

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
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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"> – 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 include daily routine cleaning with a focus on communal areas and classrooms 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. <p>For more information: CECV Infectious cleaning guidelines</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> – Air purifiers installed in classrooms and higher use and risk areas. – Air recirculation eliminated or minimised by setting air conditioning units to use external air rather than recycling. – Fresh airflow maximised into indoor spaces whenever possible. Where appropriate classes are outside or in large indoor spaces, – Fans are to be used as much as possible. – Windows & doors open to promote airflow wherever possible. Doorstops provided in all classrooms to assist with this. – Staff 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.

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	<ul style="list-style-type: none"> - As part of regular maintenance air conditioning filters and purifiers are maintained according to maintenance plans, checked and cleaned with appropriate PPE to reduce the risk of airborne transmission. <p>For more information, refer to the CECV operating guidelines:</p> <p style="text-align: center;">CECV School Operations Guide Current</p>
<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>	<p>For all school settings:</p> <ul style="list-style-type: none"> • Students in Grade 3 and above, as well as all staff at primary schools must wear a face mask indoors at school, including specialist schools), and Outside School Hours Care (OSHC) programs, unless a lawful exception applies. Students must wear face masks even if vaccinated. Students are not required to wear masks outside. Masks are no longer required in secondary schools. • For composite classes that include students in and above Grade 3 and below Grade 3, those below Grade 3 are strongly encouraged to wear masks. • Everyone over eight years old must wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. <p>A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements.</p> <p>There are a number of lawful reasons for not wearing a face mask, including for staff and students who are unable to wear a face mask due to the nature of their disability, medical or mental health condition. Parent/carers of a student/s who meet the criteria for an exception must provide their approval in writing for their children to not wear a mask to the school.</p> <p>There is no requirement for a letter for medical exception for not wearing a face mask from a medical practitioner.</p> <p>Outside of lawful exceptions, schools must treat any deliberate and persistent noncompliance with the face masks direction as a serious matter. Usual school procedures for dealing with non-compliance with school rules should be followed.</p> <p>For more information: DH guidance on face masks.</p>
<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. <p>Where a student or staff member is identified as a positive case, education contact tracing will no longer be a requirement.</p> <ul style="list-style-type: none"> - The revised process is set out in <i>Management of Confirmed Cases and Household Contacts at School</i> section of the School Operations Guide.
<p>Replace high-touch communal items with alternatives.</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that we have in place a range of complementary COVIDSafe strategies to reduce transmission risk. We continue enhanced environmental cleaning and disinfection of classrooms and high use areas.</p> <p>For more information:</p> <ul style="list-style-type: none"> - School Operations Guide. - Infectious Cleaning Guidelines. -

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Cleaning	
<p>School Cleaning Arrangements</p>	<ul style="list-style-type: none"> – Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes. – Enhanced cleaning of high use areas; classrooms, staff room and toilets. Cleaning contractor arrangements include performing a thorough COVIDSafe routine clean at the end of each day and/or increased frequencies using a hospital-grade disinfectant. – Additional PPE, cleaning supplies and cleaning staff available. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. <p>Deep Cleaning</p> <ul style="list-style-type: none"> – 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 for cleaning. <p>For more information: CECV Infectious cleaning guidelines</p>
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Physical distancing and workplace attendance	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>School staff must be fully vaccinated against COVID-19 or have a valid medical exemption. A third dose of a COVID-19 vaccine is required by 25 March 2022 if eligible.</p> <p>Fully vaccinated school staff and any others performing work onsite who aren't yet eligible for a third dose have a third dose deadline of three months and two weeks from when they had their second dose.</p> <p>For more information see 'Required vaccinations for school staff' in the School Operations Guide.</p> <p>Under the COVID-19 Mandatory Vaccination (Specified Facilities) Directions, if a worker is, or may be, scheduled to work at a specified facility, the operator must collect, record and hold vaccination information about the worker. For the purposes of our schools, this means employees and others performing work onsite, although the information we collect, record and hold is different for those two categories.</p> <p>Processes are already in place to record the vaccination status of employees in Personnel Record System (PRS) or eHR/My HR. Schools have implemented a new process for recording vaccination status for others performing work onsite attending the site, such as contractors, volunteers and certain visitors.</p> <p>Workers who are unvaccinated or have an unknown vaccination status are not allowed to attend on site.</p> <p>Sighting vaccination status</p> <p>When visually verifying the vaccination status of a visitor, no information is required to be recorded or retained. This verification occurs at an easily controllable location the main office or main entrance if required.</p> <p>In addition, visitors who enter school buildings must be fully vaccinated against COVID-19 or have a valid medical exemption, with the following limited exceptions:</p>

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	<ul style="list-style-type: none"> • when attending to administer medical treatment to their own child when the treatment cannot be administered by the school • when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer • when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar. <p>Visitors attending school sites for drop-off and pick-up who do not enter school buildings do not need to comply with vaccination requirements.</p> <p>All visitors attending schools, including for drop-off and pick-up, are encouraged to maintain good COVIDSafe practices including physical distancing, respiratory etiquette and hand hygiene. It is recommended mask wearing be considered when physical distancing cannot be maintained or when congregating in large groups.</p> <p>For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current</p>
<p>Establish a system for managing visitors and large events.</p>	<p>Schools continue existing sign in and out processes and continue to record visitor attendance, in particular the purpose of visits, for legal and regulatory obligations.</p> <ul style="list-style-type: none"> – Assemblies and other school run events exclusive to employees, students and visitors from a single school can occur but are strongly encouraged to be held outside where possible. These events must adhere to vaccination/status information requirements detailed above for employees, any others performing work onsite and visitors. – Schools will determine if the activity they are undertaking has additional requirement under the Victorian government Sector guidance to confirm COVIDSafe requirements. – Sector guidance should be reviewed in detail before holding activities that do not fall in to the normal definition of school operations. Activities that have additional requirements include, but are not limited to places of worship and religious gatherings, physical recreation & sport, swimming pool related activities, and entertainment and Leisure (including public events). – School students are not required to show proof of vaccination to attend school camp (that is, to stay with an accommodation provider) or to attend activities that occur outside of the accommodation facility in another venue as part of the school camp activities. – Schools are not required to check the vaccination status of external staff at external venues. Staff working at school camps must comply with the relevant vaccination requirements of the venue. – Formals, graduations, and other ceremonies (including events held off school premises and/or with parents/carers and other guests) can take place, however they must align with community settings. – Indoor events will remain subject to the obligations such as caps and density quotients. All eligible adults must be fully vaccinated. – It continues to be recommended that staff should avoid working across multiple sites as much as practical, noting there will be some workforces who will need to work across multiple schools (i.e. health and wellbeing staff and casual relief teaching staff). <p>For more information refer to current CECV: School Operations Guide Health and safety advice for schools reference</p>

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<p>Configure communal work areas so that they are appropriately spaced to promote physical distancing.</p>	<ul style="list-style-type: none"> – Floor marking will be introduced to maximise physical distancing. 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. – Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. – Shields, barriers and signage will be considered as part of the control measures. – Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide – Health and safety advice for all Victorian schools.
<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. <p>For more information, refer to the CECV operating guidelines:</p> <p>CECV School Operations Guide Current</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<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. – Encourage staff to minimise time on breaks in shared facilities with others. – Avoid shaking hands, hugging or touching others. – Eat lunch outside rather than indoors if possible. – Follow the hygiene and cleaning protocols detailed in this Plan. <p>For more information: https://www.dhhs.vic.gov.au/staying-safe-covid-19</p> <ul style="list-style-type: none"> – 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. <p>For more information, refer to the CECV operating guidelines:</p> <p>CECV School Operations Guide Current</p>

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<p>Where relevant, ensure clear and visible signage in areas open to the general public.</p>	<ul style="list-style-type: none"> – Approved DH 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, refer to the CECV operating guidelines: CECV School Operations Guide Current</p>
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"> – All student attendances are recorded and kept up to date. – All maintenance contractors are required to sign in at maintenance. – All staff are to advise the AP-Daily Organisation when absent so all staffing records accurate. <p>Upon arrival at the College/Office there is signage at the entrance requesting all visitors, not to enter the site if they have:</p> <ul style="list-style-type: none"> – A fever or flu-like symptoms, such as coughing, sore throat and fatigue? – 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 and current sign in processes to continue.</p> <p>For more information, refer to the CECV operating guidelines: CECV School Operations Guide Current</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 related reporting is communicated to staff via appropriate method of communication agreed to at the time and may be email. – 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 <p>Seek medical advice and testing immediately.</p>
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>	<p>The College has considered and had plans in place to:</p> <ul style="list-style-type: none"> – 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 the DH 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. – Education contact tracing will no longer be a requirement, and a daily notification (where applicable) will be provided to the affected group/cohort/year level or to the whole school where a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school. <p>For more information: School Operations Guide. For more information, refer to the CECV operating guidelines:</p>

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<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, routine 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: Infectious Cleaning Guidelines.</p>
<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 ‘routine’ clean of the facilities as per the Infectious Cleaning Guidelines – notify anyone potentially at risk to self-isolate and to also be tested. <p>If a student or staff member tests positive to COVID19, either through RA test or PCR test:</p> <ul style="list-style-type: none"> – they must isolate at home or in private accommodation for 7 days (inclusive of weekends) and do not attend school during this period – They must inform the school that they have tested positive to COVID-19 – A negative test is not required to return to school following completion of 7 days of isolation. – The school must report positive student cases via – the VicEd COVID Tool. – Staff members must report a positive test result and submit a leave request. – The school should notify school community that there has been a case at the school using the communication templates available. <p>If a student or staff member is a household contact or house-like contact they must:</p> <ul style="list-style-type: none"> – Notify the school that they are a household or household-like contact follow the Checklist for COVID contacts. – Students must quarantine for 7 days (inclusive of weekends) and must not attend school during this period. – Staff members must quarantine for 7 days (inclusive of weekends) and must not attend school during this period unless a critical work exemption has been agreed (see Page 8 of the School Operations Guide, Exemptions for staff who are household contacts). <p>If a student or staff member has been in contact with a case of COVID-19, including at school or at work, they must:</p> <ul style="list-style-type: none"> – If asymptomatic, students and staff should continue to attend school and monitor for symptoms. – If symptomatic, all students/staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit unavailable. – On receipt of a negative test result, and if well enough, the student/staff member can return to school. – If staff/students are too unwell to attend school, usual leave/absence policies apply. Follow the Checklist for COVID contacts. – The school is not required to seek rapid antigen test results from the students or staff unless a positive test is returned. <p>For more information:</p> <ul style="list-style-type: none"> – School Operations Guide. – Coronavirus: School Closure – Reactive Communications Pack.

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<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. - For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms

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

Signed 

Name Luci Quinn

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