Your COVIDSafe Plan

Business name: Mount St. Joseph Girls' College

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Job title: Compliance and Administration Manager

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Document how you will manage a COVID-19 case at your business

Requirements
When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do. In addition, there are standing requirements related to case reporting and recommendations relating to testing and isolation.
Ensure the school is across and complies with any changes to government advice.

Action	
Do your workers/ students know when they should get tested and when they should isolate?	- Information and instruction communicated to employees on the process if they are feeling unwell via the CECV COVID-19 Advice. - Reinforced messaging and education on the symptoms of COVID-19 for self-health checks - It is strongly recommended that any person who meets the following conducts a RAT: - If you have symptoms of COVID-19 infection, no matter how mild; - If you are a household or close contact of someone who has COVID-19; and - If you are a social contact of someone who has COVID-19. It is strongly recommended that **students**: - who test positive for COVID-19 should stay home and isolate for five days - should not attend school after five days if still symptomatic - who are symptomatic but have not tested positive should not attend school. Where **students** become symptomatic at school, they should: - be collected by their parents/carers - undergo testing for COVID-19. It is strongly recommended that **staff**:

	• who test positive for COVID-19 should stay home and isolate for five days • should not attend school after five days if still symptomatic • who are symptomatic but have not tested positive should not attend school. Staff who test positive for COVID-19 will be able to access five days paid infectious diseases leave when COVID-19 has been contracted at school, without a medical certificate (though evidence, such as an RAT, may be required), in addition to personal leave. Staff who are unfit to return to work and who have accessed five days paid infectious diseases leave can access personal leave for the duration of the time they are unfit for work, with a medical certificate
Who will identify workplace contacts?	• School principal will follow the steps as set out in the CECV COVID-19 Advice: *Management of confirmed cases at school* and Checklist for COVID contacts. • It is recommended that a person who tests positive for COVID-19 should inform those with whom they have recently been in contact, including their workplace, school and household. • Schools are no longer asked to report positive COVID-19 cases centrally. • Schools are no longer required to alert school communities of positive cases.
Who will notify workplace contacts and advise on actions to follow?	• Schools are no longer required to alert school communities of positive cases. • School principal will follow the steps as set out in the CECV COVID-19 Advice *Management of confirmed cases at school.*
Who will notify your health and safety representative?	• School principal will follow the steps as set out in the CECV COVID-19 Advice: *Management of confirmed cases at school.*
Who will document the actions taken?	• School principal will follow the steps as set out in the CECV COVID-19 Advice: *Management of confirmed cases at school.*
Who will notify the Department of Health?	• School principal will follow the steps as set out in the CECV COVID-19 Advice: *Management of confirmed at school.*
What will your business do if you or your workers need to isolate?	• Schools are no longer required to alert school communities of positive cases. • School principal will follow the steps as set out in the CECV COVID-19 Advice: *Management of confirmed cases at school* for a confirmed case and Checklist for COVID cases.

	• Protocols have been established to self-manage the exposure in line with public health guidance. Mandatory deep cleaning and Departmental 'clearance' is no longer required.
	• The school will on a case-by case basis undertake a routine clean in the event of a positive case in the workplace and utilise the CECV Infectious Cleaning Guidelines developed in conjunction with the Victorian Department of Education and Training and the DH (where necessary), and follow specialist advice from DH, where provided. The cleaning contractor is certified under World Health Organisation protocols to undertake infectious and enhanced cleans.

Recommendations

Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.

Action

Have you rostered your workers into groups?	• N/A. Workforce bubbles are not mandatory as per Victorian COVIDSafe Settings.
Is there an overlap of workers during shift changes?	• N/A. Employees return to the workplace as required. Staff will be contacted in the event there are changes to operations.

Make sure workers are fully vaccinated if working outside their home

Requirements

Schools are no longer required to collect, record or hold vaccination information about its workers for them to be permitted to work onsite.

Ensure the school is across and complies with any changes to government advice.

Action

Who will check the vaccination status of your workers?	• N/A. Schools are no longer required to collect, record or hold vaccination information about its workers for them to be permitted to work onsite.
How will you manage the records of vaccination status?	• N/A. Schools are no longer required to collect, record or hold vaccination information about its workers for them to be permitted to work onsite.
If your business operates across multiple sites, how will the records be managed — centrally or by location?	• N/A

Make sure customers check in and are vaccinated if required

Requirements
There is no requirement to check whether customers/visitors over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.
Existing sign in and out processes should continue to be used to record visitor attendance.
Ensure the school is across and complies with any changes to government advice.

Action	
Who is responsible for making sure customers have checked in (if required for your business)?	Visitors • Parents, carers and other adult visitors (not performing work) are not required to show evidence of COVID-19 vaccination. • Schools are not required to check the vaccination status of external staff at external venues. Staff working at school camps must comply with the relevant vaccination requirements of the venue. • Schools are permitted to allow external providers to use or hire school facilities. When hiring out school facilities, schools are not required to collect, record and hold vaccination information of staff or workers from external community groups who use premises outside the school's normal operating hours. • When unsure, providers should be directed to the Victorian government Sector guidance to confirm COVIDSafe requirements. • Schools are reminded that existing sign in and out processes should continue to be used to record visitor attendance, in particular the purpose of visits, for legal and regulatory obligations.
Who is responsible for confirming customers are fully vaccinated?	• N/A

Wear face masks to reduce the risk of COVID-19 transmission

Requirements
All workers should follow the current face mask recommendations.
If face masks are worn, they should be worn for up to four hours and replaced after this time.
Ensure the school is across and complies with any changes to government advice.

Action	
Do workers know the face mask requirements for your business?	• Staff and students who wish to wear a face mask should be supported to do so, and schools should continue to make face masks available for staff, students and visitors.

	• It is recommended that masks be worn by a person who is a close contact of someone who has tested positive for COVID-19 when leaving home. • It is recommended that masks should be worn by a person who has COVID-19 for 7 days after a positive test when they need to leave home. • See Face Masks in CECV COVID-19 Advice. • Further information on mask wearing recommendations can be found on the Victorian Governments Face masks webpage.
Do students know the face mask requirements for your business?	• Mask wearing is strongly recommended if you are indoors in a public space or outside in a crowded place where you can't physically distance. People who are at risk of severe COVID illness are encouraged to wear a mask whenever in public.
Who will make sure workers understand how to wear face masks correctly and when they need to wear them?	• All staff are being briefed on infection control precautions: o Avoid people with fevers, sweats, chills or flu-like symptoms. o Use hand sanitiser between classes and after contact with commonly touched surfaces. o Maintain good cough etiquette. o Do not touch, kiss or hug others. o Use disinfectant wipes to clean computers and desks between different users and at the end of the day. • Where a student or staff member is identified as a positive case, education contact tracing will no longer be a requirement. • The revised process is set out in Management of Confirmed Cases at School section of the CECV COVID-19 Advice.
If required, who will provide workers with face masks?	• Supplies of disposable face masks are available on site.
Are face mask posters required to be displayed in your business setting?	• Face mask posters are not required to be displayed in school settings. • However, consider displaying posters to promote mask wearing.
Where are face mask posters displayed?	• N/A

Your COVIDSafe Plan

Improve indoor air quality

Recommendations
Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace. This can be improved by: • Opening windows, leaving doors open in hallways and corridors, adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air. For more information: CECV COVID-19 Advice.

Action	
Can doors and/or windows be opened?	• Doors can be propped open
Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	• Settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units can be adjusted to increase the proportion of outdoor air.
Do you regularly service your HVAC systems including upgrading filters?	• Air conditioning filters are maintained according to maintenance plans, checked and filters cleaned regularly.
Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?	• Air purifiers are advised to be used and prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms.

Additional protocols implemented

- All toilets are adequately stocked with paper towels and antibacterial soap/hand sanitiser
- Soap dispensers are motion sensitive, as are hand sanitiser dispensers
- Back up stores of all products are available onsite, and the Facilities Manager monitors' stock levels
- Hand sanitiser is available at the front entrance to the building and in multiple locations around the school
- Staff to use paper towels to wipe their used items