

MACS Operations Guide for Schools

QR codes and visitors to schools

The use of QR code check-ins, verification of vaccination status and retention of relevant information apply at different times and to the following different types of attendees to school:

- **Employees** – All persons employed by the school or by a diocesan education office including teachers, early childhood educators and educational support staff, etc.
- **Other workers** – Any non-employee performing work on site who will or may be in close proximity to children, students or staff. This does not include delivery personnel.
- **Visitors** – All persons attending the site who are not performing work and do not fit one of the above two categories.

If a person does not provide verification of their vaccination status and they refuse or do not meet the vaccination/exemption requirements, that person will be asked to leave the site. This enables us to maintain our COVIDSafe processes, and safeguard the health and wellbeing of the school community.

QR code check-in

The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases.

Employees are not required to check in with a QR code.

Other workers are required to check in with a QR code.

Visitors are required to check in with a QR code when entering school buildings, but not school grounds.

All visitors attending schools, including for drop-off and pick-up, must adhere to physical distancing, density limit and face mask requirements, and practise respiratory etiquette and good hand hygiene.

In addition, visitors who enter school buildings must also have had at least one dose of COVID-19 vaccine, and must be fully vaccinated against COVID-19 by 29 November 2021 or have a valid medical exemption, with the following limited exceptions:

- 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.

Verification of vaccination status (visual verification only)

Visitors attending any event or activity inside a school building including, but not limited to, tours, graduations, kindergarten transitions and whole-school events are required to show evidence of vaccination.

Meetings and other discussions (such as Student Support Group meetings) with visitors who do not meet vaccination requirements will be held virtually.

Visitors attending school sites for drop-off and pick-up who do not enter school buildings do not need to comply with vaccination requirements.

Any visitor who needs to access an early childhood education and care service (including OSHC) and is required to traverse the school building to access the service is required to check in using the Victorian Government QR code service, but does not need to show their vaccination status.

School events, gatherings and assemblies

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 all QR code check-in and vaccination/status information requirements for employees, other workers and visitors. Schools must also determine if the activity they are undertaking has additional requirements under the Victorian Government's Roadmap to Deliver the National Plan.

The roadmap is to be reviewed in detail before holding activities that do not fall into the normal definition of school operations. Activities that have additional requirements include, but are not limited to, religious gatherings, physical recreation and sport, swimming pool-related activities, and entertainment and leisure (including public events).