possible, enhance airflow by opening windows, adjusting air conditioning and installing air purification devices.</b></p>	<ul style="list-style-type: none"> <li>- Air purifiers are advised to be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms.</li> <li>- Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.</li> </ul>

	<ul style="list-style-type: none"> <li>- Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature should be disabled.</li> <li>- Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE.</li> <li>- An additional measure schools may consider to further increase the utility of mechanical ventilation, where available and practicable, is to run systems when rooms are unoccupied, and ideally two hours before and after use of a space.</li> <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 and doors to promote airflow where possible.</li> <li>- Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> <li>- Air conditioning systems have been set to use fresh air.</li> <li>- Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather.</li> <li>- Keep exhaust fans are to be used as much as possible.</li> <li>- Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements.</li> <li>- Schools are encouraged to avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. Rotate the use of spaces that can be well ventilated if required.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<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 who do not have their own.</b></p>	<ul style="list-style-type: none"> <li>- School staff and secondary school students aged 12 or older must always wear a face mask at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies.</li> <li>- Children under 12 years of age and students at primary school are recommended to wear face masks when at school, or when attending an OSHC program.</li> <li>- For communication purposes, teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can.</li> <li>- Face masks are mandatory for all school staff and school students aged 12 or older when travelling to and from school on public transport and when in taxis or ride share vehicles, and recommended for primary school aged students.</li> </ul> <p>For more information: <a href="#">DHHS guidance on face masks</a>.</p>
<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>	<ul style="list-style-type: none"> <li>- All staff are being briefed on infection control precautions: <ul style="list-style-type: none"> <li>- Avoid people with fevers, sweats, chills or flu-like symptoms.</li> <li>- Use hand sanitiser between classes and after contact with commonly touched surfaces.</li> <li>- Maintain good cough etiquette.</li> <li>- Do not touch, kiss or hug others.</li> <li>- Use disinfectant wipes to clean computers and desks between different users and at the end of the day.</li> </ul> </li> <li>- 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 <b>must</b>: <ul style="list-style-type: none"> <li>o notify the school or office, self-isolate and arrange to be tested</li> <li>o not return to work until test results are obtained.</li> </ul> </li> </ul> <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"> <li>- liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>- send the student home if they are attending school.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>

<p><b>Replace high-touch communal items with alternatives.</b></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. Schools should continue COVIDSafe routine and enhanced environmental cleaning and disinfection.</p> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide.</a></li> <li>- <a href="#">Infectious Cleaning Guidelines.</a></li> </ul>
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></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. Schools should continue COVIDSafe routine cleaning and ensure:</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> </ul> <p><b>Deep Cleaning</b></p> <p>Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p> <p>To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:</p> <ul style="list-style-type: none"> <li>o keep desks neat and tidy</li> <li>o file important documents before leaving each day</li> <li>o take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)</li> <li>o do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery)</li> <li>o store away shared and loose items (such as toys, musical instruments, and sporting equipment)</li> <li>o keep personal cutlery in a sealed container, not left out on a workstation.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">Infectious Cleaning Guidelines</a></li> <li>- <a href="#">Enhanced School 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>- 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.</li> <li>- Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.</li> </ul> <p>For more information: <a href="#">School Operations Guide.</a></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>In metropolitan Melbourne and Greater Shepparton LGA, a permit is required for permitted workers to attend a workplace and travel between their home and workplace. From 11.59pm Thursday 9 September, work permits are no longer required in regional Victoria (excluding Greater Shepparton).</p> <p>School staff moving between metropolitan Melbourne and regional Victoria will also be required to undertake twice weekly COVID-19 PCR testing.</p> <p>Any staff crossing in and out of metropolitan Melbourne and Greater Shepparton LGA will need to get tested for COVID-19 twice a week. This includes both:</p> <ul style="list-style-type: none"> <li>• Staff who live in regional Victoria (excluding Greater Shepparton LGA) who work in metropolitan Melbourne and Greater Shepparton LGA</li> <li>• Staff who live in metropolitan Melbourne and Greater Shepparton LGA who work in regional Victoria (excluding Greater Shepparton LGA).</li> </ul> <p>Staff do not need to isolate following their test and can attend work while waiting for their test result.</p> <p>Staff in regional schools should also avoid working across multiple sites as much as practical, noting there will be some workforces who will need to work across multiple schools (i.e. health and wellbeing staff and casual relief teaching staff).</p> <p>Staff should not work across multiple schools in metropolitan Melbourne.</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"> <li>- experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue</li> <li>- experienced shortness of breath</li> <li>- been in close contact with someone who has returned from overseas in the last 14 days</li> <li>- been in close contact with someone with a confirmed case of COVID-19.</li> </ul> <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"> <li>- Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</li> </ul> <p><b>Return to school information</b></p> <p>Please refer to appendix 1 for staged return to school information.</p> <ul style="list-style-type: none"> <li>- For more information: <a href="#">School Operations Guide</a>.</li> </ul>
<p><b>Establish a system for managing visitors and large events.</b></p>	<p><b>Visitors</b></p> <p>Visitors to school premises should be limited to essential school services and operations.</p> <p>The density limit of 1 person per 4 square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.</p> <p><b>QR codes and record keeping</b></p>

	<p>The use of Service Victoria QR codes for electronic record keeping is 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"> <li>- all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff)</li> <li>- all parents who enter school buildings when on school site for essential purposes</li> </ul> <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> <li>- staff</li> <li>- students</li> <li>- parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings.</li> </ul> <p>Schools are reminded that existing sign in and out processes should continue to be used to record essential visitor attendance, in particular the purpose of visits, for legal and regulatory obligations</p> <p><i>Consideration should be given to the management of visitors and large events when utilising shared facilities such as:</i></p> <ul style="list-style-type: none"> <li>- <i>Outdoor and indoor pools</i></li> <li>- <i>Playgrounds</i></li> <li>- <i>Sporting activities</i></li> <li>- <i>Camps and excursions</i></li> <li>- <i>Drinking facilities</i></li> <li>- <i>Professional development, etc.</i></li> </ul> <p>Further information is available at:</p> <p><a href="https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service">https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</a></p> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Configure communal work areas so that there is no more than one worker per four square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>- 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 four square metres.</li> <li>- Floor marking will be introduced to maximise physical distancing.</li> <li>- Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times.</li> <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>- Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a></li> <li>- <a href="#">Health and safety advice for all Victorian schools</a>.</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</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-19 related reporting is communicated to staff via a staff meeting.</li> <li>- Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the <a href="#">CEVN website</a>. Medical advice and testing should be sought immediately.</li> <li><b>If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60.</b></li> <li>- <b>Staff must not return to work until medically cleared to do so.</b></li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Guidance</b></p>	<p><b>Action to prepare for your response</b></p>
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>The school has considered:</p> <ul style="list-style-type: none"> <li>- preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results</li> <li>- key dependencies</li> <li>- delivery of essential services</li> <li>- communications during a critical incident.</li> </ul> <p>For more information:</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><b>Prepare to assist the 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 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.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<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>	<p>If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines.</p> <ul style="list-style-type: none"> <li>- The school will follow directions provided by the DHHS regarding partial or full school closure.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>If a staff member or student is suspected of having COVID-19:</p> <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 and to be tested. Advise them to self-isolate until the test result is 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 the <a href="#">Infectious Cleaning Guidelines</a></li> <li>- notify anyone potentially at risk to self-isolate and to also be tested.</li> </ul> <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"> <li>- liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>- send the student home if they are attending school.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a>.</li> <li>- <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>- <a href="#">Coronavirus: School Closure – Reactive Communications Pack</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 Reactive Closure: Steps for Principals</a> and <a href="#">Coronavirus: School Closure – Reactive Communications Pack</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>- The 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 completing the <a href="#">online form</a>.</li> </ul>
<p><b>Confirm that your workplace can safely reopen and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>- In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Guidance Action to mitigate the introduction and spread of COVID-19</b></p>	
<p><b>VCE/VCAL (including VET in secondary schools) assessments</b></p>	
<p>Existing control measures listed above will apply with the following additional considerations:</p>	
<p><b>Hygiene</b></p>	
<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 who do not have their own.</b></p>	<ul style="list-style-type: none"> <li>- Staff and students aged 12 or older must carry a face mask at all times and wear a face mask indoors and outdoors when at school, unless a lawful exception applies.</li> <li>- Schools should consider the necessity of using shared equipment at this time. Such items may include shared computers, class sets of teaching and learning materials, and musical instruments. If used, strict hand hygiene should be followed before and after use. Risk can be further minimised by users of high-touch shared equipment wiping items down where appropriate, for example using a disinfectant/detergent wipe or cloth.</li> </ul> <p>Schools must consider and implement measures that may prevent or significantly reduce the risk of infection transmission as outlined in <a href="#">COVID-19 transmission from air-circulating, wind-moving devices and activities</a>. Measures include physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity.</p> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- 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. Schools should continue COVIDSafe routine and enhanced environmental cleaning and disinfection.</li> </ul> <p><i>Consideration should be given to the management of high-touch surfaces such as:</i></p> <ul style="list-style-type: none"> <li>- <i>Keyboards</i></li> <li>- <i>Plant and machinery</i></li> <li>- <i>Sporting equipment</i></li> <li>- <i>Wind and brass instruments, etc.</i></li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a>.</li> <li>- <a href="#">Infectious Cleaning Guidelines</a>.</li> </ul> <p>Further advice on ways to reduce risk can be found in DH guidance: <a href="#">COVID-19 transmission from air-circulating, wind-moving devices and activities</a>.</p>
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul> <p>Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p>



	<p>To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:</p> <ul style="list-style-type: none"> <li>- keep desks neat and tidy</li> <li>- file important documents before leaving each day</li> <li>- take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)</li> <li>- do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery)</li> <li>- store away shared and loose items (such as toys, musical instruments, and sporting equipment)</li> <li>- keep personal cutlery in a sealed container, not left out on a workstation.</li> </ul>
<b>Physical distancing and limiting workplace attendance</b>	
<b>Configure communal work areas so that there is no more than one individual per four square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.</b>	The maximum number of individuals in any one indoor space will not exceed the venue density quotient of one person per four 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.
<b>Modify the alignment of workstations so that students do not face one another.</b>	<ul style="list-style-type: none"> <li>- Workstations to be spaced out at a minimum of 1.5 metres between each chair for assessments.</li> </ul>
<b>Record keeping</b>	
<b>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.</b>	<ul style="list-style-type: none"> <li>- QR Check In System for all visitors to school</li> </ul> <p>For more information: <a href="#">Victorian Curriculum and Assessment Authority (VCAA) letter to principals.</a></p>

I acknowledge and understand my responsibilities and have implemented this COVID Safe Plan in the Workplace

Signed:



Name: Mr Phil Doherty

Date : Updated 26 October 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.*