

COVID Safe plan

Our COVID Safe Plan

Business name:	Clonard College
Site location:	225 Church St, Herne Hill, Vic 3218
Contact person:	Luci Quinn
Contact person phone:	03 5278 2155
Date prepared:	October 2021

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"> – Systems and infrastructure in place to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant across site. Classrooms have hand sanitiser, disinfectant and paper towel at every entrance and these supplies are available in all communal areas. Supply is checked frequently and restocked as required. – Cleaning contractor arrangements to include COVIDSafe daily routine cleaning with a focus on high-touch surfaces using a hospital-grade disinfectant. – Bins provided in all classrooms and communal areas and staff are reminded to place all paper towels, wipes and disposable PPE in bins for cleaners to collect. Classroom bins are emptied daily or as required. – Infrastructure in place to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. – 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. Signage is around the site reinforcing this. – For more information: CECV Infectious cleaning guidelines
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> – Air recirculation eliminated or minimised by setting air conditioning units to use external air rather than recycling. – Avoiding or reducing 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. Rotating the use of spaces that can be well ventilated if required. – Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature disabled, where possible. – Group activities (PE for example) occur outdoors or in large indoor spaces. – Wherever possible and appropriate classes are outside. – Staff are being encouraged to open windows & doors to promote airflow wherever possible. Doorstops provided in all classrooms to assist with this. – Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> - As part of regular maintenance air conditioning filters are maintained according to maintenance plans, checked and cleaned with appropriate PPE to reduce the risk of airborne transmission. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<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"> - As per current guidelines school staff and secondary school students aged 12 or older must always wear a face mask at school. - Staff briefed on the use of face mask requirements for the workplace as per the current relevant mandated directions from the Chief Health Officer (CHO). If masks required indoors, staff are allowed to remove their mask if they wish to do so, when teaching or speaking to a hearing impaired person. - A small supply of single use masks available for staff and students. - The College monitors use and maintains a record of lawful exceptions. Students will be asked to wear a mask if they do not have a lawful exemption. - Posters and advertising material have been created and displayed promoting the safe wearing of mask, to make the wearing of mask 'normal' in this current environment. - For more information: COVID-19 face mask guidance
<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>Staff are briefed regularly on infection control precautions. This includes:</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 desk and other communal items between different users and at the end of the day. - Wear a mask as per the current as per the current relevant mandated directions from the Chief Health Officer (CHO). - 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"> • Notify the College, self-isolate & arrange to be tested. Do not return to work until test results obtained.
<p>Minimise risk with high-touch communal items.</p>	<ul style="list-style-type: none"> - Briefings/signage provided to staff regarding sensible practices to reduce risk of COVID-19 transmission. - Multiple tea/coffee stations are provided in the staff room to reduce crowding and hand sanitiser provided at every station. - Shared equipment is cleaned between each use, whenever possible. - Specialist areas (Music, PE, Art, Science, Food Tech) have specific procedures to clean shared equipment frequently. - Musical lessons (woodwind and singing) are assessed regularly and modified (ie conducted outdoors, if required depending on current COVID restrictions). - Food tech classes cannot share any food prepared. - For more information: CECV Infectious cleaning guidelines
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"> - Additional touch point cleaning is undertaken across site throughout the day, including but not limited to bathrooms, toilets, hand rails, door handles, bins, all staff room surfaces, office doors, light switches etc - Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes. - For more information: CECV Infectious cleaning guidelines

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - Enhanced cleaning regime throughout the day, including increased frequency. Additional PPE, cleaning supplies and cleaning staff provided across the site. - PPE is readily available for staff to access for use in classroom and excursions. - Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
Guidance	
Action to mitigate the introduction and spread of COVID-19	
Physical distancing and workplace attendance	
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> - Staff will be asked to declare if they are working across multiple sites. - If staff member working across multiple site, then individual discussions will occur with the staff member to minimise this risk. - 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.
<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"> - Visitors to the College grounds must be in line with current advice from the Chief Health Officer. This may include limiting access to those delivering or supporting essential services and operations only. - Upon arrival at the site, staff, students, visitors & contractors will be reminded to 'stay home if you are unwell' with clearly visible signage asking, does anyone at home has the following symptoms: <ul style="list-style-type: none"> - '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 with a confirmed case of COVID-19?' - If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated and sent home. Students presenting in class with flu like symptoms will be treated as per the Colleges 'Office protocols regarding students with flu like symptoms' procedure. - Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good personal hygiene with signage across the site. - QR codes on all entrances, reception and all buildings accessed by visitors. 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>QR code check ins are required to be used by:</p> <ul style="list-style-type: none"> - 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"> - staff, students, parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings. <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>The density limit of 1 person per 4 square metres is 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> - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current

Guidance	Action to mitigate the introduction and spread of COVID-19
<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"> - Staffrooms and communal areas have been reviewed and seating arrangements staggered to promote physical distancing in line with current density quotients. - Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. - For more information refer to current CECV: School Operations Guide Health and safety advice for schools reference
<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 is used in high usage areas, such as Canteen, Library, IT, Staff room and office to promote physical distancing. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<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 have been reviewed and reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission. - Signage has been placed around staff workspaces, limiting the number of staff in areas to ensure social distancing in line with CHO mandated density quotients can be maintained. - Overflow workspaces can be utilised in staff room and library to ensure social distancing is maintained. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> - Multiple arrival and departure points made available for staff and students to minimise the risk of transmission. - Students will be encouraged to maintain physical distancing arrangements from adults on site. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<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. - Encourage staff to minimise time on breaks in shared facilities with others. - Avoid shaking hands, hugging or touching others. - Always use good hand and cough/sneeze hygiene (& follow CHO directive around wearing masks. - Eat lunch outside rather than indoors if possible. - Do not share food or drinks in the workplace. (students also reminded) - 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
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> - Visitors, contractors and delivery drivers must 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. Gate 3 Church St for all deliveries, not presenting at reception. - Staff & visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times. - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Review and update timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> – Gatherings of students will be as per the CECV advice and recommendations and this will be referred to before any school or year level gatherings. – If required, limit access to library during breaks, including restricting access to a Year level each lunch break. – Excursions off site need to be in line with any specific restrictions on venues visited. The College provides portable hand sanitiser which is to be taken on all excursions and students are reminded to socially distance and practice good hand hygiene. Any student who is unwell will be unable to attend the excursion. – For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<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 current density quotients.</p>	<ul style="list-style-type: none"> – Approved DHHS signage for Schools & Offices is placed in clear and visible locations to promote physical distancing and good hygiene practices. – Entry points have visible signage including QR codes.. – Shared spaces have maximum occupancy signage. – As per advice of CHO, visitors to the College grounds may be limited to those delivering or supporting essential school services and operations. – For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<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"> – All student attendances are recorded and kept up to date. – All visitors are required to use QR check ins. – All maintenance contractors are required to sign in at the maintenance shed when on site and use QR check ins. – All staff are to advise the AP-Daily Organisation when absent so all staffing records accurate. – Upon arrival at the College/Office there is signage at the entrance requesting all visitors, contractors, staff & students not to enter the site if they have: <ul style="list-style-type: none"> – 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 <p>The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014 .</p> <ul style="list-style-type: none"> – For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current
<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 appropriate method of communication agreed to at the time and may be email or teams meeting. – Staff are advised to notify the College Principal 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. – Staff must not return to work until medically cleared to do so.
Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<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 College has considered and had plans in place to: - Prepare for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results. - Key dependencies. (e.g third party providers) - Delivery of essential services. - Communications during a critical incident. - Coronavirus reactive closure: steps for principals - Coronavirus: School Closure – Reactive Communications Pack
<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"> - Leadership team staff will collate 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. - For more information: School Operations Guide.
<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, cleaning will take place in accordance with DHHS guidelines. - The College will follow direction provided by DHHS regarding partial or full school closure. - For more information: CECV Infectious Cleaning Guidelines - For more information, refer to the CECV operating guidelines: - CECV School Operations Guide Current
<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"> - isolate the person immediately (isolation room in Clonard house). - for students follow 'If student presents who is unwell' procedures. - for staff advise AP daily org. and immediately leave the College. - 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 clean as per CECV Infectious Cleaning Guidelines. External Contractor can undertake. - complete an Incident report form. <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 - For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current - Coronavirus reactive closure: steps for principals - Coronavirus: School Closure – Reactive Communications Pack
<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 this 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.
<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 and WorkSafe must be notified that the workplace is reopening. - For more information CECV School Operations Guide Current
<p>Guidance</p>	<p>Action to mitigate the introduction and spread of COVID-19</p>

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 with the following additional considerations:	
Hygiene	
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.	<ul style="list-style-type: none"> – 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. – The College has considered and implemented measures that may prevent or significantly reduce the risk of infection transmission as outlined in COVID-19 transmission from air-circulating, wind-moving devices and activities. Measures include physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity. <p>For more information: School Operations Guide.</p>
Cleaning	
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"> – Cleaning team 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. – 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.
Physical distancing and limiting workplace attendance	
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.	<u>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.</u> Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.
Modify the alignment of workstations so that students do not face one another.	<ul style="list-style-type: none"> – Workstations to be spaced out at a minimum of 1.5 metres between each chair for assessments.
Record keeping	
Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist to identify close contacts.	<ul style="list-style-type: none"> – A strict register of attendance and seating plans will apply for VCE/VCAL assessments. <p>For more information: Victorian Curriculum and Assessment Authority (VCAA) letter to principals.</p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name Luci Quinn

Date October 2021