

St John’s Regional College

5-11 Caroline St Dandenong VIC 3175

Tim Hogan

8793-2000

**Our COVID Safe Plan**

Business name: Site location: Contact person:

Contact person phone:

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Hygiene** |
| **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.** | * Administration working with maintenance and cleaning staff responsible for ensuring an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied. Hand sanitiser is located at both entrances to the building and sanitiser and disinfectant wipes is made available in all occupied rooms, staff room and bathrooms.
* External doors to classrooms to remain open.
* All Roger FM transmitters have disinfectant wipes with >60% alcohol, disposable gloves and instructions for cleaning made available for use by staff in classrooms (St Mary’s supplied).
* Supply is checked at the start and end of each day.
* Daily cleaning contractor arrangements to include performing a through clean of all buildings surfaces twice a day using a hospital grade disinfectant while the building is occupied.
* Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.
* Bin liners are replaced daily or as required and if reused, disinfected.
* 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.
* For more information: [CECV Infectious cleaning guidelines](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Infectious-Cleaning-Guidelines.pdf)
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| **Where possible: enhance airflow by opening windows and adjusting air conditioning/heating.** | * Group activities have been rearranged to occur in outdoors spaces where possible.
* Staff are being encouraged to open windows & doors to promote airflow wherever possible.
* Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **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.** | * Single use disposable face masks are available on request through administration, but staff welcome to supply their own. Staff are able to provide / use a face shield if more comfortable (not supplied by school).
* Staff are being briefed on the use of face mask (or shield) requirements for the workplace including wearing a mask to and from the College, during yard duty and whilst moving around the building. Staff are advised of the option to use the face shields when teaching or speaking to a DHH student. Staff are allowed to remove their face mask if working in a classroom or office alone but must put it on if someone enters that office space.
* Staff on yard duty are requireded to wear a mask (or shield). Staff member on yard duty have been directed to remove their mask if they need to communicate with a DHH student.
* Monitor use and maintain a record of lawful exceptions
* For more information: [COVID-19 face mask guidance](https://cevn.cecv.catholic.edu.au/Melb/News-Events/News/Special-Messages/COVID-update-term3-no4)
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| **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).** | All staff are being briefed on infection control precautions through regular staff briefings and posters displayed around the building:* 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 notebook & desk between different users and at the end of the day.
* Wear a mask outside home, except when teaching (see above) or driving.
* 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 & arrange to be tested. Do notreturn to work until test results obtained. |
| **Replace high-touch communal items with alternatives.** | Briefings are being provided to staff on the following:* Staff room and staff are being encouraged to bring and use their own.
* Cleaning of all commonly touched or shared equipment (staff room benches, microwave, fridge and tables) by staff/cleaning contractors using wipes.
* Staff should not eat or share in the preparation of shared food items.
* For more information: [CECV Infectious cleaning guidelines](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Infectious-Cleaning-Guidelines.pdf)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Cleaning** |
| **Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).** | * Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.
* Staff are being encouraged to regularly wipe down touched surfaces with disinfectant wipes in their classrooms (including electrical switches and shared equipment) and offices between classes.
* For more information: [CECV Infectious cleaning guidelines](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Infectious-Cleaning-Guidelines.pdf)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Ensure adequate supplies of cleaning products, including detergent and disinfectant.** | * Daily cleaning contractor arrangements include performing a thorough clean of all buildings surfaces once a day using a hospital grade disinfectant.
* Cleaning of all commonly touched or shared equipment (staff room benches, microwave, fridge and tables) and bathroom high touch areas by contractor.
* Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can work from home, do work from home.** | * All staff, including non-teaching & administrative whose duties are able to be performed at home instead of the workplace are able to on a roster basis. The exception is the executive and administration who are working where possible on a roster. Those unable to work from home are onsite but following hygiene protocols.
* Arrangements are being put in place to ensure that if staff are required onsite to supervise students of permitted workers or those at-risk, staff numbers are kept to a minimum but meeting duty of care guidelines and where it is considered essential.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**  | * Upon arrival at the College all Office staff, students, visitors & contractors will be reminded to ‘stay home if you are unwell’ by posters located at reception. Visitors & contractors will be asked to confirm if they or anyone at home has the following symptoms as part of the electronic sign in process:
	+ Fever or flu-like symptoms, such as coughing, sore throat and fatigue?
	+ Shortness of breath?
	+ Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days?
	+ Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19?
* 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 directed to self-isolate until they can be tested & receive the results.
* Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good personal hygiene.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **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.** | * All teachers, non-teaching and administration staff will be allocated an area for use in preparing work and teaching. Communal staff rooms should not be used for work preparation. Student teachers if onsite should work in the open Year 9 Centre areas not be placed in House Offices with supervising teacher.
* The staff rooms can be used for lunch and breaks but should promote physical distancing in line with one person for every 4 metres. The number of people allowed in each space at any one time should reflect these measurements.
* Screens and barriers have been installed in the main Reception area and the CLC.
* Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
* [***Health and safety advice for schools reference***](https://www.education.vic.gov.au/school/Pages/healthadvice.aspx?utm_source=email%2Bmarketing%2BMailigen&utm_campaign=Direct%2Bsend%2Bâ€)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | * Floor marking outside the canteen will be used, to promote physical distancing.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Modify the alignment of workstations so that employees do not face one another.** | * Reception area at Administration has been floor marked to reduce the risk of person-to-person or person-to-surface transmission.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Minimise the build up of employees waiting to enter and exit the workplace.** | * Staff will use all entry/exit points to minimise the risk of transmission.
* Students will be encouraged to maintain physical distancing arrangements from adults on site.
* Bell times will be altered to allow for students to exit buildings and then staff to exit
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | * Staff and adult visitors are being briefed to follow physical distancing rules:
	+ Remain at least 1.5 metres from other individuals wherever possible which is one person per 4 square metre rule.
	+ Organise to only have one person in small work areas.
	+ Avoid shaking hands, hugging or touching others.
	+ Avoid large gatherings indoors.
	+ All essential meetings should be held online.
	+ Always use good hand and cough/sneeze hygiene.
	+ Do not share food or drinks in the workplace
	+ Staff coming together for recess or lunch periods indoors should be limited to no more than 3 people or ensure safe distancing to reduce the risk of person to person transmission.
	+ Masks should be removed for as short a period as necessary to eat or drink and should be immediately placed back on when socially conversing.
	+ Follow the hygiene and cleaning protocols detailed in this Plan.
* For more information: <https://www.dhhs.vic.gov.au/staying-safe-covid-19>
* DHHS Hygiene & Physical Distancing Guide -<https://www.dhhs.vic.gov.au/staying-safe-covid-19>
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| **Review delivery protocols to limit contact between delivery drivers and staff.** | * Visitors, contractors and delivery drivers are being advised to follow sign in, physical distancing, hygiene and cleaning protocols detailed in this Plan.
* Staff & visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.** | * Rosters will be reviewed by leadership weekly to maximise temporal & physical distancing between staff and students.
* Checking for any vulnerable participants.
* Supervision and administration staff required to be onsite regularly briefed.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **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** [**‘ four square metre’**](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)[**rule.**](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | * Approved DHHS signage for Schools & Offices will be placed in clear and visible locations to promote physical distancing and good hygiene practices.
* Parents will be actively discouraged from entering the Campuses during drop off/pick up times.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Guidance Action to ensure effective record keeping** |
| **Record keeping** |
| **Establish a process to record the attendance of visitors and contractors. This information will assist employers to identify close contacts.** | * At the beginning of work each day, administration staff will check that visitor, contractor, staff & student sign in records are updated for contact tracing purposes.
* Upon arrival at the School/Office all visitors, contractors, staff & students will be asked to confirm that they do not have:
	+ A fever or flu-like symptoms, such as coughing, sore throat and fatigue?
	+ shortness of breath?
	+ been in close contact with someone 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?
	+ Are not currently required to be in isolation
* The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | * COVID related reporting is communicated to staff via a staff meetings.
* Staff are advised to notify the School Principal remotely and complete an incident report form online. [https://cevn.cecv.catholic.edu.au/Melb/Staffing- IR/Incident-Form](https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form) for any staff member testing positive for COVID-19.
* Seek medical advice and testing immediately.
* ***If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.***
* ***Staff must not return to work until medically cleared to do so.***
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| **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.** | * The following documents will be activated if directed by DHHS a school closure is required:
	+ [Coronavirus reactive closure: steps for principals](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/reactive-school-closure-fact-sheet.pdf)
	+ [Coronavirus: School Closure – Reactive Communications Pack](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Coronavirus-School-Closure-Comms-Pack.docx)
* The school has considered through leadership planning:
	+ coverage of absent staff due to quarantine or self-isolation whilst waiting for test results.
	+ delivery of essential services
	+ communications during a critical incident.
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| **Guidance** | **Action to prepare for your response** |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | * Administration staff will be able to provide visitor, contractor, staff & 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.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | * If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines.
* School will follow direction provided by DHHS regarding partial or full school closure
* For more information: [CECV Infectious cleaning guidelines](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Infectious-Cleaning-Guidelines.pdf)
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| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | * If a staff member or student is suspected of having COVID-19 symptoms:
	+ isolate the person immediately to the designated area
	+ notify the School/Office leadership team
	+ complete an Incident report form
	+ make arrangements for the person to travel home & to be tested. Advise them to self-isolate until the test result received
	+ Facilitate a clean of the facilities
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
* [Coronavirus reactive closure: steps for principals](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/reactive-school-closure-fact-sheet.pdf)
* [Coronavirus: School Closure – Reactive Communications Pack](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Coronavirus-School-Closure-Comms-Pack.docx)
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| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | * Follow the [Coronavirus: School Closure – Reactive Communications Pack](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/Coronavirus-School-Closure-Comms-Pack.docx) and [Coronavirus reactive closure: steps for principals](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/reactive-school-closure-fact-sheet.pdf)
* For all suspected COVID-19 cases the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.
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| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | * 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 completion of the [online form.](https://protect-au.mimecast.com/s/GsN5CVARz9fXnxrcGrL9V?domain=worksafe.vic.gov.au)
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| **Confirm that your workplace can safely re-open and workers can return to work.** | * In accordance with advice from the DHHS
* DHHS and WorkSafe must be notified that the workplace is reopening.
* For more information: [**School Operations Guide (Term 3)**](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Other/COVID/School-Operations-Guide-Term-3.pdf)
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I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Signed:

Name: Tim Hogan

 Date: 7th August 2020