

# COVID Safe Plan – Term 2 2021

## Our COVID Safe Plan

Business name: St Columba's College  
 Site location: 2 Leslie Road, Essendon  
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 Contact person phone: 0427 530 403  
 Date prepared: 29 April 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- Infrastructure is in place to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant is supplied. Each building has hand sanitiser available in all occupied rooms.</li> <li>- Cleaning contractor performs daily a through clean of all buildings high touch surfaces using a hospital grade disinfectant.</li> <li>- Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.</li> <li>- Bin liners are replaced daily</li> <li>- Correct hygiene practices posters have been placed to advise staff and students on washing hands or using hand sanitizer before and after moving between rooms or buildings and after touching any doors.</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>- Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.</li> <li>- Staff are being encouraged to open windows &amp; doors to promote airflow wherever possible.</li> <li>- Air-conditioning units have been set to use fresh air and not recirculated air.</li> <li>- Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- Posters have been placed in all buildings providing instructions on the correct use of face mask requirements for the workplace where physical distancing cannot be maintained.</li> <li>- Face masks continue to be recommended (but not compulsory) for use by staff, visitors and students when physical distancing of 1.5 meters cannot be maintained.</li> <li>- There are emergency supplies of face masks for staff and students who for have either forgotten, lost or damaged their face mask and require a replacement. These supplies are held at front reception and student reception.</li> <li>- Everyone on site is expected to carry a face mask with them at all times – unless they have a lawful exemption.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p>All staff have been briefed on infection control precautions:</p> <ul style="list-style-type: none"> <li>- Avoid people with fevers, sweats, chills or flu-like symptoms.</li> <li>- Use hand sanitiser between classes and after contact with commonly touched surfaces.</li> <li>- Maintain good cough etiquette.</li> <li>- Do not touch, kiss, or hug others.</li> <li>- Use disinfectant wipes to clean notebook &amp; desk between different users and at the end of the day.</li> <li>- 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"> <li>o Notify the School or Office, self-isolate &amp; arrange to be tested. Do not return to work until test results obtained.</li> </ul> </li> <li>- All staff working on site are required to complete the eLearn module School Infection Prevention and Control During Coronavirus (COVID-19) via the schools SLS program by the end of term 1.</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- Information has been supplied to staff on the following: <ul style="list-style-type: none"> <li>o The supply of Staff room coffee and condiments have been transitioned to single serve sachets.</li> <li>o 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.</li> <li>o To clean items that can be immersed in water wearing heavy-duty gloves. Thoroughly scrub with hot water and soap or detergent. Then rinse in hot water (not &lt;70°C).</li> </ul> </li> </ul>

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<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>- COVIDSafe routine cleaning includes daily end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces.</li> <li>- The College's day cleaner will be frequently cleaning the high touch areas throughout the site during the day.</li> <li>- Students will continue to wipe their desk top with disinfectant and wipes at the commencement and end of each class</li> <li>- Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.</li> <li>- Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- The College's Facilities Manager and the College's cleaning contractor ensure that there are always sufficient cleaning supplies</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>- All staff (teaching and non teaching) are working onsite. This is the outcome of a review of possible tasks that could be undertaken offsite if required.</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>- The College only has one site</li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>- Upon arrival at the Campus or Office staff, students, visitors &amp; contractors will be reminded to 'stay home if you are unwell'. They will be asked the following questions: <ul style="list-style-type: none"> <li>o Confirm if they or anyone at home has a fever or flu-like symptoms, such as coughing, sore throat and fatigue, and shortness of breath?</li> <li>o Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days?</li> <li>o Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19?</li> </ul> </li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per two square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>- There is no requirement for density limits to be in place for communal areas that external visitors do not access.</li> <li>- Signage advising of the required physical distancing of 1.5ms is installed in all areas where external visitors would access.</li> <li>- Screens have been installed in front reception and student reception</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>- Floor marking and signage will be used wherever possible for areas that external visitors may use, to promote physical distancing.</li> </ul>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>- Workstations, classrooms and reception areas have been reviewed and wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission.</li> </ul>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>- Arrival and departure times for staff and students will be staggered using all entry/exit points to minimise the risk of transmission.</li> <li>- Students have 3 exit points from the College to choose from.</li> <li>- Students will be encouraged to maintain physical distancing arrangements from adults on site.</li> <li>- The College's main reception has a maximum limit of people allowed in that area at the one time to enable safe physical distancing</li> </ul>

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<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>- Staff are advised to follow physical distancing rules:               <ul style="list-style-type: none"> <li>o Remain at least 1.5 metres from other individuals where physical distancing is unable to occur.</li> <li>o Avoid shaking hands, hugging or touching others.</li> <li>o Large gatherings indoors need to adhere to the 2 square meters per person requirement when external visitors are involved.</li> <li>o Always use good hand and cough/sneeze hygiene.</li> <li>o Do not share food or drinks in the workplace.</li> <li>o Follow the hygiene and cleaning protocols detailed in this Plan.</li> </ul> </li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>- Visitors, contractors and delivery drivers are being advised to follow sign in, physical distancing, hygiene and cleaning protocols detailed in this Plan.</li> <li>- Designated delivery areas are being clearly signposted at entry points to minimise contact.</li> </ul>
<p><b>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 two square metre rule</b></p>	<ul style="list-style-type: none"> <li>- Approved signage for Schools has been placed in clear and visible locations to promote physical distancing and good hygiene practices.</li> <li>- If parents do drive onsite to collect their daughter, they have been are advised to stay in their car at all times.</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- At the beginning of work each day, administration staff will check that visitor, contractor, staff &amp; student sign in records are updated for contact tracing purposes.</li> <li>- Upon arrival at the School/Office all visitors, contractors, staff &amp; students will be asked to confirm that they do not have:               <ul style="list-style-type: none"> <li>o A fever or flu-like symptoms, such as coughing, sore throat and fatigue?</li> <li>o shortness of breath?</li> <li>o been in close contact with someone returned from overseas or a COVID-19 hotspot, in the last 14 days?</li> <li>o been in close contact with someone with a confirmed case of COVID-19?</li> <li>o Are not currently required to be in isolation</li> </ul> </li> <li>- The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014</li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>- COVID related reporting is communicated to staff via a remote staff meeting.</li> <li>- Staff are advised to notify the School Principal or Office Manager remotely and complete an incident report form online. <a href="https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form">https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form</a></li> <li>- Seek medical advice and testing immediately.</li> <li>- If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.</li> <li>- Staff must not return to work until medically cleared to do so.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>- The school has considered:               <ul style="list-style-type: none"> <li>o preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results.</li> <li>o key dependencies.</li> <li>o delivery of essential services</li> <li>o communications during a critical incident.</li> </ul> </li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>- Administration staff will be able to provide visitor, contractor, staff &amp; student records from the period of 48hrs prior to the onset of symptoms in a suspected case of COVID-19 to DHHS. This will assist with contact tracing should someone test positive.</li> </ul>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>- If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines.</li> <li>- School will follow direction provided by DHHS regarding partial or full school closure</li> <li>- The College's cleaning contractor is fully prepared for a deep clean of the College's facilities</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>- If a staff member or student is suspected of having COVID-19 symptoms:               <ul style="list-style-type: none"> <li>o isolate the person immediately</li> <li>o notify the School leadership team</li> <li>o complete an Incident report form</li> <li>o make arrangements for the person to travel home &amp; to be tested. Advise them to self-isolate until the test result received</li> <li>o continue with enhanced cleaning regime until the outcome of the case is known</li> <li>o if the case is positive, facilitate a 'deep' clean of the facilities as per CECV Infectious Cleaning Guidelines.</li> <li>o Notify anyone potentially at risk to self-isolate &amp; to also be tested</li> </ul> </li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>- Follow the <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a> and <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>- For all suspected COVID-19 cases the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>- School Principal or delegate is aware of the requirement</li> <li>- 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 <a href="#">online form</a>.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>– In accordance with advice from the DHHS</li> <li>– DHHS and WorkSafe must be notified that the workplace is reopening.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>School Activities</b></p>	
<p>Existing control measures listed above will apply and the following additional considerations:</p>	
	<p><b>Use of woodwind instruments, singing, voice projection and dance</b></p> <p>Singing and playing of wind and brass instruments can occur without specific limits, however the school will consider measures that may prevent or significantly reduce the risk of infection transmission such as physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time an activity is conducted for.</p> <p>It is strongly recommended that face masks be worn when singing indoors or outdoors if physical distancing cannot be maintained.</p> <p>Drama activities and dance group work should also be undertaken outside where safe and viable.</p> <p><b>Sport and Recreation</b></p> <p>Limit use of changing rooms by allowing students to wear sports uniforms for the entire day, stagger use of facilities to reduce occupancy and promote hand hygiene in and around these facilities</p> <p>Hand hygiene must be practised before and after use of any sporting equipment.</p> <p><b>Excursions</b></p> <p>Excursions can resume across Victoria for all schools.</p> <p>There is no limit on group sizes, but excursions must be conducted in line with any specific capacity limits on venues that are being used. Mixing between students of different schools should be avoided.</p> <p>External venues will maintain responsibility to ensure that appropriate health and safety, and cleaning measures are in place at the venue. School staff and students should ensure they continue to practice appropriate safety measures while at external venues, such as wearing a face mask in line with health advice, practicing physical distancing and performing regular hand hygiene.</p> <p><b>Camps</b></p> <p>School camps within Victoria will continue as scheduled, ensuring COVID-safe practices are followed</p> <p><b>Interstate and International travel</b></p> <p>Interstate and international travel will not resume until safe to do so</p>

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

**Signed**



**Name**

Rita Grima

**Date**

29 April 2021

*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 upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.*