

# ST FIDELIS PRIMARY SCHOOL

## COVIDSafe Plan

### Our COVIDSafe Plan

Business name:	ST FIDELIS PRIMARY SCHOOL
Site location:	52 SAUNDERS STREET MORELAND
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Date Updated:	5 <sup>TH</sup> OCTOBER 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	<ul style="list-style-type: none"><li>- We have infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building has hand sanitiser and disinfectant wipes provided in entrances and occupied rooms.</li><li>- Supply is being checked at the start and end of each day.</li><li>- Cleaning contractor arrangements include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant.</li><li>- Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.</li><li>- Bin liners are being replaced daily or as required and, if reused, disinfected.</li><li>- 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.</li><li>- Infrastructure is in place to ensure an ample supply of &gt; 60% alcohol-based hand sanitiser is available.</li></ul> For more information: <a href="#">Infectious Cleaning Guidelines</a> .
<b>Where possible, enhance airflow by opening windows and adjusting air conditioning.</b>	<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 and doors to promote airflow where possible.</li><li>- Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li><li>- Air conditioning systems have been set to use fresh air.</li></ul> For more information: <a href="#">School Operations Guide</a> .
<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 who do not have their own.</b>	<ul style="list-style-type: none"><li>- School staff must always wear a face mask at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies.</li><li>- Children from years 3-6 are required to wear face masks when indoors on school premises unless an exception applies. Younger students at primary school are recommended to wear face masks when inside at school, or when attending an OSHC program.</li><li>- School staff must wear face masks while teaching wherever practicable, except where removal of a face mask is necessary for effective communication.</li></ul> For more information: <a href="#">DHHS guidance on face masks</a> .

	<p>All staff are being 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 computers and desks between different users and at the end of the day.</li> <li>- 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 <b>must</b>: <ul style="list-style-type: none"> <li>o notify the school or office, self-isolate and arrange to be tested</li> <li>o not return to work until test results are obtained.</li> </ul> </li> </ul> <p>The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> <li>- liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>- send the student home if they are attending school.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that St Fidelis has in place a range of complementary COVIDSafe strategies to reduce transmission risk. St Fidelis will continue COVIDSafe routine and enhanced environmental cleaning and disinfection.</p> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a>.</li> <li>- <a href="#">Infectious Cleaning Guidelines</a>.</li> </ul>
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that St Fidelis has in place a range of complementary COVIDSafe strategies to reduce transmission risk. St Fidelis will continue COVIDSafe routine cleaning and ensure:</p> <ul style="list-style-type: none"> <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>Deep Cleaning</b></p> <p>St Fidelis Primary School will close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p> <p>To help us deliver any necessary deep cleaning, it's recommended that St Fidelis school staff working on site:</p> <ul style="list-style-type: none"> <li>o keep desks neat and tidy</li> <li>o file important documents before leaving each day</li> <li>o take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)</li> <li>o do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery)</li> <li>o store away shared and loose items (such as toys, musical instruments, and sporting equipment)</li> <li>o keep personal cutlery in a sealed container, not left out on a workstation.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">Infectious Cleaning Guidelines</a></li> <li>- <a href="#">Enhanced School Cleaning Guidelines</a>.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning contractor arrangements include performing a thorough COVIDSafe routine clean of all buildings' surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant.</li> </ul>

	<ul style="list-style-type: none"> <li>- Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Establish a system to ensure that only required and appropriate persons attend the workplace.</b></p>	<p><b>All schools in metropolitan Melbourne and in Greater Shepparton will continue to provide remote and flexible learning except for students in the following categories who are eligible for on-site supervision and care:</b></p> <ul style="list-style-type: none"> <li>- Category A - Children where both parents and or carers are considered <u>authorised workers</u> who cannot work from home, work for an essential provider and where no other supervision arrangements can be made: <ul style="list-style-type: none"> <li>o Where there are two parents/carers, both must be essential workers, working outside the home in order for their children to be eligible for on-site provision.</li> <li>o For single parents/ carers, the essential worker must be working outside the home in order for their children to be eligible for on-site provision.</li> </ul> </li> <li>- Category B - Children experiencing vulnerability, including: <ul style="list-style-type: none"> <li>o Children in out-of-home care</li> <li>o Children deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home</li> <li>o Children identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service)</li> </ul> </li> <li>- Where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable due to family stress, the school must provide on-site supervision for that student. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools. All specialist school staff will be required to be available to work on-site, except those medically vulnerable.</li> </ul> <p><b>Authorised worker permits for on-site supervision</b>  Parents and carers are only able to request on-site supervision for their children in <b>Category A</b> if they hold a permit as an authorised worker. Schools should make the updated on-site attendance form available to parents/carers who require on-site learning for their children. <b>A copy of a permit/s must be submitted as soon as practicable after issuance for those seeking Category A on-site supervision.</b> A permit is not required for accessing on-site supervision under Category B.</p> <p>In rare circumstances a parent/carer does not need a worker permit. This includes law enforcement, emergency services or health care workers who carry employer-issued photographic identification. More information is available <a href="#">here</a>.</p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>In metropolitan Melbourne and Greater Shepparton LGA, a permit is required for permitted workers to attend a workplace and travel between their home and workplace. From 11.59pm Thursday 9 September, work permits are no longer required in regional Victoria (excluding Greater Shepparton).</p> <p>Staff should not work across multiple schools in metropolitan Melbourne.</p> <p>Upon arrival at the office, visitors and contractors will 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"> <li>- experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue</li> <li>- experienced shortness of breath</li> <li>- been in close contact with someone who has returned from overseas in the last 14 days</li> <li>- been in close contact with someone with a confirmed case of COVID-19.</li> </ul>

	<p>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will 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"> <li>- Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</li> <li>- For more information: <a href="#">School Operations Guide</a>.</li> </ul>
<p><b>Establish a system for managing visitors and large events.</b></p>	<p><b>Visitors</b>  Visitors to school premises will be limited to essential school services and operations.  The density limit of 1 person per 4 square metres will be 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> <p>QR codes and record keeping  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. QR code check ins are required to be used by:</p> <ul style="list-style-type: none"> <li>- all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff)</li> <li>- all parents who enter school buildings when on school site for essential purposes</li> </ul> <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> <li>- staff</li> <li>- students</li> <li>- parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings.</li> </ul> <p>Existing sign in and out processes will continue to be used to record essential visitor attendance, in particular the purpose of visits, for legal and regulatory obligations  Further information is available at:  <a href="https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service">https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</a></p> <p><b>Metropolitan Melbourne and Greater Shepparton LGA Catholic Schools:</b></p> <ul style="list-style-type: none"> <li>- <b>Sporting activities</b> (indoor, outdoor, contact and non-contact) are postponed.</li> <li>- <b>Physical activity</b> - Students receiving on-site supervision can participate in outdoor, non-contact physical activity.</li> <li>- <b>Singing, brass, woodwind</b> classes and groups will be postponed or occur remotely during this time.</li> <li>- <b>Swimming and all other pool</b> use cannot occur at this time</li> </ul> <p><b>All Victorian Catholic Schools:</b></p> <ul style="list-style-type: none"> <li>- <b>Excursions</b> are not permitted and cannot take place at this time.</li> <li>- <b>Camps and excursions</b> for Victorian schools cannot take place at this time.</li> <li>- <b>Drinking fountains</b> remain open. Cleaning and sanitation will occur daily.</li> <li>- <b>Use of school facilities by community and sport groups</b>, such as ovals and pools, is not permitted.</li> <li>- <b>School tours</b> are not conducted on-site for prospective students and their families at this time.</li> <li>- <b>Non-essential visitors</b> will be excluded from school sites for this period.</li> <li>- <b>Non-essential meetings, and all school events, gatherings and assemblies</b> will be deferred or held remotely.</li> <li>- <b>Professional development and staff meetings</b> will be conducted online or deferred (unless essential face to face training for first aid, anaphylaxis, or</li> </ul>

	<p>infection control. In these instances, density limits of 1 person per 4 square metres apply.</p> <ul style="list-style-type: none"> <li>- <b>School bus services</b> across the state will continue to operate as normal. Students are not required to check-in via a QR code service when travelling on private school buses or disability transport services, however school bus services <b>are required</b> to keep accurate records of students and staff (including drivers) accessing these services should this information be required for contact tracing. For more information, please see <a href="https://www.coronavirus.vic.gov.au/school-bus-services">https://www.coronavirus.vic.gov.au/school-bus-services</a></li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- Common rooms and areas accessed by the public (reception areas) will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres.</li> <li>- Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times.</li> <li>- 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.</li> <li>- Shields, barriers and signage are used as part of the control measures.</li> <li>- Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a></li> <li>- <a href="#">Health and safety advice for all Victorian schools</a>.</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>- St Fidelis will implement actions to reduce the congregation of adults around the school and ease congestion. We will do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours.</li> <li>- St Fidelis will communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing.</li> <li>- St Fidelis will use multiple entry and exit points to prevent concentrations of students and minimise parents onsite.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> <li>- Remain at least 1.5 metres from other individuals wherever possible; follow the 'one person per four square metres' rule.</li> <li>- Only have one person in small work areas.</li> <li>- Avoid shaking hands, hugging or touching others.</li> <li>- Avoid large gatherings indoors.</li> <li>- Hold meetings outside in the open air if possible.</li> <li>- Always use good hand and cough/sneeze hygiene.</li> <li>- Eat lunch outside rather than indoors if possible.</li> <li>- Don't share food or drinks in the workplace.</li> <li>- Practise the hygiene and cleaning protocols detailed in this plan.</li> <li>- Staff room numbers will be limited to promote safe distancing</li> <li>- All staff on site are trained in the 'School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)' eLearn module.</li> </ul> <p>For more information: <a href="#">Guidance on hygiene and physical distancing</a>.</p>
<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>- Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</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' rules and 1.5 metre physical distancing.</p>	<ul style="list-style-type: none"> <li>- Approved DHHS signage for St Fidelis and offices is placed in clear and visible locations to promote physical distancing and good hygiene practices. For more information: <a href="#">School Operations Guide</a>.</li> </ul>
<p><b>Guidance</b> <span style="float: right;"><b>Action to ensure effective record keeping</b></span></p>	
<p><b>Record keeping</b></p>	
<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"> <li>- St Fidelis keeps a record of all staff, students and visitors who enter the buildings.</li> <li>- St Fidelis records the name, contact details, date and time of visitors' attendance at school.</li> <li>- At the beginning of each work day, administration staff check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes.</li> <li>- The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014 (Vic.)</i>.</li> </ul> <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"> <li>- experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue</li> <li>- experienced shortness of breath</li> <li>- been in close contact with someone who has returned from overseas or a COVID-19 hotspot, in the last 14 days</li> <li>- been in close contact with someone with a confirmed case of COVID-19</li> <li>- been required to remain in isolation.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</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"> <li>- COVID-19 related reporting is communicated to staff via a staff meeting.</li> <li>- Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the <a href="#">CEVN website</a>. Medical advice and testing should be sought immediately.</li> <li>- <b>If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60.</b></li> <li>- <b>Staff must not return to work until medically cleared to do so.</b></li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>
<p><b>Guidance</b> <span style="float: right;"><b>Action to prepare for your response</b></span></p>	
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p>Prepare or update 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"> <li>- preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results</li> <li>- key dependencies</li> <li>- delivery of essential services</li> <li>- communications during a critical incident.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>- <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> </ul>
<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"> <li>- 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.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>

<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>- The school will follow directions provided by the DHHS regarding partial or full school closure.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> <li>- isolate the person immediately</li> <li>- notify the school/office leadership team</li> <li>- complete an incident report form</li> <li>- make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received</li> <li>- continue with enhanced cleaning regime until the outcome of the case is known</li> <li>- if the case is positive, facilitate a 'deep' clean of the facilities as per the <a href="#">Infectious Cleaning Guidelines</a></li> <li>- notify anyone potentially at risk to self-isolate and to also be tested.</li> </ul> <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"> <li>- liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>- send the student home if they are attending school.</li> </ul> <p>For more information:</p> <ul style="list-style-type: none"> <li>- <a href="#">School Operations Guide</a>.</li> <li>- <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>- <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</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 Reactive Closure: Steps for Principals</a> and <a href="#">Coronavirus: School Closure – Reactive Communications Pack</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>- The school principal or delegate is aware of the requirement.</li> <li>- If a staff member is diagnosed with COVID-19, it will be reported to WorkSafe Victoria by calling 13 23 60 or completing the <a href="#">online form</a>.</li> </ul>
<p><b>Confirm that your workplace can safely reopen and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>- In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening.</li> </ul> <p>For more information: <a href="#">School Operations Guide</a>.</p>

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

Signed *Michael Jennings*  
Name Michael Jennings  
Date 05.10.21