

Your COVIDSafe Plan

Business name: Clonard College

Address: 225 Church St Herne Hill

Plan completed by: Helen Wood

Job title: Business Manager

Date reviewed: 26 September 2022

Next review: As required.

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order:

Name: Luci Quinn

Job title: Principal

Date: Oct 2022

Document how you will manage a COVID-19 case at your business

Requirements

Workers must get tested at the first sign of symptoms.

If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible.

When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.

Action

Do your workers know to get tested and isolate at the first sign of symptoms?

- Information and instruction communicated to employees on the process if they are feeling unwell via the [School Operations Guide](#).
- Reinforced messaging and education on the symptoms of COVID-19 for self-health checks
- Information and instruction communicated to employees on the process of testing and quarantine processes based on different categories of exposure i.e.:
 - Household contact
 - exposed person (workplace, educational facility or social contact)

via the [School Operations Guide](#).

Your COVIDSafe Plan

	<ul style="list-style-type: none"> It is recommended that rapid antigen tests are used by students and staff when symptomatic. <p>If a student or staff member is a household contact or household-like contact they are no longer required to quarantine. They must:</p> <ul style="list-style-type: none"> Notify the school that they are a household or household-like contact and that they are attending school during the 7-day period. Follow the Checklist for COVID contacts. Undertake rapid antigen testing 5 times within the 7-day period. Wear a face mask at school when indoors during the 7-day period if they are aged 8 years or above, unless they have a valid exemption. If symptomatic, stay/return home, take a rapid antigen test, or get a PCR test if Rapid Antigen Kit is unavailable. If a student or staff member has been in contact with a case of COVID-19, including at school or at work, they must: <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 must report positive student cases via the process established by the diocesan education office. Staff members must report a positive test result.
<p>Who will identify workplace contacts?</p>	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i> and Checklist for COVID contacts. 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 is not required, however 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>Who will notify workplace contacts and advise on actions to follow?</p>	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: <i>Management of confirmed cases and household contacts at school</i>. 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.

Your COVIDSafe Plan

	<ul style="list-style-type: none"> Education contact tracing is not a requirement. 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.
Who will notify your health and safety representative?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: Management of confirmed cases and household contacts at school.
Who will document the actions taken?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: Management of confirmed cases and household contacts at school.
Who will notify the Department of Health?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: Management of confirmed cases and household contacts at school.
What will your business do if you or your workers need to isolate?	<ul style="list-style-type: none"> School principal will follow the steps as set out in the School Operations Guide: Management of confirmed cases and household contacts at school for a confirmed case and Checklist for COVID cases. A process has been established to manage the impact of an outbreak and potential closure of the workplace. This is detailed in the Coronavirus: School Closure – Reactive Communications Pack. For all suspected COVID-19 cases, the school will inform all staff not in close contact to be vigilant about the onset of symptoms. Protocols have been established to self-manage the exposure in line with public health guidance. Mandatory deep cleaning and Departmental ‘clearance’ is no longer required. The school will on a case-by case basis undertake a routine clean in the event of a positive case in the workplace and utilise the CECV Infectious Cleaning Guidelines developed in conjunction with the Victorian Department of Education and Training and the DH (where necessary), and follow specialist advice from DH, where provided. The cleaning contractor is certified under World Health Organisation protocols to undertake infectious and enhanced cleans. Potential closure and re-opening in the event of an outbreak to occur alongside specialist advice from DH who may be in contact.
Recommendations	
Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.	
Action	
Have you rostered your workers into groups?	<ul style="list-style-type: none"> N/A. Workforce bubbles are not mandatory as per Victorian COVIDSafe Settings.

Your COVIDSafe Plan

<p>Is there an overlap of workers during shift changes?</p>	<ul style="list-style-type: none"> • N/A. Employees return to the workplace as required. Staff will be contacted in the event there are changes to operations. • Information obtained from employees regarding test result, date last attended the workplace and movement within the workplace will inform workplace notification and potential cleaning arrangements
---	---

Make sure workers are fully vaccinated if working outside their home

Requirements	
<p>To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.</p> <p>If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.</p>	
Action	
<p>Who will check the vaccination status of your workers?</p>	<ul style="list-style-type: none"> • N/A. Schools are no longer required to collect, record or hold vaccination information about its workers for them to be permitted to work onsite. • Records are maintained of visitors and contractors via internal sign in procedures, which will inform notification of a positive case • For more information see ‘Required vaccinations for school staff’ in the School Operations Guide.
<p>How will you manage the records of vaccination status?</p>	<ul style="list-style-type: none"> • N/A. Schools are no longer required to collect, record or hold vaccination information about its workers for them to be permitted to work onsite.
<p>If your business operates across multiple sites, how will the records be managed — centrally or by location?</p>	<ul style="list-style-type: none"> • N/A

Make sure customers check in and are vaccinated if required

Requirements	
<p>Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.</p>	
Action	

Your COVIDSafe Plan

<p>Who is responsible for making sure customers have checked in (if required for your business)?</p>	<p>Visitors</p> <ul style="list-style-type: none"> • Parents, carers and other adult visitors (not performing work) are not required to show evidence of COVID-19 vaccination. • 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. • Schools are permitted to allow external providers to use or hire school facilities. When hiring out school facilities, schools are not required to collect, record and hold vaccination information of staff or workers from external community groups who use premises outside the school's normal operating hours. • When unsure, providers should be directed to the Victorian government Sector guidance to confirm COVIDSafe requirements. • Schools are reminded that existing sign in and out processes should continue to be used to record visitor attendance, in particular the purpose of visits, for legal and regulatory obligations.
<p>Who is responsible for confirming customers are fully vaccinated?</p>	<ul style="list-style-type: none"> • N/A

Wear face masks to reduce the risk of COVID-19 transmission

Requirements

Ensure all workers follow the current face mask requirements. Personal Protective Equipment (PPE) is recommended for use in sensitive or high risk settings.

If face masks are required, they should be worn for up to four hours and replaced after this time.

Action

Do workers know the face mask requirements for your business?

- It is recommended by DH that face masks are worn in indoor settings or outside where physical distancing is not possible. This expectation should not constrain student participation in the full range of school activities, including music, sport and performances.
- Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk.
- Positive cases leaving isolation are strongly recommended to wear a face mask indoors away from home, and outdoors where cannot physically distance. See Face Masks in [School Operations Guide](#).
- Household contacts attending school who are over 8 years of age are required to wear face masks indoors unless they have a valid exemption.

Your COVIDSafe Plan

<p>Do students know the face mask requirements for your business?</p>	<ul style="list-style-type: none"> • It is strongly recommended by the Department of Health that face masks are worn in indoor settings, with face masks mandatory for those aged eight and over who are household cases/contacts and attending school. This is because wearing masks is effective in reducing the transmission of COVID-19. • Mask wearing is strongly recommended if you are indoors in a public space or outside in a crowded place where you can't physically distance. People who are at risk of severe COVID illness are encouraged to wear a mask whenever in public.
<p>Who will make sure workers understand how to wear face masks correctly and when they need to wear them?</p>	<ul style="list-style-type: none"> • All staff are being briefed on infection control precautions: <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. • Where a student or staff member is identified as a positive case, education contact tracing will no longer be a requirement. • The revised process is set out in Management of Confirmed Cases and Household Contacts at School section of the School Operations Guide.
<p>If required, who will provide workers with face masks?</p>	<ul style="list-style-type: none"> • Supplies of disposable face masks are available on site.
<p>Are face mask posters required to be displayed in your business setting?</p>	<ul style="list-style-type: none"> • Face mask posters are not required to be displayed in school settings. • However, posters displayed to promote mask wearing.
<p>Where are face mask posters displayed?</p>	<ul style="list-style-type: none"> • N/A

Improve indoor air quality

<p>Recommendations</p>
<p>Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace. This can be improved by:</p> <ul style="list-style-type: none"> • Opening windows, leaving doors open in hallways and corridors, adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air. <p>For more information: School Operations Guide.</p>

Your COVIDSafe Plan

Action	
Can doors and/or windows be opened?	<ul style="list-style-type: none">• Doors can be propped open
Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	<ul style="list-style-type: none">• Settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units can be adjusted to increase the proportion of outdoor air.
Do you regularly service your HVAC systems including upgrading filters?	<ul style="list-style-type: none">• Air conditioning filters are maintained according to maintenance plans, checked and filters cleaned regularly.
Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?	<ul style="list-style-type: none">• Air purifiers are advised to be used and 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.

Additional protocols implemented

- All toilets are adequately stocked with paper towels and antibacterial soap/hand sanitiser
- Soap dispensers in all toilets
- Back up stores of all products are available onsite, and the Business Manager monitors' stock levels
- Hand sanitiser is available at multiple locations around the school including all classrooms
- Staff to use paper towels to wipe their used items