

COVID Safe PLAN



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

Our COVIDSafe Plan

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For guidance on specific controls for essential assessments for VCE and VCAL, see page 6.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Hygiene</p> <p>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.</p>	<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 at the end of each day using a hospital-grade disinfectant. - Surfaces including door handles are cleaned twice a day by staff. - Staff 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 and, if reused, disinfected. - 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. - Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Where possible, enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - 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. <p>For more information: School Operations Guide (Term 4).</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 who do not have their own.</p>	<ul style="list-style-type: none"> - Staff are being briefed on face mask requirements for the workplace, including wearing a mask to and from school or office and during yard duty. - Staff are allowed to remove their mask when teaching or speaking to a hearing-impaired person or instructing children. - Use of face coverings to be monitored and a record of lawful exceptions maintained. <p>For more information: DHHS guidance on face coverings.</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>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 mask outside the home, except when teaching or driving. <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.
<p>Replace high-touch communal items with alternatives.</p>	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> - transitioning the supply of staffroom coffee and condiments to single-serve sachets - cleaning all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible - cleaning items that cannot be immersed in water (e.g. electrical equipment) with a 60% or greater alcohol wipe or hand sanitiser and air drying - cleaning items that can be immersed in water wearing heavy-duty gloves, thoroughly scrubbing with hot water and soap or detergent, then rinsing in hot water (not < 70°C). <p>For more information: Infectious Cleaning Guidelines.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
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>	<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>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - Cleaning contractor arrangements to include performing a thorough clean of all buildings' surfaces twice a day 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 (Term 4).</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff who can work from home, do work from home.</p>	<ul style="list-style-type: none"> - Negotiations with staff are being undertaken to arrange for some non-teaching and administrative activities to be performed from home instead of the workplace.

	<ul style="list-style-type: none"> - Arrangements are being put in place to ensure that staff are not required to work from the school or office, except where it is essential. <p>For more information: School Operations Guide (Term 4).</p>
Establish a system that ensures staff members are not working across multiple settings/worksites.	<ul style="list-style-type: none"> - Staff are being asked to declare if they are working across multiple sites. - Alternative arrangements to be negotiated with staff to ensure that they do not continue to work at more than one site for the diocese.
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 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 must 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.</p> <ul style="list-style-type: none"> - Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene. <p>For more information: School Operations Guide (Term 4).</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 in at St Mary's or the office has been inspected and seating arrangements staggered to promote physical distancing in line with one person for every four-square metres. - Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. <p>For more information: School Operations Guide (Term 4).</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> - Floor marking and signage to be used wherever possible to promote physical distancing. <p>For more information: School Operations Guide (Term 4).</p>
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> - Workstations, classrooms and reception areas to be reviewed and, wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission. - Shields, barriers and signage will be considered as part of the control measures. <p>For more information: School Operations Guide (Term 4).</p>
Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> - Arrival and departure for staff and students will utilise all entry/exit points to minimise the risk of transmission. - Students are being encouraged to maintain physical distancing arrangements from adults on site. <p>For more information: School Operations Guide (Term 4).</p>
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, which is one person per four square metres - only have one person in small work areas - avoid shaking hands, hugging or touching others - avoid large gatherings indoors - hold essential meetings outside in the open air if possible

	<ul style="list-style-type: none"> - 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>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<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 (Term 4).</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - Rosters to be reviewed to maximise temporal and physical distancing between staff and students. - Arrangements to reduce mixing among different year levels to be in place. <p>For more information: School Operations Guide (Term 4).</p>
<p>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.</p>	<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. - Parents to be actively discouraged from entering the school building during drop-off/pick-up times. <p>For more information: School Operations Guide (Term 4).</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> - 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. <p>For more information: School Operations Guide (Term 4).</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.

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 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. <p>For more information:</p> <ul style="list-style-type: none"> - Coronavirus Reactive Closure: Steps for Principals - Coronavirus: School Closure – Reactive Communications Pack.
<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 (Term 4).</p>
<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: 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 '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 (Term 4) - 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 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.
<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 is aware of the requirement. - If a staff member is diagnosed with COVID-19, this must be reported to WorkSafe Victoria by calling 13 23 60 or completing the online form.
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<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. <p>For more information: School Operations Guide (Term 4).</p>

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

Signed _____

Name Jasmine Ryan

Date 3rd October 2020

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.