

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: St Anne's College
 Site location: 72 Wendouree Drive, Kialla
 Contact person: Susan Carroll
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 Date prepared: 1/02/21

Guidance	Action to mitigate the introduction and spread of COVID-19	Responsibility	Due date
Hygiene			
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the college, 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 in entrances and occupied rooms. Supply is being checked at the start and end of each day. Cleaning contractor arrangements to include performing a thorough clean of all buildings' surfaces using a hospital-grade disinfectant. Staff and students are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect. Bin liners are being replaced daily or as required Information has been provided to staff and students on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors. Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. For more information: Infectious Cleaning Guidelines .	Business Manager Cleaning Contractors Business Manager/Cleaning Contractor All Staff Cleaning Contractors Principal Business Manager	Ongoing Ongoing Ongoing Ongoing Daily Weekly (Staff Bulletins) As Required
Where possible, enhance airflow by opening windows and adjusting air conditioning.	<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. For more information: School Operations Guide January 2021 .	All Staff Business Manager	Daily According to schedule
In areas where it is required, ensure staff and students over the age of 12 wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff and students who do not have their own.	<ul style="list-style-type: none"> A fitted face covering should be worn when by staff and students aged 12 and over when 1.5mt distance rules cannot be adhered to. Staff and students over the age of 12 must carry a face mask. For more information: DHHS guidance on face coverings .	Principal	Weekly (Staff Bulletins)

Guidance	Action to mitigate the introduction and spread of COVID-19		
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>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. – Wear a fitted mask when social distancing cannot be maintained. <p>If a person has been advised by the DHHS that they are considered a 'close contact' of someone with a confirmed case of COVID-19, they must:</p> <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 obtained. 	Principal	Weekly (Staff Bulletins)
Replace high-touch communal items with alternatives.	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> – To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible. – 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. <p>–</p> <p>For more information: Infectious Cleaning Guidelines.</p>	Principal Trainee staff 2xdaily	Weekly (Staff Bulletins)

Guidance	Action to mitigate the introduction and spread of COVID-19		
Cleaning		Responsibility	Due Date
Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).	<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>For more information: Infectious Cleaning Guidelines.</p>	LSO Leader (LOSs)	Ongoing
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Cleaning contractor arrangements to include performing a thorough clean of all buildings' surfaces using a hospital-grade disinfectant. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. <p>For more information: School Operations Guide January 2021.</p>	Business Manager	As required

Guidance	Action to mitigate the introduction and spread of COVID-19		
Physical distancing and limiting workplace attendance		Responsibility	Due Date
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. 	Office Manager (leading Administration staff)	Ongoing

Guidance	Action to mitigate the introduction and spread of COVID-19		
	<ul style="list-style-type: none"> – Been in close contact with someone with a confirmed case of covid-19. <p>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person encouraged to self-isolate until they can be tested and receive the result. Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</p> <p>For more information: School Operations Guide January 2021</p>		
<p>Establish a system for managing visitors and large events</p>	<p><u>Visitors - General</u></p> <p>In the last step limitations on who can visit school premises no longer apply, however school activities involving visitors will comply with public gathering limits (group limit of 20 people indoors and 50 people outdoors).</p> <p>Visitors to school grounds must comply with physical distancing and face mask advice set out in this Operations Guide, and practise good hand hygiene.</p> <p><u>Graduation ceremonies and other large gatherings (such as liturgies and information nights)</u></p> <p>On the school site graduation ceremonies and large gatherings involving external guests are subject to public gathering limits for ceremonies: total venue cap (including students, staff and visitors) of 150 indoors or 300 outdoors, with a density quotient of 1 per 2m² for staff and visitors/parents and no group limit.</p> <ul style="list-style-type: none"> – The school will ensure adequate space for physical distancing and ensure supplies and signage are displayed for attendees to practice hand hygiene – Adults and secondary students over the age of 12 years will wear face masks indoors and outdoors where social distancing can't be maintained – Singing is not permitted 	<p>Business Manager/ Office Manager/ Principal</p>	<p>As Required</p>
<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.</p>	<ul style="list-style-type: none"> – Common rooms in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every 4 square metres. – 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. – Signage will be considered as part of the control measures. <p>For more information: School Operations Guide January 2021</p> <p>Health and safety advice for schools reference</p>	<p>Business Manager</p>	<p>Beginning year</p>

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Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Schools must implement actions to reduce the congregation of adults around the school and reduce congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours. Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing. <p>For more information: School Operations Guide January 2021.</p>	Principal and School Leaders (SOW, SOI)	Beginning year - ongoing
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 2 square metres" rule Only have one person in small work areas Avoid shaking hands, hugging or touching others Avoid large gatherings indoors Always use good hand and cough/sneeze hygiene Eat lunch outside rather than indoors if possible Don't share food or drinks in the workplace Practise the hygiene and cleaning protocols detailed in this plan <p>For more information: DHHS guidance on hygiene and physical distancing.</p>	Principal	Ongoing Weekly (Staff Bulletins)
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. <p>For more information: School Operations Guide January 2021.</p>	Office Manager	Ongoing
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' rule.	<ul style="list-style-type: none"> Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices. <p>For more information: School Operations Guide January 2021.</p>	Business Manager	Beginning Year


Guidance	Action to ensure effective record keeping		
Record keeping		Responsibility	Due Date
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.	<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 attended At the beginning of each work day, administration staff to check that visitor, 	Office Manager	Ongoing as required

Guidance	Action to ensure effective record keeping		
	<p>contractor, staff and student sign-in records are updated for contact tracing purposes.</p> <ul style="list-style-type: none"> 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. <p>For more information: School Operations Guide January 2021.</p>		
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> COVID-19 related reporting is communicated to staff via a staff meeting. Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the CEVN website. Medical advice and testing should be sought immediately. If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60. Staff must not return to work until medically cleared to do so. For more information: School Operations Guide January 2021. 	Principal	Staff Meetings

Guidance	Action to prepare for your response	Responsibility	Due date
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"> Coronavirus Reactive Closure: Steps for Principals Coronavirus: School Closure -- Reactive Communications Pack. <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. 	Principal and Business Manager	Beginning year and ongoing revision
<p>Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DHHS. This will assist with contact tracing should someone test positive. <p>For more information: School Operations Guide January 2021.</p>	Office Manager	As required
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines. The school will follow directions provided by the DHHS regarding partial or full school closure. <p>For more information: CECV Infectious Cleaning Guidelines.</p>	Business Manager	As required

Guidance	Action to prepare for your response		
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> - isolate the person immediately - notify the school/office leadership team - complete an incident report form - make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received - continue with enhanced cleaning regime until the outcome of the case is known - if the case is positive, facilitate a 'deep' clean of the facilities as per the Infectious Cleaning Guidelines - notify anyone potentially at risk to self-isolate and to also be tested. <p>For more information:</p> <ul style="list-style-type: none"> - School Operations Guide January 2021 - Coronavirus Reactive Closure: Steps for Principals - Coronavirus: School Closure – Reactive Communications Pack - CECV Infectious Cleaning Guidelines 	Principal/Business Manager/Office Manager	As required
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - Follow the Coronavirus Reactive Closure: Steps for Principals and Coronavirus: School Closure – Reactive Communications Pack. - For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms. 	Principal	As required
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> - The school principal or delegate is aware of the requirement. - If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the online form. 	Principal	As required
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<p>In accordance with advice from DHHS:</p> <ul style="list-style-type: none"> - DHHS and WorkSafe Victoria must be notified that the workplace is reopening. <p>For more information: School Operations Guide January 2021.</p>	Principal	As required

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

Signed 
Name Susan Carroll
Date 18/02/21

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.