

COVIDSafe Plan

Our COVIDSafe Plan

Business name:	Sacred Heart Primary School
Site location:	20 Newcastle St, Newport 3015
Contact person:	Kaylene Carlin
Contact person phone:	9391 6262
Date Updated:	22 nd October 2021

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
Hygiene	
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.	<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 at the school main entrance and occupied rooms.– Supply is being checked at the start and end of each day by administration staff, cleaning staff and classroom teachers– Cleaning contractor arrangements to include COVID Safe end-of-school-day routine cleaning of surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant.– Staff are regularly 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– 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.– Posters in student friendly language are on display in all classrooms and high use learning area promoting COVID Safe practices and hygiene protocols. Teachers refer to these protocols with the students each morning and regularly throughout each day
Where possible, enhance airflow by opening windows, adjusting air conditioning and installing air purification devices.	<ul style="list-style-type: none">– Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.– Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE.– Air purifiers, once provided by MACS, 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.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> – Staff are being encouraged to open windows and doors to promote airflow where possible. – Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. – Air conditioning systems have been set to use fresh air. – Keep exhaust fans are to be used as much as possible. – Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements. – 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.
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and, where relevant PPE gear, unless a lawful exception applies. Ensure adequate face coverings are available to staff who do not have their own.</p>	<ul style="list-style-type: none"> - School staff must always wear a face mask at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies. - Face masks are required for students in Grade 3 to Grade 6, only when indoors on school premises, unless an exception applies. - Strongly recommends students in Prep to Grade 2 to wear a face mask indoors at school or OSHC program. - Exceptions for all year levels include students with a physical or mental disability who are not required to wear a face mask where their disability means it would not be suitable. - 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. - Strongly recommends the wearing of 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.
<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 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 'primary close contact' of someone with a confirmed case of COVID-19, they must: <ul style="list-style-type: none"> ○ notify the school or office, self-isolate and arrange to be tested ○ 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.
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COIDSafe strategies to reduce transmission risk.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>Schools should continue COVIDSafe routine cleaning and ensure staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</p> <p>Enhanced Cleaning</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 enhanced cleaning, it's recommended that school staff working on site:</p> <ul style="list-style-type: none"> ○ keep desks neat and tidy ○ file important documents before leaving each day ○ take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks) ○ do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery) ○ store away shared and loose items (such as toys, musical instruments, and sporting equipment) ○ keep personal cutlery in a sealed container, not left out on a workstation.
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 increased frequencies using a hospital-grade disinfectant. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.

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. The person will be encouraged to self-isolate until they can be tested and receive the result.</p> <p>Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</p> <p>Return to school information</p> <p>Return to school plan – Metropolitan Melbourne/Restricted Areas</p> <p>Remote and flexible learning will continue to be delivered to students on the days they are not attending onsite.</p> <table border="1" data-bbox="619 898 1159 1242"> <thead> <tr> <th data-bbox="619 898 714 932">Year levels</th> <th data-bbox="714 898 873 932">From Monday 18 October</th> <th data-bbox="873 898 1000 932">From Friday 22 October</th> <th data-bbox="1000 898 1159 932">80% fully vaccinated</th> </tr> </thead> <tbody> <tr> <td data-bbox="619 932 714 1021">Prep</td> <td data-bbox="714 932 873 1021">Monday-Wednesday</td> <td data-bbox="873 932 1000 1021">Monday-Wednesday</td> <td data-bbox="1000 932 1159 1021">Indicative date: 5 November</td> </tr> <tr> <td data-bbox="619 1021 714 1066">Year 1-2</td> <td data-bbox="714 1021 873 1066">Thursday-Friday</td> <td data-bbox="873 1021 1000 1066">Thursday-Friday</td> <td data-bbox="1000 1021 1159 1066">✓</td> </tr> <tr> <td data-bbox="619 1066 714 1156">Year 3-4</td> <td data-bbox="714 1066 873 1156"></td> <td data-bbox="873 1066 1000 1156">Tuesday-Wednesday</td> <td data-bbox="1000 1066 1159 1156">✓</td> </tr> <tr> <td data-bbox="619 1156 714 1242">Year 5-6</td> <td data-bbox="714 1156 873 1242"></td> <td data-bbox="873 1156 1000 1242">Thursday-Friday</td> <td data-bbox="1000 1156 1159 1242">✓ (Extra day onsite: Friday 22 Oct)</td> </tr> </tbody> </table>	Year levels	From Monday 18 October	From Friday 22 October	80% fully vaccinated	Prep	Monday-Wednesday	Monday-Wednesday	Indicative date: 5 November	Year 1-2	Thursday-Friday	Thursday-Friday	✓	Year 3-4		Tuesday-Wednesday	✓	Year 5-6		Thursday-Friday	✓ (Extra day onsite: Friday 22 Oct)
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Establish a system for managing visitors and large events.	<p>Visitors</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>QR codes and record keeping</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"> – all staff on school site – all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff) – all parents who enter school buildings when on school site for essential purposes <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> – students 																				

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings are encouraged to complete a QR code check in but it is not a requirement <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>
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.	<ul style="list-style-type: none"> - Common rooms and areas accessed by the public (reception areas) in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres. - Signage will be utilised to remind visitors and staff of physical distancing requirements - 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. - Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.
Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> - 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. - Use of multiple entry and exit points to prevent concentrations of students and minimise parents onsite.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<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 four 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 or online - 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. - Use of the staff room should be kept to a minimum and used for access to tea/coffee/food making facilities - Time seated in the staffroom should be kept to a minimum or food taken elsewhere eg convent grounds across the road etc
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> - Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols detailed in this plan. - Designated delivery areas are being clearly signposted at entry points to minimise contact. - Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times.

Guidance	Action to mitigate the introduction and spread of COVID-19
Where relevant, ensure clear and visible signage in areas open to the general public that specifies maximum occupancy of the space, as determined by the 'four square metre' rules and 1.5 metre physical distancing.	Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices.
Guidance	Action to ensure effective record keeping
Record keeping	<ul style="list-style-type: none"> - Schools must keep a record of all staff, students and visitors who attend on site for more than 15 minutes. - Schools must record the name, contact details, date and time of attendance at school, as well as the areas of the school that the person visited. - At the beginning of each work day, administration staff to check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes. - The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014</i> (Vic.). <p>Upon arrival at the school/office, all visitors, contractors, staff and students are being asked to confirm that they have not:</p> <ul style="list-style-type: none"> - experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue - experienced shortness of breath - been in close contact with someone who has returned from overseas or a COVID-19 hotspot, in the last 14 days - been in close contact with someone with a confirmed case of COVID-19 - been required to remain in isolation.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<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. - 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.
Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p>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.
Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.	<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.

Guidance	Action to mitigate the introduction and spread of COVID-19
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> – If a confirmed or suspected COVID-19 case has been in the workplace, cleaning procedures will take place in accordance with DHHS guidelines. – The school will follow directions provided by the DHHS regarding partial or full school closure.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<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 cleaning guidelines as per DHHS requirements – 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.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<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.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<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.
Confirm that your workplace can safely reopen and workers can return to work.	<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.

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

Signed

Name. Kaylene Carlin

Date 22nd Oct 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.

Staged return to onsite learning for schools

Metropolitan Melbourne

		Phase A: From Tuesday 5 October	Phase B: From Monday 18 October	Phase C: From Tuesday 26 October	Phase D: From Friday 5 November
Metropolitan Schools	Prep	Online Learning	Monday – Wednesday	Monday - Wednesday	✓
	Year 1-2	Online Learning	Thursday – Friday	Thursday – Friday	✓
	Year 3-4	Online Learning	Online Learning	Tuesday – Wednesday	✓
	Year 5-6	Online Learning	Online Learning	Thursday – Friday	✓
	Year 7	Online Learning	Online Learning	✓	✓
	Year 8-9	Online Learning	Online Learning	Tuesday – Wednesday	✓
	Year 10	Online Learning	Online Learning	Thursday – Friday	✓
	Year 11	Online Learning	Online Learning	✓	✓
	Year 12 (VCE Units 3/4 and final year VCAL and IB)	✓	✓	✓	✓

Remote and flexible learning will continue to be delivered to students on the days they are not attending onsite.

Students living in metropolitan Melbourne but attending school in regional Victoria, or vice versa, will be able to attend onsite learning with their year level, consistent with the conditions / restrictions in place at the designated school setting.

Staff and final year students in this situation, however, must be double vaccinated or undertake twice weekly COVID-19 PCR testing to help keep our schools safe.

Vulnerable children and children of people on the authorised provider and authorised worker list are able to continue attending onsite.

Ungraded students with disabilities in specialist and mainstream schools return to onsite learning with their year level equivalent cohort.

The settings above are indicative only and are subject to change. They are indications based on the presently available public health evidence (including epidemiological evidence). All future directions will be made on the basis of public health evidence (including epidemiological evidence) as it exists at the time the directions are made. Based on the evidence at that point in time, the Chief Health Officer (or other authorised officer) must consider the directions to be reasonably necessary to protect public health, give proper consideration to human rights under the Charter of Human Rights and Responsibilities 2006 (Vic), and make decisions that are compatible with human rights under the Charter.

Regional Victoria

		From Monday 4 October	From Wednesday 6 October	From Monday 11 October	From Tuesday 26 October
Regional Schools	Prep	✓	✓	✓	✓
	Year 1-2	✓	✓	✓	✓
	Year 3-4	Online Learning	Online Learning	Tuesday-Wednesday	✓
	Year 5-6	Online Learning	Online Learning	Thursday-Friday	✓
	Year 7	Online Learning	Online Learning	✓	✓
	Year 8-9	Online Learning	Online Learning	Tuesday-Wednesday	✓
	Year 10	Online Learning	Online Learning	Thursday-Friday	✓
	Year 11	Online Learning	✓	✓	✓
	Year 12 (VCE Units 3/4 and final year VCAL and IB)	✓	✓	✓	✓

From Monday 4 October, Prep to Year 2 students and students in Units 3/4 VCE and final year VCAL and IB (year 11 and 12) will continue to attend onsite full time, as was the situation at the end of Term Three.

Final year students will sit the GAT onsite on Tuesday October 5.

On Wednesday October 6, once the GAT is finished, all remaining Year 11s will return full-time.

From Monday October 11, a staggered return begins for other year levels. Years 3-4 and 8-9 will attend on Tuesdays and Wednesdays, Years 5-6 and 10 on Thursdays and Fridays, while Year 7s will be back five days a week.

Students living in regional Victoria but attending school in metropolitan Melbourne, or vice versa, will be able to attend onsite learning with their year level, consistent with the conditions / restrictions in place at the designated school setting.

Staff and final year students in this situation, however, must be double vaccinated or undertake twice weekly COVID-19 PCR testing to help keep our schools safe.

If you live in a regional Victoria and need to travel into metropolitan Melbourne or Restricted Areas for your work or if you live in a metropolitan Melbourne and Restricted Areas and work in a school in a regional Victoria, an authorised worker permit is required.

Vulnerable children and children of people on the authorised provider and authorised worker list are able to continue attending onsite.

Ungraded students with disabilities in specialist and mainstream schools return to onsite learning with their year level equivalent cohort.

The settings above are indicative only and are subject to change. They are indications based on the presently available public health evidence (including epidemiological evidence). All future directions will be made on the basis of public health evidence (including epidemiological evidence) as it exists at the time the directions are made. Based on the evidence at that point in time, the Chief Health Officer (or other authorised officer) must consider the directions to be reasonably necessary to protect public health, give proper consideration to human rights under the Charter of Human Rights and Responsibilities 2006 (Vic), and make decisions that are compatible with human rights under the Charter.