

COVIDSafe Plan

St Joseph's College Geelong



Our COVIDSafe Plan

Business name:	St Joseph's College Geelong
Site location:	135 Aphrasia Street, Newtown. 3220
Contact person:	Tony Paatsch
Contact person phone:	5226 8101
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite, and ensure adequate supplies of hand soap and paper towel are available for staff.	<ul style="list-style-type: none">- The College has multiple wet and dry sanitation points as follows:<ul style="list-style-type: none">o Dry: There are 140 points of sanitization around the college (which are pump pack in classrooms and reception areas)o 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.- Classroom and teaching areas 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 approved 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.- Approved disinfectant and paper towel is available for shared staff offices. Staff members are required to wipe down their workspace including desk, chair and any tools or utensils they used prior to leaving the room if they have been in a communal work area.- Staff and students must sanitise on arrival to reception, before and after class, (including when participating in supervised onsite remote learning), before and after eating and using amenities, and at other times as appropriate. Signage reminding staff and students of personal hygiene requirements are placed at key points around the College.- Maintenance and cleaning contractors are responsible for restocking disinfectant, sanitiser and cleaning kits and maintaining adequate supplies.- Supply is checked at the start and end of each day.- All staff and students are briefed on infection control precautions, including hand and cough hygiene and the requirement to avoid shaking hands, hugging or touching others- All cleaning will occur in accordance to the CECV Infectious Cleaning Guidelines.- 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- Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.- Bin liners are being replaced daily or as required and, if reused, disinfected.

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	<ul style="list-style-type: none"> - Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors. - Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. - For more information: Infectious Cleaning Guidelines.
<p>Where possible, enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> - Doorstops are provided to each classroom and teachers are encouraged to hold doors and windows open during class to promote circulation and reduce transmission risk or transmission through touch points such as door handles. - Doorstops are also provided for doors in corridors, in office and staffroom areas as well as doors to the bathroom areas (not the bathrooms themselves). Maintenance staff open these and secure with the doorstops in the morning and remove them at the end of the day. - Maintenance personnel set air conditioning for optimal air flow at the start of each workday. - Where possible air recirculation will be eliminated or minimised by setting air-conditioning units to use external air rather than recycling. - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. <p>For more information: School Operations Guide (Term 1, 2021).</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face mask, unless a lawful exception applies. Ensure adequate face masks are available to staff who 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. - Face masks are to be worn by individuals over the age of 12 when on public transport and school buses – unless they have a lawful exemption. - Individuals over the age of 12 must carry a face mask at all times - Face masks will be worn when and as per government requirements require them to be worn <p>For more information: DHHS guidance on face coverings.</p>
<p>Provide training to staff on the correct use and disposal of face masks 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 to clean computers and desks between different users and at the end of the day. <p>If a person has been advised by the DHHS that they are considered a 'close contact' of someone with a confirmed case of COVID-19, they must:</p> <ul style="list-style-type: none"> - notify the school or office, self-isolate and arrange to be tested - not return to work until test results obtained.
<p>Replace high-touch communal items with alternatives.</p>	<p>Staff have been briefed on the following:</p> <ul style="list-style-type: none"> - To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible. - To clean items that cannot be immersed in water: e.g. electrical equipment with a 60% or greater alcohol wipe or hand sanitiser and air dry. - To clean items that can be immersed in water wearing heavy-duty gloves. Thoroughly scrub with hot water and soap or detergent. Then rinse in hot water (not <70°C). <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Use and disposal of College provided PPE items in Science Lab</p>	<ul style="list-style-type: none"> - Communal PPE items are washed (safety glasses in dishwasher) or laundered (coats are bleached, washed and dried) between users. - Single-user plastic aprons have been introduced - A single-user lab coat allocation system for VCE science classes to reduce the amount of laundering has been introduced. - Gloves are used in all pracs to reduce the likelihood of cross-infection from the touching of shared surfaces

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Disinfection of laptops and library books	<ul style="list-style-type: none"> – A fogging disinfectant is used for laptops and other electronic items as well as on library books. – As with other class rooms students and staff are required to sanitise both when entering and exiting the library as well as disinfecting their workspace including desk, chair and any other tools they may use whilst in the library. – Library staff use the a fogging disinfectant on the 'plush' chairs after lunch.
Disposal of disposable masks worn onsite	Please take all used disposable masks home with you to dispose of.

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Cleaning	
Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).	<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. For more information: Infectious Cleaning Guidelines .
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> – Cleaning contractor arrangements to include performing a thorough clean of all buildings' surfaces twice a day using a hospital-grade disinfectant. – Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. For more information: School Operations Guide (Term 1, 2021) .

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>Upon arrival at the campus or office staff, students, visitors and contractors to be reminded to 'stay home if unwell'. They will be asked to confirm if they:</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 in the last 14 days. – Been in close contact with someone with a confirmed case of covid-19. <p>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 encouraged to self-isolate until they can be tested and receive the result. Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</p> 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>Limitations on who can visit school premises no longer apply, however, the density limit of one person per two square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students, for the time that space is in use to avoid crowding</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</p>

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	<p>license, approvals or permits. Any activity that meets this definition will be required to comply with the Public Events Framework.</p> <p><u>Events such as assemblies, award ceremonies and other large gatherings</u> If an event is held with external guests (parents/carers/visitors), then the overall attendee limit (inclusive of guests, staff and students) must be based on the available floor space of the venue, with the density limit of one person per two square metres applied. If an event is held exclusively with students and staff from a single school outside school hours, density limits do not apply to the venue or dance floor, regardless of whether the event is held at school or at a hospitality venue, entertainment facility or community facility.</p> <p><u>Liturgies</u> Liturgies are able to be held at schools in line with the advice on assemblies above. Singing during the liturgy is permitted within the guidelines contained under 'Use of woodwind instruments, singing, voice projection and dance'.</p>
<p>Woodwind instruments, singing, voice projection and dance</p>	<p><u>Use of woodwind instruments, singing, voice projection and dance</u> Use of woodwind instruments, singing and voice projection do entail risk of potential spread of aerosols and droplets. Musical instruments may be used and group singing is permitted without specified limits. However, schools must consider and implement measures that may prevent or significantly reduce the risk of infection transmission. Measures include physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity For more information: School Operations Guide (Term 1, 2021). Coronavirus (COVID-19) transmission from air-circulating, wind-blowing devices and activities.</p>
<p>Configure communal work areas so that there is no more than one worker per two square metres of enclosed workspace, and employees are spaced at least 1.5 metres 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 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. – 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 will be considered as part of the control measures. <p>For more information: School Operations Guide (Term 1, 2021). Health and safety advice for schools' reference</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> – Schools must implement actions to reduce the congregation of adults around the school and reduce congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours. – Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing. <p>For more information: School Operations Guide (Term 1, 2021).</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> – Remain at least 1.5 metres from other individuals wherever possible, follow the "one person per 2 square metres" rule. – Only have one person in small work areas. – Avoid shaking hands, hugging or touching others. – Hold meetings outside in the open air if possible. – Always use good hand and cough/sneeze hygiene. – Eat lunch outside rather than indoors if possible. – Don't share food or drinks in the workplace. – Practise the hygiene and cleaning protocols detailed in this plan. <p>For more information: DHHS guidance on hygiene and physical distancing.</p>

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Review delivery protocols to limit contact between delivery drivers and staff.	<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 clearly signposted at entry points to minimise contact. Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times. <p>For more information: School Operations Guide (Term 1, 2021).</p>
Where relevant, ensure clear and visible signage in areas open to the general public that specifies maximum occupancy of the space, as determined by the ‘two square metre’ rule .	<ul style="list-style-type: none"> Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing and good hygiene practices. <p>For more information: School Operations Guide (Term 1, 2021).</p>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> schools must keep a record of all staff, students and visitors who attend on-site for more than 15 minutes Schools must record the name, contact details, date, and time of attendance at school, as well as the areas of the school that the person attended At the beginning of each work day, administration staff to check that visitor, contractor, staff and 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 (Vic.)</i>. <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><u>Onsite Functions</u></p> <ul style="list-style-type: none"> QR codes will be provided and visitors will be required to check in for all College functions and all functions on College property <p>For more information: School Operations Guide (Term 1, 2021).</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<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 SJC incident report form as well as one on the CEVN website. Medical advice and testing should be sought immediately. If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60. Staff must not return to work until medically cleared to do so. For more information: School Operations Guide (Term 1, 2021).

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Safety Information and training	
Staff are provided adequate safety information and training	<ul style="list-style-type: none"> Any staff working on site in schools who did not complete the eLearn module ‘School Infection Prevention and Control During Coronavirus (COVID-19)’ in Term 4, 2020, should complete the module as soon as possible at the beginning of Term 1. The module is available on FUSE. To access the module, click on ‘view’, which is on the lower left side of the photo. Clicking

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	<p>on the hyperlink 'access the module here' is for government school employees and requires DET login details.</p>
<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 SJC incident report form as well as one on the CEVN website. - Medical advice and testing should be sought immediately. - If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60. - 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. <p>The school has considered:</p> <ul style="list-style-type: none"> - Preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results. - Key dependencies. - Delivery of essential services. - Communications during a critical incident.
<p>Prepare to assist the 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 and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DHHS. This will assist with contact tracing should someone test positive. <p>For more information: School Operations Guide (Term 1, 2021).</p>
<p>Prepare to undertake cleaning and disinfection at your school 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 to take place in accordance with DHHS guidelines. - The school will follow directions provided by the DHHS regarding partial or full school closure. <p>For more information: CECV Infectious Cleaning Guidelines.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> - isolate the person immediately - notify the school/office leadership team - complete an SJC incident report form - make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received - continue with enhanced cleaning regime until the outcome of the case is known - if the case is positive, facilitate a 'deep' clean of the facilities as per the Infectious Cleaning Guidelines - notify anyone potentially at risk to self-isolate and to also be tested. <p>For more information:</p> <ul style="list-style-type: none"> - School Operations Guide (Term 1, 2021). - Coronavirus Reactive Closure: Steps for Principals - Coronavirus: School Closure – Reactive Communications Pack. - CECV Infectious Cleaning Guidelines.

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Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> Follow the Coronavirus Reactive Closure: Steps for Principals and Coronavirus: School Closure – Reactive Communications Pack. For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.
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"> The 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 completing the online form.

Guidance	Action to prepare for your response
Student Absence Due to Boarder Restrictions	
Provide appropriate materials to students impacted by border restrictions	<ul style="list-style-type: none"> The Victorian Government has introduced a new permit scheme for all domestic travel into Victoria. In some cases, this may limit the ability of Victorian students to return from interstate if they have visited a designated 'red zone', or they may be required to undertake homebased quarantine on return. In such instances, in such instances the school will provide materials to support these students to continue their learning remotely, until such time that they are permitted to return to school

Guidance	Action to prepare for your response
SJC Bus usage	
Existing control measures listed above will continue to apply:	
COVID Safe precautions when travelling on an SJC owned bus or other SJC vehicle.	<ul style="list-style-type: none"> Anyone experiencing COVID like symptoms is to be isolated and arrangements made for them to go home and are not to access SJC vehicles. Staff and student are to practice physical distancing where possible (1 person / 2 sq m), where this is not possible it is recommended that staff and students wear a face mask. Hand sanitiser will be provided on all buses and other college vehicles. Staff and students (and visitors where required) are to use the sanitiser when entering and exiting the vehicle. Vehicles are to be provided with alcohol-based disinfectant in spray bottles and paper towel for the driver to wipe down all surfaces at the end of the trip. The paper towel is to be disposed of in provided plastic bags with plastic bags tied in a knot and placed in general waste bins. Records of bus occupants are to be maintained as per college procedures.

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.

Signed 

Name Tony Paatsch

Date 04 Feb 2021

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may be required to provide the COVIDSafe Plan to the Department of Health and Human Services (DHHS) or WorkSafe Victoria upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.