

COVID Safe Plan



CLYDE
GRAMMAR

Business name: CLYDE GRAMMAR
 Site location: C/- 3 NEW HOLLAND DRIVE, CRANBOURNE EAST 3977
 Contact person: LEANNE EVANS (Principal)
 Contact person phone: 0403 035 330
 Date prepared: 11/02/2021

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| <i>Hygiene</i> | |
| 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"> • Wall mounted hand sanitiser units have been installed in the entrance to all rooms, in corridors, toilets and office spaces. • Personal use hand sanitiser is readily available. • Social distancing to be enforced at all times. • Movement of the general school community on site has been dramatically reduced by restricting access and ensuring social distancing in offices. • Increased cleaning and sanitising regime including daily full school cleans. • Increased supply of soap and antiseptic wipes. • Rubbish bins available in all rooms for the disposal of sanitary wipes, paper towel and tissues. • "Wash your hands", "Cover your cough and sneeze" and "The correct way to wear a mask" posters prominently displayed throughout the site. |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | <ul style="list-style-type: none"> • Office doors to remain open for increased airflow and to reduce transmission on door handles and doorframes. • Additional windows to be opened during working hours to allow for optimum air flow. • Classroom windows to be opened where possible and the use of air conditioning units within the building has been limited. |
| 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"> • All school staff, visitors to the school and secondary school students aged 12 or older must carry a face mask at all times and wear a fitted face mask indoors when at the school, including when attending an OSHC program, unless an exemption applies. • All school staff, visitors to the school and secondary school students must wear a face mask in all other areas of the school where a 1.5m social distance cannot be maintained, unless an exemption applies, in accordance with the directions of the Victorian Chief Health Officer. • Teachers and Education Support Staff are not required to wear face coverings while teaching, but those who wish to do so, can. • All school staff and secondary school students aged 12 years and older must wear a face mask on public transport and school buses, including when travelling to and from school. • Students who attend the Primary school, including students who are aged 12 or over by Year 6, are not required to wear face masks when at school or when attending an OSHC program. • When participating in a music or singing rehearsal or lesson it is recommended that individuals keep at least 2 metres from others in the rehearsal or lesson. Those required to wear a face mask indoors, where an exemption does not apply, must wear a fitted face mask when singing indoors. • An additional supply of disposable facemasks is available through the Nurse on site. |



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| 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). | <ul style="list-style-type: none"> All staff have been briefed on the correct use of face coverings and their obligations in relation to stopping the spread by ensuring they do not attend work if feeling unwell and to advise the Principal immediately should they become aware of a positive case. Staff are constantly reminded of these obligations by email from Leadership and posters erected around the school site. <p style="text-align: center;"><i>See Guidance for the Use of PPE in education setting.</i></p> <ul style="list-style-type: none"> All staff have completed the eLearn module <i>School Infection Prevention and Control During Coronavirus (COVID-19) in Term 4 2020.</i> |
| Replace high-touch communal items with alternatives. | <ul style="list-style-type: none"> Shared staff room amenities have ceased. Staff are required to provide their own equipment and supplies. No touch amenities have been installed wherever possible. Office doors to remain open for increased airflow and to reduce transmission on door handles and doorframes. |

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| Cleaning | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | <ul style="list-style-type: none"> Extended and increased cleaning and sanitising arrangements have been introduced and will continue including daily cleaning and sanitising. Additional cleaning and sanitising occurring including focus on high touch surfaces such as door and cupboard handles, stair handrails, lift buttons, toilets, kitchen surfaces. |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | <ul style="list-style-type: none"> Bulk supply of hand sanitiser re-fill, personal use hand sanitiser, sanitary wipes, paper towel, disinfectant desk spray and antiseptic sprays have been purchased and are readily available for use. These can be ordered through the Maintenance Department. Bulk supply of industrial grade disinfectant used by the Commercial cleaners. |

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| Physical distancing and limiting workplace attendance | |
| On-site arrangements for school staff. | <ul style="list-style-type: none"> As per the advice of the Victorian Chief Health Officer, those with medical vulnerabilities (or their carers) can feel reassured to safely work on school sites given the current low risk of coronavirus (COVID-19) transmission in the community. Hot desking has ceased and all staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures. Office doors to remain open for increased airflow and to reduce transmission on door handles and doorframes. Staff are encouraged to adapt and modify their classes to implement measures that may prevent or significantly reduce the risk of infection transmission including physical distancing of students, moving the class outdoors, increasing ventilation, reducing the number of people in groups or activities or reducing the length of time of the activity. |
| Required actions for suspected cases in staff. | <ul style="list-style-type: none"> Staff members who are unwell must stay home. A suspected case means a person who is displaying one or more symptoms of COVID-19. The symptoms to watch out for are: <ul style="list-style-type: none"> ➤ Fever ➤ Chills or sweats ➤ Cough ➤ Sore throat ➤ Shortness of breath ➤ Runny nose ➤ Loss or change in sense of smell or taste Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea. Staff members must report suspected cases to the Principal immediately. |

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| | <ul style="list-style-type: none"> • <i>As soon as practicable after becoming aware of a suspected case in a staff member, and that the staff member has attended on a school site whilst symptomatic, or 48 hours prior to the onset of symptoms, the principal must take the following four actions:</i> <ol style="list-style-type: none"> 1. <i>Advise the staff member to self-isolate, by travelling home immediately.</i> 2. <i>Advise the staff member to be tested for coronavirus (COVID-19) as soon as practicable</i> 3. <i>Manage the risk posed by the suspected case, including by ensuring high-touch areas frequently used by the staff member have been cleaned since they were last on site.</i> • <i>Inform all staff on site (including the Health and Safety Representative) to be vigilant about the onset of symptoms.</i> |
| <p>Establish a system to screen employees and visitors before accessing the workplace.</p> | <ul style="list-style-type: none"> • <i>Visitors to the school grounds is controlled, and limited to restricted areas.</i> • <i>All visitors are required to present at reception and sign in and sign out.</i> • <i>Social distancing requirements are enforced, and additional care taken with sanitising and cleaning these areas.</i> • <i>Visitors to the school grounds must comply with physical distancing and face mask recommendations.</i> • <i>Density limits of 1 person per 2 square metres are applied to any spaces and activities being attended by parent/carers or other visitors. This density limit applies to all persons in the space, including students.</i> |
| <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"> • <i>All staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures.</i> • <i>Barrier safety screens have been installed at the front office reception desk.</i> |
| <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"> • <i>A maximum of two visitors at once are permitted in the front office reception area at any one time.</i> • <i>Signs and bollards are in place in the waiting area indicating 1.5m spacing to ensure social distancing.</i> • <i>Floor markings are used to provide 1.5m spacing around teaching staff classroom desks</i> • <i>Classroom desks are spaced at least 1.5m apart where practicable.</i> |
| <p>Modify the alignment of workstations so that employees do not face one another.</p> | <ul style="list-style-type: none"> • <i>All staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures.</i> • <i>Employee workstations have been spaced out and re-configured so no staff members are face to face.</i> |
| <p>Minimise the build-up of employees waiting to enter and exit the workplace.</p> | <ul style="list-style-type: none"> • <i>Staff start and finish times are staggered to spread the flow of traffic entering and exiting the school.</i> • <i>Signage is displayed to manage physical spaces correctly.</i> • <i>Non-contact greetings are encouraged.</i> |
| <p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p> | <ul style="list-style-type: none"> • <i>Staff are briefed on key behaviours required for reducing the risk of transmission including staying home when unwell, performing regular hand hygiene, social distancing where possible and wearing a mask when social distancing is not possible, coughing or sneezing into their elbow or a tissue and avoiding congestion in confined spaces.</i> • <i>Staff are constantly reminded of these obligations by email from Leadership and posters erected around the site.</i> |
| <p>Review delivery protocols to limit contact between delivery drivers and staff.</p> | <ul style="list-style-type: none"> • <i>All deliveries to be delivered to one area on site, so they can be monitored.</i> • <i>Contactless delivery and invoicing has been set up with social distancing adhered to at all times.</i> |
| <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"> • <i>Increased signage around the school grounds and within buildings.</i> • <i>Markings on the floor to indicate physical distancing in appropriate locations.</i> • <i>Increased communications to the school community to remind staff, students and families of their responsibilities to contain the spread.</i> |

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| Assemblies, award ceremonies and other large gatherings | <ul style="list-style-type: none"> • If an event is held with external guests (parents/carers/visitors) then the overall attendee limit (inclusive of guests, staff and students) will be restricted to comply with the density limit of one person per two square metres available. • If the event is held exclusively with CG students and staff, whether during or outside of school hours, density limits do not apply. |

| Guidance | Action to ensure effective record keeping |
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| 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"> • All visitors are required to present at reception and sign in and sign out. The school keeps a record of all staff, students and visitors who attend on-site for more than 15 minutes. The school keeps a record of the name, contact details, date, and time of attendance at the school, as well as the areas of the school that the person attended. |
| Provide guidance to staff on the effective use of the workplace OHS reporting system (where available). | <ul style="list-style-type: none"> • Staff are mandatorily aware of how to and where to report OH&S incidents when they occur. • The School Nurse is responsible for maintaining the register of OH&S incidents in accordance with the School's OH&S Policy. • All staff have been provided with information on the school's Employee Assistance Program. |

| Guidance | Action to prepare for your response |
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| 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"> • The school has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well should stay home and seek medical advice if needed. • If an individual is to test positive, they must contact the Principal immediately. • The positive diagnosis will be reported to the appropriate authorities and the school will follow the closure process as instructed by DHHS. • All staff will be made aware that the school has closed. • Email communication will be distributed to all parents and guardians of all students. • School will be closed until cleared to reopen by relevant authorities. |
| Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing. | <ul style="list-style-type: none"> • Contact information of all staff and visitors to site can be obtained through the electronic means of storage. • In the case of a student testing positive contact details for fellow classmates can be provided in accordance with the student's timetable. |
| 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"> • Confirmation in writing has been received from the Commercial cleaners that they are able to carry out a full 'Infectious clean', including appropriate PPE, in the event of a positive case. • The Principal will complete a Risk Assessment to determine which parts (if not all) of the site should close, in consultation with authorities • Cleaning will be carried out in accordance with DHHS guidance. • The Principal will complete a Risk Assessment before re-opening. • Increased frequency of the regular cleaning regime to be enforced. • To assist in the event of an 'Infectious clean', all on-site staff are advised to: <ul style="list-style-type: none"> ➤ Keep their desks neat, tidy and file important documents before they leave each day; ➤ Take personal belongings home each day (e.g. jackets, shoes, hats, gloves and masks); ➤ Do not leave open food containers out in the open (e.g. tea bags, Biscuits, fruit etc) ➤ Keep personal cutlery in a sealed container and not leave it out on their workstation; ➤ Take laptops and iPads home each night. |

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| Prepare for how you will manage a suspected or confirmed case in an employee during work hours. | <ul style="list-style-type: none"> • <i>It is important that any staff member who becomes unwell while at school gets tested and returns home.</i> • <i>If suspected case is a staff member, the staff member will be requested to leave the site and go directly home.</i> • <i>If unable to travel home immediately, the staff member will be isolated at work in a safe area physically distanced from other staff. It is important to follow hand hygiene, physical distancing and wearing a surgical mask while isolated on site.</i> • <i>The staff member's work area will be quarantined and sanitised immediately.</i> • <i>The staff member will be asked to seek medical advice and be tested for COVID-19 and told to self-isolate until test results are confirmed.</i> • <i>If testing negative, the staff member may return to work when feeling better, cleared and asymptomatic.</i> • <i>If testing is positive the staff member will be isolated/quarantined until they are cleared to return to work by DHHS.</i> • <i>The Principal will contact and seek further advice from the appropriate authorities and enact school closure if instructed to do so.</i> • <i>Full 'infectious clean' will be carried out in accordance with DHHS guidance.</i> |
| Prepare to notify workforce and site visitors of a confirmed or suspected case. | <ul style="list-style-type: none"> • <i>The Principal and Business Manager will ensure all staff are made aware that there is a suspected or a confirmed case as the case may be.</i> • <i>Email communication will be distributed to all parents and guardians of all students.</i> • <i>In the event of a positive diagnosis, the Principal will commence contact tracing of close contact and advise them to self-isolate and be tested.</i> |
| 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"> • <i>In the event of a positive diagnosis, the Principal will immediately make a report to WorkSafe via the Incident Notification Hotline – 13 23 60 and follow up with written confirmation within 48 hours.</i> |
| Confirm that your workplace can safely re-open and workers can return to work. | <ul style="list-style-type: none"> • <i>Principal, in consultation with DHHS, to establish when the school is cleared for reopening.</i> • <i>If no new cases occur within 14 days following the date of the positive case, the school will prepare to re-open, upon receiving confirmation from DHHS.</i> • <i>DHHS and Worksafe must be notified that the site is preparing to re-open.</i> |

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| Preparing your response to a suspected or confirmed COVID-19 case | |
| Mental health and wellbeing. | <ul style="list-style-type: none"> • <i>The Principal and the Leadership team are encouraged to:</i> <ul style="list-style-type: none"> ➤ <i>check-in with all staff, on how they are feeling and establish communication processes.</i> ➤ <i>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the work that is to be delivered.</i> ➤ <i>Allow time for staff to access the relevant information, instruction and training, as well as wellbeing sessions.</i> ➤ <i>Encourage staff to use EAP and other supports and resources available.</i> ➤ <i>Ensure there are adjusted return to work strategies for people on sick leave or WorkCover.</i> • <i>Staff are encouraged to:</i> <ul style="list-style-type: none"> ➤ <i>Explore opportunities for socialisation where necessary to enable staff to come together, feel supported and part of the team, while still maintaining social distancing and safe hygiene practices.</i> ➤ <i>Access individualised support through the EAP including on line content and video conferences.</i> ➤ <i>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the work to be delivered.</i> ➤ <i>Access support services offered such as DET, ISV and vic.gov.au.</i> |

| Guidance | Action to prepare for your response |
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| Mental health and wellbeing. | <p><i>Resources:</i></p> <ul style="list-style-type: none">• <i>DET Employee Health, Safety and Wellbeing Support for Schools</i>• <i>Independent Schools Victoria</i>• <i>ISVConnect</i>• <i>DHHS</i> <p><i>Contacts:</i></p> <ul style="list-style-type: none">• <i>Lifeline – 1311 44</i>• <i>Beyond Blue - 1800.512.348</i>• <i>Mensline Australia - 1300 78 99 78</i>• <i>Mental Health Foundation Australia - 1300 643 287</i> |

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

Signed: 

Name: LEANNE EVANS

Date: 11/02/2020

