

COVID Safe Plan – Term 4

Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<ul style="list-style-type: none"> – Infrastructure to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied. Each building should have hand sanitiser and disinfectant wipes made available at entrances and occupied rooms. – Daily cleaning contractor arrangements to include performing a through clean of all buildings surfaces twice a day using a hospital grade disinfectant. – 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. – Infrastructure to ensure an ample supply of >60% Alcohol based hand sanitiser is supplied.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</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 & doors to promote airflow wherever possible. – Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.
<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 that do not have their own.</p>	<ul style="list-style-type: none"> – Staff are being briefed on the use of face mask requirements for the workplace including wearing a mask to and from the Campus or Office and during yard duty. Staff allowed to remove their mask when teaching or speaking to a hearing-impaired person. – There are emergency supplies of face masks for staff who for have either forgotten, lost or damaged their face mask and require a replacement. – Early term 4, the school will provide all staff and students with a reusable face mask.

Guidance	Action to mitigate the introduction and spread of COVID-19
<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 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 notebook & desk between different users and at the end of the day. - Wear a mask outside home, except when teaching 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: <ul style="list-style-type: none"> o Notify the School or Office, self-isolate & arrange to be tested. Do not return to work until test results obtained.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> - Briefings are being provided to staff on the following: <ul style="list-style-type: none"> o The supply of Staff room coffee and condiments are being transitioned to single serve sachets. o To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible. o To clean items that cannot be immersed in water: e.g. electrical equipment with a 60% or greater alcohol wipe or hand sanitiser and air dry. o To clean items that can be immersed in water wearing heavy-duty gloves. Thoroughly scrub with hot water and soap or detergent. Then rinse in hot water (not <70°C).

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</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>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect. - The College's Facilities Manager and the College's cleaning contractor ensure that there are always sufficient cleaning supplies

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> - Negotiations with staff are being undertaken to arrange for some non-teaching & administrative activities to be performed at home instead of the workplace.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> - The College only has one site
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> - Upon arrival at the Campus or Office staff, students, visitors & contractors will be reminded to 'stay home if you are unwell'. They will be asked the following questions: <ul style="list-style-type: none"> o Confirm if they or anyone at home has a fever or flu-like symptoms, such as coughing, sore throat and fatigue, and shortness of breath? o Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days? o Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19? - All visitors are temperature checked before they commence the sign in process
<p>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.</p>	<ul style="list-style-type: none"> - Two Staff Lounge Rooms have been set up with the seating arrangements staggered to promote physical distancing in line with one person for every 4 metres. - Floor markings are in place in all communal areas to maximise physical distancing.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> - Floor marking and signage will be used wherever possible, to promote physical distancing.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> - 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.
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> - Arrival and departure times for staff and students will be staggered using all entry/exit points to minimise the risk of transmission. - Students will be encouraged to maintain physical distancing arrangements from adults on site. - The College's main reception has a maximum limit of people allowed in that area at the one time to enable safe social distancing
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> - 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 rules. - Organise to only have one person in small work areas. - Avoid shaking hands, hugging or touching others. - Avoid large gatherings indoors. - Hold essential meetings outside in the open air if possible. - Always use good hand and cough/sneeze hygiene. - Eat lunch outside rather than indoors if possible. - Do not share food or drinks in the workplace - Have staggered recess periods to limit numbers and the risk of person to person transmission. - Follow the hygiene and cleaning protocols detailed in this Plan.

Guidance	Action to mitigate the introduction and spread of COVID-19
<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.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - Rosters will be reviewed to maximise temporal & physical distancing between staff and students. - Reduce mixing amongst different year levels. Considered staggered lunch breaks and zoning of outdoor areas
<p>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’ rule.</p>	<ul style="list-style-type: none"> - 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. If they do drive onsite to collect their daughter, they must stay in their car at all times.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> o A fever or flu-like symptoms, such as coughing, sore throat and fatigue? o shortness of breath? o been in close contact with someone returned from overseas or a COVID-19 hotspot, in the last 14 days? o been in close contact with someone with a confirmed case of COVID-19? o 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
<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 related reporting is communicated to staff via a remote staff meeting. - Staff are advised to notify the School Principal or Office Manager remotely and complete an incident report form online. https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form - 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.

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>	<ul style="list-style-type: none"> - The school has considered: <ul style="list-style-type: none"> o preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results. o key dependencies. o delivery of essential services o communications during a critical incident.
<p>Prepare to assist 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 & 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.
<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 will take place in accordance with DHHS guidelines. - School will follow direction provided by DHHS regarding partial or full school closure - The College's cleaning contractor is fully prepared for a deep clean of the College's facilities
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> - If a staff member or student is suspected of having COVID-19 symptoms: <ul style="list-style-type: none"> o isolate the person immediately o notify the School leadership team o complete an Incident report form o make arrangements for the person to travel home & to be tested. Advise them to self-isolate until the test result received o continue with enhanced cleaning regime until the outcome of the case is known o if the case is positive, facilitate a 'deep' clean of the facilities as per CECV Infectious Cleaning Guidelines. o Notify anyone potentially at risk to self-isolate & to also be tested
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - Follow the Coronavirus: School Closure – Reactive Communications Pack and Coronavirus reactive closure: steps for principals - 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"> - 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.

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> - In accordance with advice from the DHHS - DHHS and WorkSafe must be notified that the workplace is reopening.

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 and the following additional considerations:	
Hygiene	
<p>In areas or workplaces where it is required, ensure all personnel wear a face mask and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to personnel that do not have their own.</p>	<ul style="list-style-type: none"> - Staff and students must continue to wear face masks on site <p><u>For dance, music and drama assessments:</u></p> <ul style="list-style-type: none"> - Face masks should be used as much as practical for the purpose of rehearsals - Face masks can be removed for the purpose of a performance where appropriate - Where face masks are removed the distance between individuals should be maximised (minimum 1.5m) to an extent that allows the performance to take place and both can hear or see each other. - Performances will be planned in a way that aims to minimise prolonged face to face contact between performers
<p>Replace high-touch communal items with alternatives.</p>	<p>Use of woodwind instruments, singing, voice projection and dance</p> <p>Choirs and woodwind/brass instrument use is not permitted in schools, except where required for essential assessments.</p> <p>This is based on greater evidence regarding the potential spread of aerosols and droplets from the use of woodwind instruments and singing and voice projection.</p> <p>In preparation for essential assessments these activities should be undertaken outside, with physical distancing and other hygiene measures where possible.</p> <p>Please see the VCAA's performance and oral language examination guide for further health and safety information in the context of essential assessments.</p> <p>Drama activities and dance group work should also be undertaken outside where safe and viable.</p>
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), 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 provided a detailed schedule of essential assessments planned to be undertaken for VCE/VCAL assessments with as much notice as possible, including approximate number of students, areas occupied and the timetable. - Cleaning and disinfection of any shared equipment e.g. desks between groups of students (where use of equipment in succession cannot be avoided) during VCE/VCAL assessments and preparation. - Where there is considerable contact with the floor during a dance/drama performance, cleaning and disinfection will occur on the floor between performances. - Cleaning and disinfection of the floor will occur between music performances due to risk of the possibility of respiratory droplet spread with instruments. - Music students actively reminded to undertake hand hygiene regularly, and before and after cleaning their instrument

Guidance	Action to mitigate the introduction and spread of COVID-19
<u>Physical Distancing and limiting workplace attendance</u>	
<p>Ensure that all personnel that can work from home, do work from home.</p>	<ul style="list-style-type: none"> – VCE and VCAL students only to attend on site for essential assessments in the week of 5th October, including the General Achievement Test (GAT), and for onsite learning from 12th October – Other year level students to commence face to face learning when advised by the Premier.
<p>Establish a system to screen before accessing the workplace.</p> <p>Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> – Local arrangements for arrival and departure processes in place to limit congregation of students. Access on site will be limited to staff and students only, unless it is essential for a parent/care to be on site.
<p>Configure communal work areas so that there is no more than one individual per four square meters of enclosed workspace, and individuals are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> – Physical distancing of 1.5m between all individuals on site to be maintained – Students will be spread out across as many separate spaces as practical for the assessment venue to reduce the number of students who may be deemed close contacts to a suspected or confirmed COVID-19 case – The maximum number of individuals in any one indoor space will not exceed the venue density quotient of 1 person per 4 square metres (including staff).
<p>Modify the alignment of workstations so that students do not face one another.</p>	<ul style="list-style-type: none"> – Workstations will be spaced out at a minimum of 1.5m between each chair for assessments.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> – Local arrangements for arrival and departure processes in place to limit congregation of students in and around the assessment venue. Access on site will be limited to staff and students only, unless it is essential for a parent/care to be on site.
<u>Record keeping</u>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> – A strict register of attendance and seating plans will apply for VCE/VCAL assessments.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe 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 upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.