



Catholic Regional College Caroline Springs

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COVID Safe Plan

Our COVID Safe Plan

Business name: Catholic Regional College Caroline Springs
Site location: 10 – 28 College Street Caroline Spring
Contact person: Jamie Madigan
Contact person phone: 9217-8000
Date prepared: 08-08-2020 Last updated: 11-02-2021

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 is in place to ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant is supplied. Each building has hand sanitiser and disinfectant wipes and/or disinfectant spray bottles and paper towels available at entrances and occupied rooms. – Supply is checked by the College maintenance staff each day. – 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. – 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. – For more information: CECV Infectious cleaning guidelines
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p><i>Staff have been requested to keep doors and windows open where practicable</i></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 & doors to promote airflow wherever possible. – Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. – Air conditioning systems have been set to use fresh air. (ie if you have the option to select either outside/fresh air or recirculated air, you must select outside/fresh air and keep doors/windows open) – For more information: School Operations Guide Term 1, 2021

<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 that do not have their own.</p>	<ul style="list-style-type: none"> – Staff are being briefed on face mask requirements for the workplace, including the need for masks to be fitted over the mouth and nose. Face shields, scarves or bandana style coverings are no longer accepted. Where a face shield is worn, this must be accompanied by a mask. – A face mask must be carried at all times. – Use of face coverings is monitored and a record of lawful exceptions maintained. – For more information: DHHS guidance on face coverings. – First aiders have access to additional PPE, including gowns, gloves and eye protection – Cleaners have access to additional PPE, including gowns, gloves and eye protection – Maintenance staff to have access to additional PPE when working in close proximity cannot be avoided – The college will monitor use of face masks and maintain a record of lawful exceptions. – For more information: COVID-19 face mask guidance
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Guidance	Action to mitigate the introduction and spread of COVID-19
<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 or sprays to clean notebook & desk between different users and at the end of the day. – Wear a fitted mask in line with government requirements – 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 School or Office, self-isolate & arrange to be tested. Do 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"> – The supply of Staff room coffee and condiments are being transitioned to single serve sachets. – Shared crockery and cutlery have been removed from Staff rooms and staff are being encouraged to bring and use their own. – 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	
<p>Increase environmental cleaning (including between changes of staff), 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. – Regular preventative cleaning is in place. – For more information: CECV Infectious cleaning guidelines

Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Adequate supplies are in place. – Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect. – For more information: School Operations Guide Term 1, 2021
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Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Guidance	Action to mitigate the introduction and spread of COVID-19
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"> – Staff must stay at home if they are not well; signage at the entrance of the college forbids any visitors from entering if they are not well, all staff and visitors must complete a declaration as part of the sign-in process confirming they have no symptoms. – Upon arrival at the Campus or Office 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 or criteria: <ul style="list-style-type: none"> • 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. – 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 1, 2021
Establish a system for managing visitors and large events	<p><u>Visitors - General</u></p> <p>In the last step limitations on who can visit school premises no longer apply, however school activities involving visitors will comply with public gathering limits (group limit of 20 people indoors and 50 people outdoors).</p> <p>Visitors to school grounds must comply with physical distancing and face mask advice set out in this Operations Guide, and practise good hand hygiene.</p> <p><u>Events such as school fetes</u></p> <p>A public event is defined as an organised public gathering for a common purpose, which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific license, approvals or permits. Any activity that meets this definition will be required to comply with the Public Events Framework.</p> <p><u>Graduation ceremonies and other large gatherings (such as liturgies)</u></p> <p>On the school site graduation ceremonies and large gatherings involving external guests are subject to public gathering limits for ceremonies: total venue cap (including students, staff and visitors) of 150 indoors or 300 outdoors, with a density quotient of 1 per 2m² (was 4m²) for staff and visitors/parents and no group limit.</p> <ul style="list-style-type: none"> – The school will ensure adequate space for physical distancing and ensure supplies and signage are displayed for attendees to practice hand hygiene – Adults and secondary students over the age of 12 years will wear face masks indoors and outdoors where social distancing can't be maintained – Face masks can be removed briefly for photos or giving a speech <p>Singing and performing are permitted as long as singers and performers remain 2m away from each other and 5m from the audience. Performers other than singers and woodwind/brass musicians must wear a mask while performing indoors, unless an exemption applies.</p>

<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"> - Common rooms in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every 2 (was 4) square metres. - Floor marking will be introduced to maximise physical distancing. - Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. - Shields, barriers and signage will be considered as part of the control measures. <p>For more information: <u>School Operations Guide Term 1, 2021</u> <u>Health and safety advice for schools reference</u></p>
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<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> – Floor marking and signage will be used wherever possible, to promote physical distancing. – For more information: School Operations Guide Term 1, 2021
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> – 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. – Shields, barriers and signage is in place as part of the control measures. – For more information: School Operations Guide Term 1, 2021

Guidance	Action to mitigate the introduction and spread of 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. – Designated delivery areas are being clearly signposted at entry points to minimise contact. – Staff & visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times. – For more information: School Operations Guide Term 1, 2021
<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 signage for Schools & Offices is placed in clear and visible locations to promote physical distancing and good hygiene practices. – For more information: School Operations Guide Term 1, 2021

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> At the beginning of work each day, administration staff will check that visitor, contractor, staff & 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>Recommendation is for parent/carer to obtain medical certificate to confirm it is safe for the student to attend school if they exhibit symptoms arising from hayfever/asthma.</p> <p>For more information: School Operations Guide Term 1, 2021</p>

Guidance	Action to ensure effective record keeping
<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. <p>If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60.</p> <ul style="list-style-type: none"> Staff must not return to work until medically cleared to do so. For more information: School Operations Guide Term 1, 2021

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>	<ul style="list-style-type: none"> Coronavirus reactive closure: steps for principals Coronavirus: School Closure – Reactive Communications Pack The school has considered: <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.
<p>Prepare to assist 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 & 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. For more information: School Operations Guide Term 1, 2021

<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 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
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>If a staff member or student is suspected of having COVID-19 symptoms:</i></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 & to be tested. Advise them to self-isolate until the test result received – Facilitate a 'Deep' clean of the facilities as per the Infectious Cleaning Guidelines – Notify anyone potentially at risk to self-isolate & to also be tested. <p>Contact your local diocesan education office so they can provide support to conduct a risk assessment if there have been three or more staff members who have:</p> <ul style="list-style-type: none"> – Developed COVID-19 symptoms whilst on site at school; – Been on site at school, and within 48 hours of being on site, notified you that they have developed symptoms; and are awaiting a COVID-19 test result – For more information: School Operations Guide Term 1, 2021 – Coronavirus reactive closure: steps for principals – Coronavirus: School Closure – Reactive Communications Pack – CECV Infectious Cleaning Guidelines.

Guidance	Action to prepare for your response
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> – Follow the Coronavirus: School Closure – Reactive Communications Pack and Coronavirus reactive closure: steps for principals – 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"> – 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.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> – In accordance with advice from the DHHS – DHHS and WorkSafe must be notified that the workplace is reopening. – For more information: School Operations Guide Term 1, 2021
<p>Travel</p>	<p>Avoid all overseas travel, interstate and intrastate travel to 'red' and 'yellow' zones. Observe all COVID precautions when travelling interstate to a 'green' zone, and follow COVID advice relevant to the interstate location.</p>

<p>Excursions/Camps/Retreats</p>	<p>The teacher in charge takes on the role of COVIDSafe Officer for the excursion, or nominates another teacher/staff member</p> <p>Obtain the COVIDSafe plan of each venue and do not proceed if you are not satisfied that the activity can take place safely</p> <p>Check and confirm that total number of students, staff and volunteers attending can be accommodated in line with each venue's nominated capacity limits</p> <p>Follow the advice of venues and responsible persons for activities, and ensure that advice is consistent with the school's understanding of requirements.</p> <p>Staff leading the excursion will develop a COVID Safe plan for the excursion, including consideration to aspects such as; hygiene, physical distancing, PPE, cleaning requirements, record keeping, managing a suspected or confirmed case, and communications. (Relevant sections of the school's COVIDSafe plan can be used and/or modified as needed.)</p> <p>Evaluate COVID risks in the excursion planning process and do not proceed if you are not satisfied that it will be COVIDSafe</p> <p><u>Excursion planning and approval:</u></p> <p>Check availability of relevant facilities, for example water fountains and arrange additional water if they are not available and or students/staff to bring sufficient amounts if the school is not supplying this</p> <p>If the activity is sporting/recreation related, follow additional advice in the School Operations Guide</p> <p>Plan for sufficient quantities of PPE to cover the time span from school departure until return to school / conclusion of the activity. Estimate the amount of additional PPE (face masks, wipes, sanitiser, first aid PPE) that is needed and ensure the school has sufficient stocks available, or that there is sufficient lead time to order more</p> <p>Take sufficient spares of water, water bottles and toiletries (toothpaste/ toothbrushes?) to eliminate the sharing of these items if students/staff have forgotten to bring their own</p> <p>If the activity is deemed to be high risk from a COVID perspective, arrange an alternative activity that can provide the same (or similar) outcomes</p> <p>If the total number of students exceeds 20, determine how it can be managed in groups of 20 or less to minimise the numbers that may need to be isolated in the event of a suspected case</p> <p>Have a clear plan in place for how an activity/excursion will be terminated ahead of schedule if there is a report of COVID symptoms while on the excursion:</p> <p>In the event of a suspected case, remain at the location where the suspected case has been identified (ensuring appropriate levels of supervision are maintained), contact DHHS and follow advice from DHHS. Ensure the following is prepared prior to the excursion to ensure prompt action in the event of a DHHS isolation request, or request to return from the excursion early</p> <ul style="list-style-type: none"> • Communication to parents/carers to inform them of the situation • Communication to transport hire companies and other providers if this occurs <p><u>Parental permission for an excursion, as per this COVID plan encompasses:</u></p> <ul style="list-style-type: none"> • the requirement for the student to be well in order to attend any off-site activity • the need for parents/carers to be available to pick up their child in the event of the onset of COVID symptoms if DHHS advises that all students should be picked up • permission for temperature check prior to departure of the excursion (and noting students will not be able to depart if they have a temperature, state they are not feeling well, or if the teacher in charge determines the student appears to be unwell) • permission for a daily temperature check for multiple-day excursions, and at any time while away if the teacher in charge determines the student appears to be unwell <p><u>Staff/student briefing:</u></p> <p>Ensure all staff and students are briefed on standing requirements (physical distancing (no spontaneous hugs, hand shaking group huddles, etc), PPE, when and how to wear a mask and other PPE) and any additional requirements resulting from the activities and locations for the excursion</p>
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	<p>Remind staff and students that if they are feeling unwell they must not attend school or the excursion</p> <p>No sharing of water bottles, food or personal items (such as soap, toothpaste, toothbrushes)</p> <p><u>During the excursion:</u></p> <p>Keep a record of attendance for each venue/activity if this differs from the excursion plan.</p> <p>Follow venue protocols for wearing face masks on public transport and in nominated venue types, practice good hygiene at all times and observe physical distancing limits wherever practicable; eg face masks to be worn for outdoor activities where physical distancing is unlikely</p> <p>Check in with the students and staff at least twice daily to ensure everyone is well and not showing any COVID related symptoms</p> <p>Wipe any equipment and high touch items on arrival and during the activity as frequently as needed</p> <p>Check and remind students that personal items must not be shared</p> <p><u>At the conclusion of the excursion:</u></p> <p>Do a final check that all staff and students are feeling well before dismissal</p>
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I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 
Jamie Madigan- Principal

February 11, 2021

USEFUL INFORMATION

Schools as a Permitted Industry: Schools for children of permitted workers, vulnerable children, and for mandatory assessment of VCAL and VCE

Activities that can continue in a school environment (note utilise staff already on site to facilitate these, and consider delaying the activity if possible):

Building related:

Building and non-building construction (including residential)

Construction of critical and essential infrastructure and services to support these projects, and other construction in line with restrictions

Critical repairs to residential premises, are allowed, where required for emergency or safety

Architecture, surveying, building inspection and engineering services, where required on site for permitted construction

Emergencies:

Emergency services, including bushfire prevention and management including relief services

Union/peak body/employer organisation officials: attending a worksite as permitted by law or *for Occupational Health and Safety (OHS) advice* is permitted.

Support services:

Building and grounds maintenance, cleaning, pest control and packaging where providing support to an essential industry or where required to maintain the health and safety of Victorians at home or at work