



# SJC GEELONG COVID-19 SAFE PLAN

## Introduction

In response to the COVID-19 pandemic, the Federal Government has provided direction to all workplaces to prepare a plan in order to manage operations in an environment where COVID-19 remains a threat to public health in Australia. This document will detail the specific measures the College will employ to ensure the College is a COVID-19 Safe environment for workplace participants, students, and visitors. The responsibility for preventing the spread of COVID-19 rests with all workplace participants and students and each of us must take this seriously.

The COVID-19 Safe Plan is prepared in accordance with the government's recommended three phases for workplaces addressing the pandemic:

- Prepare and Prevent
- Respond
- Recover

Direction from the Victorian Government as at 12 May 2020 was that on Tuesday 26 May students studying VCE Unit 1 or Unit 3 and 4, VET or VCAL will resume onsite learning. All other students will return to onsite learning on 9 June 2020. Prior to 9 June 2020, Year 10 students undertaking VCE subjects are permitted to attend school for face-to-face classes.

### References consulted

- [safeworkaustralia.gov.au](https://safeworkaustralia.gov.au)
- [health.gov.au](https://health.gov.au)
- [worksafe.vic.gov.au](https://worksafe.vic.gov.au)
- [Occupational Health and Safety Act 2004](#)
- [cecv.catholic.edu.au](https://cecv.catholic.edu.au)
- [pmc.gov.au](https://pmc.gov.au)

### OHS Act requirements during a pandemic

Employers are required to take all reasonably practicable steps to protect the health and safety at work of their workplace participants. Measures to ensure the health and safety of workplace participants at work should be incorporated into an organisation's business continuity planning for pandemic.

Consultation with employees - Employers must consult with the relevant workplace participants when assessing a risk to the health and safety of workplace participants at any workplace under the employer's control. Consultation is also required in the selection and application of control measures. In assessing the risks posed by a pandemic, employers should consult widely using existing workplace arrangements. The involvement of health and safety representatives (HSRs) and the health and safety committee are central to a consultative approach to risk management.

Workplace participants also have duties under the OHS Act. Workplace participants must cooperate with the College in implementing risk control measures. They must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others. In a pandemic situation it is reasonable to expect that these obligations placed on the workplace participants and the College will include complying with public health advice and any emergency measures.



# Prepare and Prevent

This step outlines control measures that ensure that the College has appropriate procedures in place to minimise the risk of COVID-19 infection to workplace participants, students, visitors, and the wider community and protect our most vulnerable. This phase will be managed by the COVID\_19 Critical Incident Response Team (CCIRT).

All workplace participants and families must understand that if they or their students are unwell, **they must stay at home and they must not attend the College**. Unwell workplace participants and students must stay home and are encouraged to attend their GP to be tested for COVID-19. Workplace participants and families of students undergoing testing must inform the College at [principal.pa@sjc.vic.edu.au](mailto:principal.pa@sjc.vic.edu.au) and must isolate themselves while awaiting the result and immediately inform the College of the result once known.

**COVID-19 Testing.** The Department of Health and Human Services has launched the Victorian School Staff Coronavirus (COVID-19) Testing Scheme for all Victorian school staff from 13th May to 26th May 2020. Whether you have symptoms or not, school staff can be tested at the following testing clinics:

- Barwon Health North,
- Torquay Community Health Centre, or
- Belmont Community Health Centre.

To find out more, download the form, and book an appointment click [here](#).

**Physical distancing.** The greatest risk of transmission in the school environment is between adults. It is of utmost importance that all workplace participants and visitors alike maintain physical distancing of 1.5m between themselves and each other while at the College. Students are encouraged to adhere to the 1.5m distancing rule when physically able inside and outside. Specific guidelines relating to different areas of the College are detailed below.

Encouraging staff to stagger their breaks can contribute to managing required access to staffrooms and other shared spaces. Specific attention should be paid to:

- using spaces within the school that can support physical distancing for staff, such as libraries and vacant classrooms
- implementing signage and rostering so that access to physical spaces and food preparation areas can be managed
- appropriately spacing occupied offices
- carefully managing the movement of adults through school reception, complemented by clear signage and access to hand sanitiser

## **Timetabling and Levels of Occupation**

There are three levels of occupation of the College. Annex A details Level 1 Occupation. The COVID-19 Safe Plan is applicable through all three Levels of occupation. Level 1 will occur concurrently with Level 2. Level 3 will commence for the entire College on 9 June. Below is a brief summary of the levels of occupation.

- **Level 1** - End of Term 1 - 5 June 20 - supervision of students of essential service workers and students of families who require supervision and are unable to be supervised at home. Operational Instructions for Level 1 occupation are contained in annex A to this document.
- **Level 2** - 25 May - 5 June - full return to work by all College employees, as well as students undertaking Unit 1 and Unit 3 and 4, VET or VCAL. Remote and flexible learning will continue for all students in Year 7 - 10 (except those undertaking a Unit 3 and 4, VET or VCAL). The Assembly Day timetable will be in effect during Level 2 Occupation.

During **Level 2** occupation, students are required to wear full school uniform appropriate to their timetable during this level of occupation.

During **Level 2** occupation, all classes may be conducted from their timetabled classrooms even if students are not present. For example, a teacher who is teaching a year 7 subject may conduct their remote class from the classroom they would have during face-to-face learning even though there are no students on site. This assists in tracking the classrooms that workplace participants have accessed; increase familiarisation of workplace participants with their classrooms so they are able to plan for physical distancing within their classrooms; ensure physical distancing between workplace participants on site; and to identify any deficiencies in sanitation points/paths of travel for rectification prior to Level 3.



Year 10 students completing Unit 1 and/or Unit 3 and 4 subjects may attend the College only on the days of that particular subject. If transport arrangements allow these students to arrive at the College for their VCE unit and depart immediately following they are encouraged to do so, otherwise the College will provide designated areas within the Peter Chanel Centre, with roaming supervision, from which remote learning can be conducted for Year 10 subjects. Teachers will be allocated via the extras system to complete roaming supervision to ensure year 10 students move to their designated areas in the Peter Chanel Centre and that they sign-in on the sign-in form on each door. Teachers allocated to roaming supervision will ensure that students sanitise their workspaces ready for the next group.

During **Level 2** occupation, shared timetable arrangements between Sacred Heart College and St Joseph's College remain in effect. Students travelling between the two schools will be expected to adhere to appropriate travel paths, designated entry points to each school and the hygiene expectations of each school. Entry to Sacred Heart College for all students travelling from St Joseph's College is via the pedestrian entrance at Aphrasia St.

During **Level 2** occupation, attendance will be via Simon as per normal attendance processes for all Unit 1, Unit 3 and 4, VET or VCAL classes.

### Teaching and Learning during Level 2 Occupation

**VCE / VCAL classes.** In accordance with direction from DET and CEM, the following will occur:

VCE/VCAL teachers must provide learning opportunities for students not attending classes in person. Work is placed on Simon class notices.

Year 7-10 Teachers: The College will provide appropriate supervision but not face-to-face teaching for students attending school in person. Should year 7 to 10 students attend the College during this time under Level 1 supervision, these students will engage in the same online learning being provided to students learning from home.

**Remote Teaching (all classes).** Where approved individual circumstances preclude a teacher from attending school, arrangements may be made for a teacher to deliver learning remotely with appropriate supervision of students being provided on campus.

### Teaching and Learning during Level 3 Occupation

- **Level 3** - 9 June - Full access by workplace participants and students; limited access by visitors and parents. Level 3 occupation is the "new normal".
- During Level 3 occupation, all classes will be conducted from their timetabled classrooms and the shared timetable arrangements between Sacred Heart College and St Joseph's College remain in effect as per **Level 2**. **The College will cease operating under the Assembly Day Timetable and will resume the normal Timetable.**

### Health, Hygiene and Wellbeing

**Handwashing & Hygiene.** The College now has multiple wet and dry sanitation points as follows:

- **Dry:** There are 140 points of sanitization around the college (which are pump pack in classrooms and reception areas)
- **Wet:** There are 33 bathrooms around the College (consisting of male, female and disabled on both campus) with soap and sanitiser dispensers, also with hot/cold running water.

Workplace participants and students must sanitise on arrival to reception, before and after class, before and after eating and using amenities, and at other times as appropriate. Signage reminding workplace participants and students of personal hygiene requirements are placed at key points around the College.

Each classroom and teaching area will have a sanitising station immediately inside the entrance. Every person entering is required to sanitise their hands and do the same on departure. At the end of each lesson students are to wipe down their workspace including desk, chair and any tools or utensils that they used. A spray bottle of alcohol-based disinfectant will be positioned in each teaching area. Teachers are asked to ensure each desk and chair is sprayed at the end of each lesson and wiped down with paper towel which should then be placed in the bin.

If a class enters a room and finds that the previous class did not sanitise their work areas, the new class is to sanitise work areas prior to commencing.

Maintenance and cleaning contractors are responsible for restocking sanitiser and cleaning kits.



**Cleaning.** All cleaning will occur in accordance to the Enhanced School Cleaning Guidelines (May 2020) provided by CECV during the COVID-19 pandemic. Geelong Commercial Cleaners and Maintenance staff are responsible for progressively cleaning key touch points throughout the day to reduce the risk of transmission for high touch surfaces. The Leadership Team will work with maintenance staff and cleaners to determine the key touch points that need to be sanitised during the day including but not limited to:

- door handles and handrails
- benchtops and reception counters
- kitchenettes and staff lounges
- bathrooms
- water / drink bottle refill taps.

**Student drop off/pickup.** Should a student need to leave school prior to the end of the school day they should sign out from reception supported by a parental note as per normal arrangements. In accordance with State Government direction in order to assist in limiting the spread of COVID-19 we ask that parents and other adults collect boys outside the College and do not come onsite.

**Bus transport.** From 26 May 2020, all SJC buses will run as timetabled.

**Vulnerable workplace participants.** Protecting vulnerable workplace participants within the College is critical to making it a safe environment. The following groups are considered to be at greater risk of more serious illness if they are infected with COVID-19:

- People aged 70 years and over,
- People aged 65 years and over with chronic medical conditions,
- All people with compromised immune systems, and
- Aboriginal and Torres Strait Islander people over the age of 50 with chronic medical conditions.

Workplace participants who consider themselves vulnerable should seek medical advice regarding the risk to them as a result of working onsite at the College. Staff members who fall into one of these categories are to make contact with the Human Resources Manager as soon as is practicable so that arrangements can be made to support them. Those workplace participants that have not been identified as belonging to one of these categories or those who have an illness that has recently emerged that means they are at greater risk, are to contact the Principal. Workplace participants will be directed to provide a medical certificate certifying if they fall within dot point 2, 3, or 4 (see above) stating that they are unable to work from the College but are fit to work from home if their doctor has assessed them to be at risk.

As detailed below, PPE will be provided to workplace participants that are considered vulnerable.

**Vulnerable students.** Families of students with complex medical needs are encouraged to seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of on-site education for their student. If families believe that their son is unable to recommence face to face learning they are to contact the College Deputy Principal – Staff and Student Wellbeing, Mark Kennedy by email [markk@sjc.vic.edu.au](mailto:markk@sjc.vic.edu.au) as soon as possible.

**Local subject and discipline-specific procedures.** It is impossible for this plan to cover every possible scenario for each subject or discipline. For example, Science, Food Technology and Physical Education will have specific operational requirements that require flexibility and adaptability. Teachers and disciplines are to exercise their initiative and judgement and use elements of this COVID-19 Safe Plan to suit their needs. The principles of physical distancing and hygiene measures must continue to be applied.

**Classrooms.** Workplace participants are to ensure that they physically distance themselves from students when in the classroom and to the greatest extent possible, ensure students are maintaining appropriate physical distancing between all others. Teachers are responsible for arranging classroom furniture/layout in such a way that they are able to physically distance themselves from other classroom occupants. Furniture may not be removed from classrooms to achieve this.

**Electronic Submission of Work.** Teachers will continue to provide material to classes electronically and students will be expected to submit work electronically. Students will be assisted in how to turn their written work into electronic copy. This will limit a potential source of viral transmission and is in line with our commitment to sustainability.



**Ventilation.** A doorstop will be provided to each classroom and teachers should hold doors and windows open during class to promote circulation and reduce transmission risk or transmission through touch points (door handles).

**SACs.** SACs will be allowed from 26 May. The SAC timetable will be managed and controlled by the Head of Learning Mt Sion.

**Gatherings.** While the threat of COVID-19 exists, the following will not be permitted, unless via electronic means with no more than a class size in each room:

- Assemblies
- Planned gatherings beyond a class size inside or outside
- House gatherings
- Year-level gatherings

**Recess and Lunch.** Students are encouraged to spend recess and lunchtime outdoors, weather permitting, while maintaining appropriate physical distancing. Students are permitted and encouraged to be involved in physical activity and non-contact sport at lunchtime. This includes soccer, basketball, football, downball etc. Students must wash and sanitise their hands before and after activity and the balls and any other equipment will be disinfected at the end of each lunchtime prior to storage. Our hands-off policy should be strictly enforced by staff.

**Outdoors.** Students are encouraged to maintain 1.5m physical distancing between each other when outdoors. Teachers on yard duty are responsible for reminding students of this during their duties.

**Indoor gathering spaces.** No planned large gatherings are to occur in any of the indoor gathering spaces. These spaces may be used by students during recess and lunchtime and it is understood that the 1:4sqm rule will be difficult to enforce. Teachers on yard duty are to remind students to physically distance and maintain 1.5m distance between each other.

**Yard duty.** Many of us pick up litter in the yard and also insist that students do the same. To ensure safety and limit any opportunity for virus transmission we will increase our emphasis on students using bins. Gloves are available from reception for staff to use in opening bins as the handles are a high contact area. We will increase our encouragement for students to bring wrap free lunches.

An additional yard duty document, detailing updated roles and expectations, along with a supervision roster, will be provided to workplace participants prior to 25 May.

**Locker access during Pandemic.** Students will have access to their lockers but are encouraged to minimise visits by taking materials for successive classes with them or leaving materials on the desk if they are returning the same classroom. Students are not to access lockers simultaneously ie when side-by-side or above and below. Students must be reminded to bring to school only what they need for the day and that the College may be required to close for sanitisation at short-notice following a confirmed case/outbreak. No access to lockers will be permitted during a shut-down as a result of a confirmed case/outbreak.

**Camps & Excursions.** Camps and excursions will not occur for at least terms two and three, or until further direction is received from the government.

**Mobile phones.** The current Acceptable Use of Mobile Devices policy remains valid. However, during this unique period of the COVID-19 pandemic, students are permitted to have their mobile phone on them in order to allow the use of the COVIDSafe app and cashless payments at the canteen. However, as per the current Acceptable Use of Mobile Device policy students are not to use their mobile phones during recess and lunch times or in their classes unless directed by their teacher.

**Uniform.** Students are expected to be in full winter uniform on their return to school.

**Food and drink.** If students are bringing food from home, parents/carers must ensure the food they are bringing does not require heating or reheating.

Staff kitchen areas will be sanitised regularly throughout the day. Please consider having morning tea or lunch either side of the official recess and lunch breaks if you are not scheduled to teach to prevent crowding in kitchens.



Good hygiene must be observed and staff must thoroughly wash their mugs; place dirty dishes in the dishwasher; clean up after themselves and disinfect their eating areas after eating. Staff are encouraged to bring their own cutlery and crockery for personal use.

**Drinking Fountains** All bubblers will have closed signs on them. Students are asked to bring a water bottle to school. The refilling taps will be regularly cleaned as a high contact area.

**Canteen.** The canteen will re-commence operations on 26th May using only the online ordering system. There will 2 ordering options for recess and lunch. <https://shop.sjc.vic.edu.au>. The canteen will continue to practice safe food handling in accordance with government direction, with increased hygiene measures in accordance with this Food Standards Australia's recent direction located here. Protective screens will be fitted to key points in the Canteen. A yard duty teacher will be ensuring 1.5m physical distancing is maintained outside the canteen maintaining physical distancing of those students lining up to enter the canteen.

**Workplace Participant** workspaces and study spaces. The 1.5m social distancing and 1:4 sqm rules will be maintained for all occupied offices and study spaces. Each workplace participant workspace has a maximum occupancy. This is clearly marked on the door. If workplace participants are not able to their usual workspace please consider:

- Using their homeroom or another unoccupied classroom, finding another under occupied area, eg the gym foyer, mezzanine, cricket pavilion, reception, library, board room etc
- Workplace Participants are free to work off-site if they do not have a class, meeting or other commitment.

**Meetings.** All meetings will continue to occur online to limit physical contact unless otherwise advised. Large meetings will continue to occur via Microsoft Team or Zoom.

**Contact tracing and attendance.** Workplace participants must ensure that when temporarily departing the College grounds during their normal working hours, that they sign out at Reception and sign back in when returning.

**Use of College vehicles.** College vehicles are not able to be used by their non-primary users during the pandemic. This is to prevent transmission of infection. Workplace participants may claim work-related travel expenses through their tax-return in accordance with direction from the ATO.

**COVIDSafe App.** All workplace participants, students, and families are encouraged to download the COVIDSafe app. Further Information on the app can be found here. Workplace participants who have the app should keep their phones on them and the app operational at all times while at the College.

**First-aid.** First-Aid will continue as normal with additional hygiene and safety precautions.

**Physical measures and PPE.** Several types of PPE will be installed around the College.

Perspex shields will be installed in the following areas:

- Edmund Rice Receptions
- Edmund Rice & Westcourt Canteen
- Library
- Fees Office
- Music Office

Evidence suggests that face masks are more effective in preventing the spread of COVID-19 by someone who is already infected, rather than protecting those who are uninfected. In accordance with advice from the Department of Health (located here), the widespread use of facemasks are not encouraged at the College and will be limited to use by:

- Vulnerable workplace participants and students
- Those showing symptoms of COVID-19
- Those treating someone showing symptoms of COVID-19

If a workplace participant or student fits one of these categories, they must go to Reception where they will be provided instruction on the appropriate use and disposal of face masks.



**Parents, visitors, and contractors.** Parents, visitors and contractors must only attend the College if they have a prior appointment with an employee and must be strictly limited. Parents, visitors and contractors must attend Reception and sign-in and sign-out at the conclusion of their visit. When signing in they will be asked a series of COVID-19 symptom checker questions, if they respond 'yes' to any of these they may be asked to leave.

**Mental Health and Wellbeing.** The College acknowledges the significant psychological impact that the effects of COVID-19 have had on the psychological wellbeing of all members of our community. The College's Leadership Team and Well-being team will continue to lead Psychological Wellbeing Initiatives for workplace participants and students.

**Emergency management.** In the event of an emergency, the need for physical distancing will be assessed in relation to the need to address the threat. It may not be possible for social distancing to be adhered to. As usual, all people on site during an emergency must follow the direction of the Chief Warden and Emergency Control Organisation members.

**Resource management and budgets.** Budget Holders are reminded that the COVID-19 pandemic will cause significant financial strain on our parents, suppliers, and wider community and we all must contribute to the recovery effort and make sacrifices. It is anticipated that our fee collection, and therefore income, will be considerably reduced in 2020. Any activity that was required to be cancelled as a result of COVID-19 due to its timing will only be approved to be rescheduled by exception. Budget Holders are not to "make up" spending that was foregone as a result of a cancelled activity by spending it on an unrelated expense/activity.

**Preparation for a shutdown.** Students and workplace participants are to bring to school only what they require for the day, and are reminded that a shutdown may occur at short-notice. Workplace participants must be prepared to run remote classes and students to 'attend' remote classes for at least 72 hours following a confirmed case or outbreak.

**Consultation with the WHS committee.** The WHS committee has been consulted on the content of this COVID-19 Safe plan and will continue to provide valuable feedback to the CCIRT on OHS matters relating to COVID-19.

**Communication.** All communication relating to COVID-19 will continue to be released to workplace participants and the College community by the Principal.

**COVID Critical Incident Response Team (CCIRT) Meetings.** COVID Critical Incident Response Team meetings will continue as needed, and at an appropriate frequency during the pandemic.

**COVID Risk Register.** The CCIRT will work with the Workplace Health & Safety Committee to identify and control as far as is reasonably practicable hazards associated with COVID-19. These will be documented in the SJC COVID risk register.

**Questions, concerns, queries.** Any questions relating to this document and any process should be directed to the following:

- Queries from Teaching Staff – John Mitchell & Mark Kennedy
- Queries from Educational Support Staff – Mark Turner
- Facilities and Maintenance Queries – Pierre Belluzzo
- Health-related Queries – Rolf Audrins



# Respond

This step outlines how the College will respond to a possible or confirmed COVID-19 case. This phase will be managed by the CCIRT.

The fact that a workplace participant or student, or relation of these two groups, is being tested for COVID-19 does not constitute a possible case due to the widespread and voluntary testing that is occurring nationwide.

**Possible case.** A possible case is when a workplace participant or student has been in close contact with someone who is confirmed as having COVID-19. The College **CANNOT** diagnose a workplace participant or student as being a possible case; this must be done by a doctor.

Workplace participants and families are responsible for informing the College if they or their students have been classified by a doctor as being a possible case and are required to remain at home until the results of the test are received. Those people who reside with a possible case are encouraged to remain at home pending the results of the test. CECV has provided direction regarding how the College is to respond in the event of a possible and confirmed case. This is provided below.

## **Monitoring symptoms.**

If a workplace participant or student is unwell, they should not attend school. If a workplace participant or student becomes unwell while at the College, the following will occur:

- Workplace participants and students at the College experiencing symptoms compatible with COVID-19 i.e fever, shortness of breath, cough or sore throat must immediately report this to Reception (via their teacher in the case of a student). The workplace participant or student will then be assessed at reception by the First-Aid Officer and their temperatures will be checked and recorded and they will be isolated in the small meeting room beside reception, and collected by a family member as soon as possible. Workplace participants may transport themselves home.
- Workplace participants or students exhibiting symptoms will be provided with a disposable surgical mask by the First-Aid Officer to wear while they are isolated at the College and before leaving. The First-Aid Officer will provide detailed instructions on their use and disposal. It is essential that masks are worn correctly and disposed of as soon as it becomes moist or after coughing or sneezing. Face masks should not be used in situations where an individual is unable to safely or practically tolerate a mask (for example a child with complex medical needs, including existing respiratory needs, and younger children).
- Where workplace participants and students are experiencing symptoms compatible with COVID-19, whilst waiting to go home, such persons must continue to practise hand hygiene and physical distancing.
- Once the workplace participant or student has left the workplace, their workstation, work area, and the communal areas they have been in will be thoroughly cleaned and disinfected.
- These workplace participants and students should present to their doctor or testing clinic and be tested and inform the College of being tested and the result.

The CCIRT will maintain a record of those who become ill, or who are unable to attend the College as a result of symptoms compatible with COVID-19, and the people they have had close or casual contact with.



# COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

## The person you are concerned about is at the workplace



### 1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



### 2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



### 3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



### 4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



### 5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



### 6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

## The person you are concerned about was recently at the workplace



### 1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



### 2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



### 3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



### 4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

## If anything is unclear, see detailed guidance on the Safe Work Australia Website

### Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

### State and territory health department helplines:

**New South Wales**  
1300 066 055

**Queensland**  
13 432 584

**Victoria**  
1800 675 398

**South Australia**  
1300 232 272

**Western Australia**  
(08) 6373 2222

**Tasmania**  
1800 671 738

**Australian Capital Territory**  
(02) 5124 9213

**Northern Territory**  
(08) 8922 8044



Coronavirus  
**COVID-19**



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## CECV Response Plan

The following direction was provided by the CECV on 12 March 2020 on Catholic Schools' response to COVID-19 from "Protocols for Catholic schools in relation to COVID-19 communication and decision making".

**Closing the College.** It is important to note that there may not be a need to close down the entire College as a result of a possible or confirmed case of COVID-19 while cleaning and disinfection takes place, particularly if the person infected, or possibly infected, has only visited parts of the College. However, the cleaning and disinfection must occur before any workplace participants or students return to affected areas. The College will receive direction from CECV and DET on a case-by-case basis as per the CECV Response Plan as follows:

### School has query about possible case

1. Any Catholic school that has a query about a possible case where a student or workplace participant has been confirmed with COVID-19, or who has been in close contact with someone who is confirmed with COVID-19, should contact the Department of Health and Human Services (DHHS) for advice on: 1300 651 160 and press 0.
2. DHHS will advise the Department of Education and Training (DET) as appropriate so that DET can liaise with the Catholic Education Commission of Victoria (CECV), which will provide the school with support if appropriate.
3. DHHS will provide any additional specific advice based on their assessment of the particular circumstances and will report that advice both to the school and to the DET Principal Medical Advisor (PMA). The PMA will inform the CECV, which will provide support to the affected School.

### School aware of confirmed case

1. If a school becomes aware of a student or workplace participant who has been diagnosed with COVID-19, they will immediately inform DHHS.
2. DHHS will advise DET as appropriate so that DET can liaise with the CECV, which will provide the school with support.
3. DHHS will provide additional specific advice based on their assessment of the particular circumstances and will report that advice both to the school and to the DET Principal Medical Advisor (PMA). The PMA will inform CECV.
4. Where a school contacts their diocesan Catholic education office prior to contacting DHHS, they will be directed to contact DHHS for advice in the first instance.

### DHHS aware of case involving school

1. If DHHS becomes aware of a student or workplace participant who has been diagnosed with COVID-19, the decision about whether to inform the relevant school and any members of the community will be made case by case in the interests of public health.
2. DHHS will advise DET as appropriate so that DET can work with the CECV, which will provide the school with support if appropriate.
3. DHHS will provide any additional specific advice based on their assessment of the particular circumstances and will report that advice both to the school and to the DET Principal Medical Advisor (PMA). The PMA will inform the CECV and DET will provide support to the affected sector body if appropriate. The CECV will provide support to the school where required.

## Overarching protocols

### Testing

1. If schools become aware of any testing of workplace participants or students due to being a suspected case, they should contact the DHHS.
2. Unless advised by DHHS, schools should not advise their community of any testing being undertaken or reports of suspected cases.

### Self-Isolation

1. DHHS advice is that students or workplace participants should self-isolate from the school if the following applies:
  - a. The person is a confirmed case of COVID-19
  - b. The person is a close contact with a confirmed case of novel coronavirus in the past 14 days.
2. This advice will take the form of a directive to the school from the Chief Health Officer (CHO). DHHS will then advise DET, which will advise the CECV.



## **School Closure**

1. Where a student or workplace participant is confirmed with COVID-19, DHHS may advise that a school be closed for a period of time to enable contact tracing to occur.
2. This advice will take the form of a directive to the school from DHHS. DHHS will advise DET, who will liaise with the relevant CECV so that appropriate support can be provided.
3. CECV will support the school in developing communication to be provided to students, parents and close community members. The school will inform their students, parents and close community through their usual communication channels, including their website. The CECV will liaise with the media, in close cooperation with the individual school as appropriate.
4. The school should make every effort to provide continuity of learning.
5. During a closure, DHHS will conduct contact tracing to identify whether the closure period needs to be extended.
6. DHHS will then advise as to any extension of closure. CECV will support the school in developing communication materials to provide to the school community.
7. DHHS will work with the school, DET and CECV regarding the timing of re-opening of the school.

## **Communications**

The Principal will communicate to workplace participants and families in the event of a closure or confirmed case of COVID-19.



## Remote & Online Learning

Should the college close either for cleaning and sanitising due to a confirmed case of COVID-19 within the school community (as directed by DHHS) or due to direction of the Victorian Government to help slow the spread of COVID-19 the College will transition to remote learning to ensure learning continuity for our students. Should this situation occur we will revert to the previous remote learning model. The guidelines previously used will be implemented again a list of which is below, with the items themselves to be found in the appendices.

- Appendix 1 - Guide for Students Accessing Work – Remote Learning
- Appendix 2 - Remote Learning Daily Procedures – Onsite Students
- Appendix 3 - Guidelines for Non-Teaching Staff working Remotely
- Appendix 4 - Remote Working (Health & Safety) Guidelines for Staff
- Appendix 5 - Staff Remote Learning Guidelines
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- Appendix 7 - Learning at Home - Advice for Parents & Carers
- Appendix 8 - Online Learning - Student Code of Conduct
- Appendix 9 - Online Learning - Staff Code of Conduct

## Online Learning and Child Safety.

St Joseph's College is committed to ensuring a safe and supportive environment for all children and young people in its care. This commitment extends to online learning environments prompted by COVID-19. The school has a zero-tolerance approach to child abuse, including any abusive behaviour that occurs online. To this end an Online Learning (Child Safety) - Staff Code of Conduct (appendix 9) has been implemented with a clear set of expectations when engaging with students online.

St Joseph's College also recognises that its students use technology for personal and educative reasons, particularly when studying remotely. In particular, there will be times when students are required to engage in online learning in conjunction with or instead of traditional face-to-face learning during the 'Respond Phase'. This could include online lessons, communication with teachers, staff members and other students online in an educational environment, using school technology and completing assessments online.

An Online Learning (Child Safety) - Student Code of Conduct (appendix 8) has been implemented to set out standards of behaviour and expectations that apply to all students when they are using:

- a. school associated online platforms such as Zoom, Microsoft Teams, Google G-Suite including Classroom and Hangouts Meet, Echo and Simon, or
- b. school provided laptops, iPads or other technology such as school internet or Wi-Fi, including on their own personal devices.

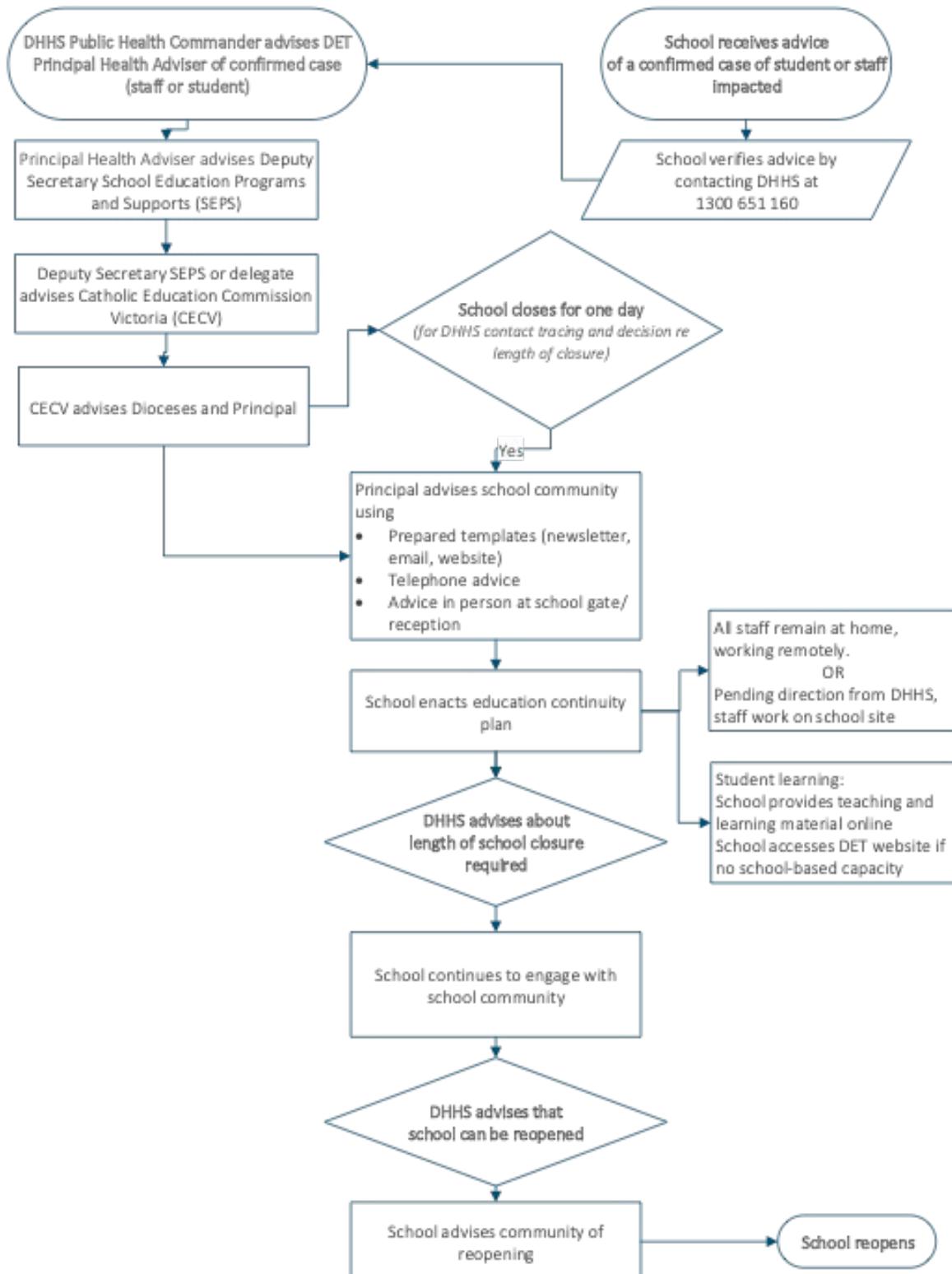
The Online Learning (Child Safety) - Student Code of Conduct applies to students when they are using any school platform or technology both at school and outside of school and complements the existing policies and agreements regarding information and communication technologies available on the SJC Website.

## Flowchart

The following flowchart summarises the Colleges actions in the event of a confirmed case of COVID-19.



## Catholic Schools' Closure due to COVID-19



# Recover & Evaluate

The CECV Return to School Planning Checklist (appendix 11) will be used in this phase to support the transition to onsite learning.

This phase addresses:

- How the College will clean and disinfect the College as a result of a possible or confirmed case;
- Mental Health & Wellbeing of Staff and Students during the transition back to onsite learning;
- Communication; and
- The evaluation of all relevant plans, policies, guidelines and procedures etc

**Return to Level 3 Operations.** Much of what occurs in the Recovery phase will be determined by the direction the College receives from CECV and DET. In any case, once the College is either ready to be reoccupied, or the contaminated areas are disinfected, operations and classes will resume in accordance with the COVID-Safe plan and the College will once again be in the **Prepare and Prevent Phase**.

- The College will receive direction from CECV and DHHS regarding workplace testing as a result of an outbreak.

## **Cleaning after a confirmed case**

If a person who has attended the College is suspected or confirmed to have COVID-19, all areas that were used by the possible or confirmed case will be restricted from access; doors and windows open to increase circulation; and cleaned and disinfected. This will be conducted by the contracted cleaners employed during school hours who will be equipped with appropriate PPE and cleaning equipment to safely and effectively conduct the disinfection. Once cleaning and disinfection is complete, all cleaning equipment and PPE will be disposed of or reconstituted in accordance with current practice.

In the event that the College is required to be shut-down for a full clean, the College's contracted cleaners will conduct specialist cleaning of all necessary areas.

Geelong Commercial Cleaners are the Colleges cleaning contractors. The College will work closely with the cleaning contractors during the **Recover** phase of the COVID-19 Safe plan.

There are three levels of cleaning available to the College:

- Standard Clean
- 2-Stage Deep Clean
- Terminal Clean

The Leadership Team will liaise directly with The College's Property Manager & Geelong Commercial Cleaners to determine the type of clean, when the clean will occur, and the duration of the clean.

## **Mental health and wellbeing**

The mental health and wellbeing of principals, teachers, school staff and students will be an important consideration during the return to school transition.

Diocesan offices continue to offer services to support staff mental health and wellbeing.

This includes services and resources aimed at addressing individual needs, but also tools and supports to help staff navigate through this time. Specific examples include:

### **For principals**

In the Archdiocese of Melbourne, [principal wellbeing services](#) are available through Converge International for all primary and secondary school principals. Sessions for the employee assistance program have been extended and are now available from 9 am to 5 pm on weekends. Principals may also find Converge International's online magazine [Flourish](#) a useful resource for managing wellbeing. [Work health checks](#) will continue, with minor changes.

### **For all staff**

Counselling is available from the employee assistance program, which is a confidential, free-of-charge service for employees. The College has an arrangement with the four psychologists, where you can receive up to 5 sessions, at no cost. The school is invoiced without the staff member's name, so this process is completely confidential.

- Terri Moyle 0421457175
- Susan Temple 52298083
- David Pereira 52214142/96903515
- Sarah Hall 52001044



Asking for help can be really hard, especially if you feel stressed or confused. Getting the support you need during tough times can help you get through the situation, give you strategies to deal with the situation and give you some perspective. Additional support can be through

- Your GP
- Friends and family
- Phone helplines like Lifeline Phone - 131114 (24hrs)

### **For Students**

In the first instance support for students is provided by their home room teachers, Year Level/House Coordinators and Heads of School. Psychological or counsel support is available through the SJC Wellness Team, their collective email address is [collegeclinicians@sjc.vic.edu.au](mailto:collegeclinicians@sjc.vic.edu.au) which is where they access their referrals and queries.

On the return to onsite learning:

- Students will be supported to reconnect with their peers and teachers on their return to school. Appendix 13 'MT SION COVID-19 NORMS' has been provided to (Mt Sion) students to help make clear what the new expectations are in the covid 19 era. Student leaders will reinforce these messages in video clips to be circulated.
- Headspace will be presenting to SJC Year 11s and 12s (online) emphasising ways of supporting each other in tough times and providing guidance in processing loss and recognising the signs of friends in distress. This will take place during their well-being lesson on Monday June 1.
- Dr Chris Hall will present to all Mt Sion students on overcoming adversity managing stress and developing resilience in their well-being lesson on June 15.
- Westcourt and Waterford students will be involved in similar activities emphasising support and reconnection on their return.

### **Communication**

As with all phases good communication is imperative. The College will continue to appropriately communicate with staff, students, family members and carers as well as local schools, contractors and others in the community as required.

The College will achieve this via a number of mediums, for example::

- email to staff, students' families and carers,
- video meetings with staff,
- direct messaging to students through home room teachers, Year Level/House Coordinators and Heads of School,
- Caremonkey communication to families and carers,
- Information posted on the staff and students notices on SIMON,
- Information posted on the SJC Website, and
- Information posted on SJC's social media outlets.



## Evaluation

Towards the end of the recovery phase, prior to moving once again to prepare and prevent and In consultation with staff, via the HSR's, the Leadership team along with the CCIRT will evaluate the College's overall response to the outbreak and / or pandemic, to ensure that lessons learned can be applied to any future outbreak.

During this time the college will

- Review all policies, procedures guidelines etc used during the outbreak and / or pandemic
- Review the business continuity and other plans also used and
- Implement changes as appropriate; update / adapt systems

Rapid implementation of evaluation processes is essential to the pre-preparedness stage, in which preparedness and monitoring of activities should continue until there is again a need to respond to an outbreak and/or pandemic



## APPENDICIES

- Appendix 1 - Guide for Students Accessing Work – Remote Learning
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- Appendix 9 - Online Learning - Staff Code of Conduct
- Appendix 10 – CECV Roadmap to Return to Onsite Teaching and Learning
- Appendix 11 – CECV Return to School Planning Checklist
- Appendix 12 – Laptop Repair Drop Off Instructions



## Annex A – Level I Occupation

**Definition.** This level of occupation provides a safe environment for students of essential services workers and those unable to be supervised at home to conduct remote learning during the hours of 8.30am to 3.30pm, with the appropriate level of student supervision. Supervision (not teaching) is only available for families who cannot provide care for their daughters at home during school hours and have no other options for supervision. ESO support will be available on site for those students who require it during this level of occupation.

**Duration.** Level I occupation will be valid from the end of Term 1 until 9 June 2020, excluding holidays.

**Requests for supervision.** Communication has been sent to parents asking if their son(s) require supervision at school. Boys requiring supervision at home where this cannot be provided and where no other arrangements can be made, may attend school to undertake remote learning. Supervision but no face to face learning will be provided.

If a student is unable to learn from home:

- Families are requested to respond to the Caremonkey request to arrange supervision.
- Students must not attend school if they are unwell or have any symptoms of cold, flu or Covid 19.
- The Westcourt Campus will remain closed. Year 9 students will be supervised on the Edmund Rice Campus.
- Supervision in study areas will be provided from 8.45am until 3.20pm in line with the remote learning timetable. The site will be open from 8.00am until 4.30pm with a small number of staff onsite.
- Students must adhere strictly to social distancing rules while on site.
- School uniform is expected. (choice of winter or summer until 1 May).
- As the canteen will not be open and students may not leave the school premises during school hours, students are to bring their own lunch and snacks.
- School bus services will operate but with some routes where multiple services operate the number of services will be reduced.
- Students should be dropped off and collected in Queens Rd where pedestrian access is available.

See appendix 2 for **Remote Learning Daily Procedure Guidelines - Onsite Students**

**Staffing, hours of work and ratios.** During Level I occupation, a roster of College Leadership Team members and some additional staff will be used to supervise students on site.

The roster for the above workplace participants will be managed by the Director Staff and Operations. The roster for the ESO will be managed by Head of Education Support.

- 26 May - 5 June 2
  - During this period for Level I Occupation supervising staff will be located in the Remote Learning Centre (K Block) and must ensure that adequate supervision is provided at all times to those students approved for Level I supervision.

**Cleaning/Sanitation.** Sanitation stations will be set up in accordance with the Colleges COVID-19 Safe Plan. All workplace participants and students on site are required to sanitise their hands and workspaces, as a minimum:

- On arrival
- Before and after eating
- Prior to departing



Professional cleaning and sanitisation of the designated workplace participant and student work areas will be undertaken at midday and at the end of each day and will include, as a minimum, the disinfection of:

- Workstations and desks
- Touch points, exit push plates, door handles and handrails
- Light switches, remote controls and office phones
- Staffroom and food prep areas
- Other office spaces used on the day
- Floors (nightly)

**IT maintenance process.** In order to allow for sustainable remote IT maintenance, a remote repair process is in place that allows families and workplace participants to deliver laptops to College to have them repaired prior to their re-collection. See appendix 12 'Laptop Repair Drop Off Instructions'.

From 9 June, the usual on-site repair process will occur.

**Requests for access by workplace participants.** There are a limited number of workplace participants requiring access for the purpose of conducting computer maintenance, scanning, collection and distribution of equipment etc. All requests to access the site must be made via the Principal and Director Staff and Operations, including the requested date, time, duration, location to be accessed, and entry point.

**Criteria.** Access will only be granted in extenuating circumstances, however, the principles used in determining whether or not access will be granted are:

- Necessity and availability of alternatives
- Safety of College members on site
- Impact on VCE
- Impact on learning
- Ability to sanitise areas accessed
- Limiting time and areas access

**Physical distancing.** Workplace participants are to ensure they continue to practice the required 1.5m physical distancing.

**Maintenance Contractor Access** is to be managed in accordance with the COVID-19 Safe Plan.

