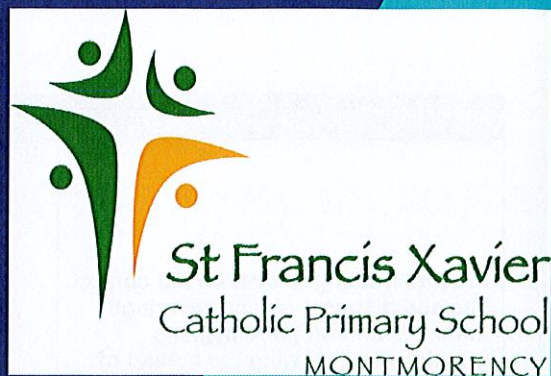


COVID Safe plan



Our COVID Safe Plan

Business name: St. Francis Xavier Primary School
Site location: 90 Mayona Road Montmorency. VIC.3094.
Contact person: Philip Cachia - Principal
Contact person phone: 03 9435 8474
Date prepared: 10.08.20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">– Infrastructure to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied. Each building should have hand sanitiser and disinfectant wipes made available at entrances and occupied rooms.– Supply is checked at the start and end of each day.– Daily cleaning contractor arrangements to include performing a through clean of all buildings surfaces using a hospital grade disinfectant.– Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.– Bin liners are replaced daily or as required and if reused, disinfected.– Information has been provided to staff on washing hands or using hand sanitizer 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 supplied.– For more information: CECV Infectious cleaning guidelines
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<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 & doors to promote airflow wherever possible.– For more information: School Operations Guide (Term 3)
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.	<ul style="list-style-type: none">– Staff are being briefed on the use of face mask requirements for the workplace including wearing during yard duty. Staff allowed to remove their mask when teaching or speaking to a hearing impaired person.– For more information: COVID-19 face mask guidance

Guidance	Action to mitigate the introduction and spread of COVID-19
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>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 notebook & desk between different users and at the end of the day. – Wear a mask outside home, except when teaching or driving. – 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: – Notify the Principal, self-isolate & arrange to be tested. Do not return to work until test results obtained.
Replace high-touch communal items with alternatives.	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> – To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible. – 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. – For more information: CECV Infectious cleaning guidelines

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</p> <ul style="list-style-type: none"> – For more information: CECV Infectious cleaning guidelines
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Daily cleaning contractor arrangements include performing a through clean of all buildings surfaces using a hospital grade disinfectant. – Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect. – For more information: School Operations Guide (Term 3)

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> – Negotiations with staff are being undertaken to arrange for most non-teaching & administrative activities to be performed at home instead of the workplace when this is operationally practical. – Arrangements are being put in place to ensure that staff are not required to work from School, except where it is essential. – For more information: School Operations Guide (Term 3)
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> – Alternative arrangement will 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.	<ul style="list-style-type: none"> – Upon arrival at the school staff, students, visitors & contractors will be reminded to 'stay home if you are unwell'. They will be asked to confirm if they or anyone at home has the following symptoms: – Fever or flu-like symptoms, such as coughing, sore throat and fatigue? – Shortness of breath? – Have they, or anyone at home been in close contact with someone who has returned from overseas in the last 14 days? – Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19?

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> – 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 will be encouraged to self-isolate until they can be tested & receive the results. – Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good personal hygiene. – For more information: School Operations Guide (Term 3)
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> – Staff & visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. – Staffroom seating and tables have been packed up during this period to deter staff from gathering in communal areas – For more information: School Operations Guide (Term 3) Health and safety advice for schools reference
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> – Arrival and departure times for students will be staggered using multiple entry/exit points to minimise the risk of transmission where possible – Students will be encouraged to maintain physical distancing arrangements from adults on site. – Parents picking up/dropping off students will be separated from the students before and after school – For more information: School Operations Guide (Term 3)
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> – Staff and adult visitors are being briefed to follow physical distancing rules: – Remain at least 1.5 metres from other individuals wherever possible which is one person per 4 square metre rule. – Organise to only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Avoid large gatherings indoors. – Hold essential meetings by Zoom etc – Always use good hand and cough/sneeze hygiene. – Do not share food or drinks in the workplace – Follow the hygiene and cleaning protocols detailed in this Plan. – For more information: https://www.dhhs.vic.gov.au/staying-safe-covid-19 – DHHS Hygiene & Physical Distancing Guide - https://www.dhhs.vic.gov.au/staying-safe-covid-19
<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. – Visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times. – For more information: School Operations Guide (Term 3)
<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 will be reviewed to maximise temporal & physical distancing between staff and students. – Reduce mixing amongst different year levels where possible – Checking that COVID-19 posters displayed – Briefing all participants – Provision of hand sanitiser and disinfectant wipes – Using PPE (masks) outside of School grounds. – For more information: School Operations Guide (Term 3)
<p>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 'four square metre' rule.</p>	<ul style="list-style-type: none"> – Approved DHHS signage for Schools will be placed in clear and visible locations to promote physical distancing and good hygiene practices. – Parents will be actively prevented from entering the school during drop off/pick up times. – For more information: School Operations Guide (Term 3)

Guidance	Action to ensure effective record keeping
Record keeping	
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.	<ul style="list-style-type: none"> – Upon arrival at the School/Office all visitors, contractors, staff & students will be asked to confirm that they do not have: – A fever or flu-like symptoms, such as coughing, sore throat and fatigue? – shortness of breath? – been in close contact with someone 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? – Are not currently required to be in isolation – The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014 – For more information: School Operations Guide (Term 3)
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> – COVID related reporting is communicated to staff via a staff meeting. – Staff are advised to notify the School Principal and complete an incident report form online. https://cevn.cecv.catholic.edu.au/Melb/Staffing-IR/Incident-Form – Seek medical advice and testing immediately. – <i>If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60.</i> – <i>Staff must not return to work until medically cleared to do so.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> – Coronavirus reactive closure: steps for Principals – Coronavirus: School Closure – Reactive Communications Pack <p>The school has considered:</p> <ul style="list-style-type: none"> – preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results. – key dependencies. – delivery of essential services – communications during a critical incident.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> – Administration staff will be able to provide visitor, contractor, staff & 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. <p>For more information: School Operations Guide (Term 3)</p>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> – If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines. – School will follow direction provided by DHHS regarding partial or full school closure – For more information: CECV Infectious cleaning guidelines
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p>If a staff member or student is suspected of having COVID-19 symptoms:</p> <ul style="list-style-type: none"> – isolate the person immediately – notify the School Principal – complete an Incident report form – make arrangements for the person to travel home & to be tested. Advise them to self-isolate until the test result received – Facilitate a 'Deep' clean of the facilities – Notify anyone potentially at risk to self-isolate & to also be tested.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> – Follow the Coronavirus: School Closure – Reactive Communications Pack and Coronavirus reactive closure: steps for principals <p>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>

Guidance	Action to prepare for your response
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> – School Principal or delegate is aware of the requirement – 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 online form.
Confirm that your workplace can safely re-open and workers can return to work.	<p>In accordance with advice from the DHHS</p> <ul style="list-style-type: none"> – DHHS and WorkSafe must be notified that the workplace is reopening. – For more information: School Operations Guide (Term 3)

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

Signed 

Name PHILIP CACHIA

Date 11/8/20