

Guidance on how to prepare your COVIDSafe Plan is available [here](#).

### Our COVIDSafe Plan

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For guidance on specific controls for essential assessments for VCE and VCAL, see page 11.

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- Infrastructure in place to ensure an adequate supply of &gt; 60% alcohol-based hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building has hand sanitiser provided in entrances.</li> <li>- Supply is being checked regularly throughout each school day.</li> <li>- Cleaning contractors perform a thorough clean of all buildings' surfaces on a continuous ongoing cleaning cycle throughout the school day using a hospital-grade disinfectant.</li> <li>- Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.</li> <li>- Bin liners are being replaced daily or as required and, if reused, disinfected.</li> <li>- Information has been provided to staff and students on washing hands or using hand sanitiser before and after contacting high-touch surfaces.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> </ul>

<p><b>Where possible, enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>- Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.</li> <li>- Staff are being encouraged to open windows and doors to promote airflow where possible.</li> <li>- Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission.</li> <li>- Air conditioning systems have been set to use fresh air.</li> <li>- Air purifiers are 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.</li> <li>- Air recirculation has been eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.</li> <li>- Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature have been disabled.</li> <li>- Air conditioning filters are maintained according to maintenance plans, checked and cleaned with appropriate PPE.</li> <li>- Where possible, increase the utility of mechanical ventilation, where available and practicable by running systems when rooms are unoccupied, and ideally two hours before and after use of a space.</li> <li>- Open windows and vents that are higher or towards the ceiling during poor or windy weather.</li> <li>- Exhaust fans are to be used as much as possible.</li> <li>- Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements.</li> <li>- Avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. Rotate the use of spaces that can be well ventilated if required.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> </ul>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff who do not have their own.</b></p>	<ul style="list-style-type: none"> <li>- Staff and students 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.</li> <li>- Signage put up around the College regarding correct use of face masks.</li> <li>- Face masks should be worn by all school staff and school students aged 12 or older when travelling to and from school on public transport and when in taxis or ride share vehicles.</li> <li>- The use of face coverings is monitored and staff will strongly encourage students to wear masks correctly if required.</li> <li>- The College maintains a supply of disposable masks to ensure all staff and students have access to a mask in instances where they do not have access to an appropriate mask of their own.</li> <li>- The College Leadership issue regular reminders about the requirements regarding masks at staff briefings and meetings.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> </ul>
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene</b></p>	<p>All staff are being briefed on infection control precautions:</p> <ul style="list-style-type: none"> <li>- Avoid people with fevers, sweats, chills or flu-like symptoms.</li> </ul>

<p><b>practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>- Use hand sanitiser between classes and after contact with commonly touched surfaces.</li> <li>- Maintain good cough etiquette.</li> <li>- Do not touch, kiss or hug others.</li> <li>- Use disinfectant wipes to clean computers and desks between different users and at the end of the day.</li> </ul> <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 <b>must</b>:</p> <ul style="list-style-type: none"> <li>- notify the school or office, self-isolate and arrange to be tested</li> <li>- not return to work until test results are obtained.</li> </ul> <p>The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> <li>- liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>- send the student home if they are attending school.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocol for Family Communication regarding COVID-19 Testing</li> <li>• <a href="#">Return to School Video</a></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- Briefings are being provided to staff on cleaning all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible.</li> <li>- The College purchased microwaves to create multiple small kitchenette facilities to reduce the use of communal staff room facilities.</li> <li>- Activation of systems such as a Water Card System and purchasing of Aqua Bubblers as an alternative to communal drinking taps etc.</li> <li>- End of lesson cleaning procedures remain in place as a precautionary mechanism.</li> <li>- COVID Safe routine cleaning arrangements continue. This involves daily end-of-school-day cleaning and cleaning throughout the school day, with a particular focus on cleaning and disinfecting of high-touch surfaces and environments in use.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Student Drinks (Water)</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Cleaning</b></p> <p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>- Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.</li> <li>- Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</li> <li>- Students and staff clean all classroom desks at the conclusion of each class (unless students are remaining in the same classroom and at the same desk). Announcements are made and cleaning kits are provided to facilitate this.</li> <li>- Increased cleaning of sporting, art, technology and any other shared equipment by technical assistants.</li> </ul>

	<ul style="list-style-type: none"> <li>- Continuous cleaning of high-touch surfaces throughout the day by College cleaning staff.</li> <li>- The College has increased the number of cleaners working on site to support the enhanced cleaning protocols.</li> <li>- COVID Safe routine daily cleaning arrangements continue. This involves end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces and environments in use.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning contractor arrangements to include performing a thorough clean of all buildings' surfaces twice a day/increased frequencies using a hospital-grade disinfectant.</li> <li>- Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Protocols for Enhanced Cleaning Procedures</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>Office staff, students, visitors and contractors are regularly reminded to 'stay home if unwell'. They will be asked to confirm if they or anyone at home have:</p> <ul style="list-style-type: none"> <li>- Experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue.</li> <li>- Experienced shortness of breath.</li> <li>- Been in close contact with someone with a confirmed case of covid-19.</li> </ul> <p>When required, visitors to the College are temperature checked at the front gate prior to being permitted entry to attend scheduled appointments in circumstances where protocols require it.</p> <p>Where protocols require restricted access, the College has a member of staff on site at the front gates throughout the day to manage access to the property.</p> <p>Relocation of First Aid facility to ensure the provision of a suitable quarantine area to limit contact with any students or staff who become unwell throughout the day.</p> <p>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. Their details will be entered into a log, the person encouraged to self-isolate until they can be tested and receive the result and College Leadership will make contact to provide support and be apprised of any potential risks to the community.</p> <p>Development of absence procedures to support medically vulnerable and staff exhibiting symptoms to have maximum flexibility in their work arrangements to prevent staff attending work when unwell.</p> <p>Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</p> <p>When required, Workers Permits are actioned.</p> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocol for First Aid Facility</li> </ul>

**Establish a system for managing visitors and large events**

Visitors - General

Visitors will only be allowed onsite if it complies with CECV and State Government Protocols.

If State and CECV Protocols allow visitors onsite:

If required, all visitors will be asked to check in using the Service Victoria QR code provided for electronic record keeping. The College also has a Kiosk in operation for circumstances where devices are not compatible with QR Codes or a visitor turns up without a device.

Visitors are to comply with the stipulated density limit requirements for any spaces and activities being attended. The density limit applies to all persons in the space, including students, for the time that space is in use to avoid crowding.

Visitors to school grounds must also comply with the physical distancing and face mask advice set out in the School Operations Guide, and practise good hand hygiene.

In circumstances where visitor restrictions are in place:

Visitors will only be provided with access to the College in essential circumstances. This will be limited to essential services and operations or as stipulated by CECV and the State Government.

Visitors will be required to sign in via Gate Two and required to sanitise using the Sanitiser Stations provided.

Visitors to school grounds must comply with physical distancing and face mask advice (unless a lawful exemption applies) set out in the CECV Operations Guide, and practise good hand hygiene.

Where possible and/or required, school activities will be restructured or rescheduled to provide the option for live streaming to limit the requirement for visitors on site. Non-essential meetings, and all school events, gatherings and assemblies will be deferred or held remotely.

Where authorised school activities involve visitors the College will comply with public gathering limits in place as published by the State Government and CECV.

College Events:

College events will be redesigned to comply with the relevant health and social distancing guidelines as published by the State Government and CECV inclusive of public gathering limits and venue density rules and the use of the QR Code check in system if required. Physical distancing, face masks, sanitiser stations, signage, air ventilation etc. will be incorporated into the design and execution of each event as will enhanced cleaning procedures. Singing and gestures requiring physical contact such as handshakes etc. will be removed from all events.

If an event is authorised to be held with external guests (parents/carers/visitors), then the overall attendee limit (inclusive of guests, staff and students) will be based on the available floor space of the venue with the stipulated density limit requirement at the time of the event applied.

Where possible, events will be designed to occur remotely/online to ensure health and safety is maintained. Non-essential meetings, and all school events, gatherings and assemblies will be deferred or held remotely.

The Public Events Framework is adhered to at all times as are protocols associated with internal and external venue use etc. if required.

	<p><u>External Use of College Facilities</u></p> <p>If allowed, these will operate within the required density limit guidelines for circumstances where a COVID Check-in Marshal is and/or is not present. All additional requirements under the <u>Restricted Activity Directions</u> will be adhered to when facilities are used by the community</p> <p><u>QR code use on school transport</u></p> <p>Students are not required to check-in via a QR code service when travelling on private school buses or disability transport services, however the bus service is required to keep records of students and staff (including drivers) accessing these services should this information be required for contact tracing. The College also maintains these records.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>- School productions: If permitted to operate, seated entertainment, including school productions, will take place with the mandated reduced seated capacity. Non-seated areas (e.g. lobbies, foyers, catering spaces, bathrooms) will continue to require application of the <u>density limit</u>.</li> <li>- Incursions: If permitted to operate, record keeping obligations will be adhered to by any visitors attending the school for the purpose of an incursion. They will also be required to check in using the QR Code System and adhere to all elements of the COVID Safe Plan.</li> <li>- Excursions: If permitted to operate, school staff and students are required to wear face masks when attending an excursion. The QR Code System will be adhered to as required.</li> <li>- Interschool activities: If permitted to operate, record keeping obligations will be adhered to by staff and students visiting from other schools and all elements of the COVID Safe Plan will remain active.</li> <li>- Indoor and outdoor interschool sport: If permitted to operate, is limited to the minimum number of people required to participate in and facilitate the activity and is subject to venue capacity limits. All elements of the COVID Safe Plan will remain active.</li> </ul> <p>If school activities are permitted to operate, record keeping for contact-tracing purposes will continue for school activities involving external visitors and/or the wider school community. The Victorian Government QR Code Service will be used for attendees to 'Check-In' to school events and activities if required</p> <p><u>Related Protocol documents &amp; Resources</u></p> <ul style="list-style-type: none"> <li>• Protocol for Campus Access, Student Pick Up and Drop Off &amp; Temperature Checking</li> <li>• Protocol for College Events, Student Activities &amp; the Remote Operation of Meetings and Briefings</li> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Remote Meeting Schedule and Calendar</li> <li>• Public Events Framework</li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- Common rooms in each campus or office were inspected and seating arrangements staggered to promote physical distancing in line with a minimum distance of 1.5m between each person and a venue density of one person per 2/4 square meters.</li> <li>- Staff in high-density offices were relocated and/or other staff provided the opportunity to request relocation.</li> <li>- Floor markings were introduced in key communal spaces including the library, outside the College entry and exit points and in the canteen to maximise physical distancing.</li> </ul>

	<ul style="list-style-type: none"> <li>- Staff and visitors are reminded to remain hypervigilant in maintaining good physical distancing, at all times.</li> <li>- Areas accessed by visitors on campus were set up to comply with venue density rules.</li> <li>- Classroom protocols were introduced to reduce risks of transmissions within communal learning spaces.</li> <li>- Meetings, briefings and collaborative planning sessions shifted from face-to-face to online modes.</li> <li>- Sharing of work spaces has been avoided wherever possible.</li> <li>- Workstations, classrooms and reception areas continue to be reviewed and, wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission.</li> <li>- Shields, barriers and signage continue to be considered and applied as part of the control measures.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>- Multiple parking zones and entry/exit points will be in operation to eliminate congestion and assist with the steady flow of people/traffic. These will be allocated for specific groups.</li> <li>- Signage will continue to be displayed around the College and the exterior of the College, inclusive of all entry and exit points to ensure expected behaviours and processes are communicated.</li> <li>- Multiple sanitiser stations (and if necessary temperature checking stations) will be provided. These will be geographically located to align with the parking zones and entry/exit points.</li> <li>- Various school communication platforms will be used for the communication of key elements of the protocols and policies in place. These include the College website, Operoo, SEQTA, SMS, email etc.</li> <li>- Processes and protocols for entry and exit will continue to be reviewed in line with State Government and CECV directives.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for Campus Access, Student Pick Up and Drop Off &amp; Temperature Checking</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>If required staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> <li>- Remain at least 1.5 metres from other individuals wherever possible, follow the “one person per 4 square metres” rule.</li> <li>- Only have one person in small work areas.</li> <li>- Avoid shaking hands, hugging or touching others.</li> <li>- Avoid large gatherings indoors.</li> <li>- Hold meetings outside in the open air if possible.</li> <li>- Always use good hand and cough/sneeze hygiene.</li> <li>- Eat lunch outside rather than indoors if possible.</li> <li>- Don’t share food or drinks in the workplace.</li> <li>- Practise the hygiene and cleaning protocols detailed in this plan.</li> <li>- Staffrooms closed except for food preparation and tea/coffee making.</li> </ul> <p>All staff on site are trained in the ‘School and Early Childhood Infection Prevention and Control During Coronavirus (COVID-19)’ eLearn module.</p> <p><b><u>Related Protocol documents</u></b></p>

	<ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• <a href="#">Return to School Video</a></li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>– Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols in place.</li> <li>– Designated delivery areas are being clearly signposted at entry points to minimise contact.</li> <li>– Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times.</li> <li>– Deliveries will remain in a secure quarantine area prior to being distributed.</li> <li>– The distribution of deliveries will occur in accordance with State Government and CECV Protocol.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for Campus Access, Student Pick Up and Drop Off &amp; Temperature Checking</li> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> </ul>
<p><b>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 <a href="#">‘two/four square metre’ rule</a> and 1.5 meter physical distancing.</b></p>	<ul style="list-style-type: none"> <li>– Approved DHHS signage for schools and offices to be placed in clear and visible locations to promote physical distancing, good hygiene practices and other behaviour as required by the State Government and CECV Protocols.</li> <li>– Signage to be located at entry and exits points to the College also.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for Campus Access, Student Pick Up and Drop Off &amp; Temperature Checking</li> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Resumption of External Services</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>– A record of all staff, students and visitors who attend on-site will be kept.</li> <li>– The College will record the name, contact details, date, and time of attendance at school, as well as the areas of the school that the person attended.</li> <li>– At the beginning of each work day, Office Staff will check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes. These will be cross checked with the electronic sign in system and the SALTO system.</li> <li>– The sign-in process includes reference to maintaining the confidentiality of records in accordance with the <i>Privacy and Data Protection Act 2014</i> (Vic.).</li> <li>– Outdoor Seating in which students will have 1.5 meter face to face contact have been assigned a QR Code to enable students to check in and assist contact tracing</li> </ul> <p>Upon arrival at the school/office all visitors, contractors, staff and students may be temperature tested (if required), required to practice safe hand hygiene and are being asked to confirm that they have not:</p> <ul style="list-style-type: none"> <li>– Experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue.</li> <li>– Experienced shortness of breath.</li> </ul>



	<ul style="list-style-type: none"> <li>- Been in close contact with someone who has returned from overseas or a covid-19 hotspot, in the last 14 days.</li> <li>- Been in close contact with someone with a confirmed case of covid-19.</li> <li>- Been required to remain in isolation.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for Campus Access, Student Pick Up and Drop Off &amp; Temperature Checking</li> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Resumption of External Services</li> <li>• College Sign In Register</li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>- COVID-19 related reporting is communicated to staff via staff meetings and briefings and circulars.</li> <li>- Staff are advised to notify the school principal or office manager remotely and complete an incident report form on the <a href="#">CEVN website</a>.</li> <li>- Medical advice and testing should be sought immediately.</li> <li>- If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60.</li> <li>- Staff must not return to work until medically cleared to do so.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocol for Family Communication regarding COVID-19 Testing</li> <li>• COVID-19 Contact Tracing Protocol</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>- Implementation of protocols for COVID-19 related staff absence including accommodation of flexible and work from home arrangements.</li> <li>- Capacity to move immediately to remote communications via phone, email and direct message.</li> <li>- Clear protocols to enable smooth and quick transition between face-to-face and remote operations.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> <li>• Protocol for COVID-19 related Staff Absence</li> <li>• Protocol for Maintaining Continuity in Student Learning</li> <li>• Remote Learning Plan</li> <li>• Protocols for Student Support</li> </ul>
<p><b>Prepare to assist the DHHS with contact tracing, and providing staff and visitor records to support contact tracing.</b></p>	<p>College Leadership Team 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> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> </ul>

<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>– If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines.</li> <li>– The school will follow directions provided by the DHHS regarding partial or full school closure.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>If a staff member or student is suspected of having COVID-19, the College will:</p> <ul style="list-style-type: none"> <li>– isolate the person immediately</li> <li>– notify the school/office leadership team</li> <li>– complete an incident report form</li> <li>– make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received</li> <li>– continue with enhanced cleaning regime until the outcome of the case is known</li> <li>– if the case is positive, facilitate a ‘deep’ clean of the facilities as per the <a href="#">Infectious Cleaning Guidelines</a></li> <li>– notify anyone potentially at risk to self-isolate and to also be tested.</li> </ul> <p>To monitor close contacts, schools will now be advised if a student is identified by the DHHS as a close contact of a person with COVID-19. The College will:</p> <ul style="list-style-type: none"> <li>– liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements</li> <li>– send the student home if they are attending school.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>– In line with the <a href="#">Coronavirus Reactive Closure: Steps for Principals</a> and <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>, for all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>– The school principal or delegate is aware of the requirement.</li> <li>– If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the <a href="#">online form</a>.</li> </ul> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• COVID-19 Contact Tracing Protocol</li> </ul>
<p><b>Confirm that your workplace can safely reopen and workers can return to work.</b></p>	<p>In accordance with advice from DHHS and the CECV:</p> <ul style="list-style-type: none"> <li>– DHHS and WorkSafe Victoria will be notified that the workplace is reopening.</li> </ul>

<p><b>Guidance</b></p>	<p><b>Action to mitigate the introduction and spread of COVID-19</b></p>
<p><b>VCE/VCAL (including VET in secondary schools) assessments</b></p>	
<p>Existing control measures listed above will apply with the following additional considerations:</p>	
<p><b>Hygiene</b></p>	

<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff who do not have their own.</b></p>	<ul style="list-style-type: none"> <li>- Staff and students will continue with the use of PPE to comply with State Government and CECV directives.</li> <li>- Staff and students aged 12 or older should carry a face mask at all times and wear a face mask indoors and outdoors when at school, unless a lawful exception applies.</li> <li>- The use of shared equipment is restricted at this time. If permitted, strict hand hygiene is followed before and after use. Risk can be further minimised by users of high-touch shared equipment wiping items down where appropriate, for example using a disinfectant/detergent wipe or cloth.</li> <li>- If required, face masks should be worn by all school staff and school students aged 12 or older on public transport and when in taxis or ride share vehicles unless a lawful exemption applies. This includes travelling to and from school on public transport or in a vehicle with others not from the same household.</li> <li>- Visitors and parents must also observe face mask requirements, including parents/carers and staff/students from other schools unless a lawful exemption applies.</li> <li>- The College implements measures that may prevent or significantly reduce the risk of infection transmission as outlined in <a href="#">COVID-19 transmission from air-circulating, wind-moving devices and activities</a>. Measures include physical distancing, moving outdoors, increasing ventilation, reducing the number of people or reducing the length of time of the activity.</li> </ul> <p><i>For dance, music, drama and practical assessments (when authorised):</i></p> <ul style="list-style-type: none"> <li>- Face coverings are used for the purpose of rehearsals and performance.</li> <li>- The relevant venue density and physical distancing limits are in place.</li> <li>- Performances are being planned in a way that aims to minimise prolonged face-to-face contact between performers.</li> <li>- Performances are streamed where an audience is necessary and protocols prohibit them being present.</li> <li>- Parameters for the cleaning of equipment and increased air ventilation are in place.</li> </ul> <p>Note: Music, including singing, brass and woodwind classes or groups have been postponed or occur remotely at this time.</p> <p><b><u>Related Protocol documents &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Maintaining Continuity in Student Learning</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- COVIDSafe routine and enhanced environmental cleaning and disinfection occurs.</li> <li>- Musical instruments and communal learning equipment will not be shared for musical performances (when authorised).</li> <li>- Where possible, programs are operating with electronic resources and/or alternatives in place for equipment.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Maintaining Continuity in Student Learning</li> </ul>
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>- Cleaning service providers will be given a detailed schedule of essential assessments planned to be undertaken for VCE/VCAL with as much notice as possible, including the approximate number of students, areas occupied and timetable.</li> </ul>

	<ul style="list-style-type: none"> <li>– Cleaning and disinfection of any shared equipment e.g. desks between groups of students (where use of equipment in succession cannot be avoided) to occur during VCE/VCAL assessments and preparation.</li> <li>– Where there is considerable contact with the floor during a dance/drama performance, cleaning and disinfection of the floor to occur between performances.</li> <li>– Cleaning and disinfection of the floor to occur between music performances due to risk of the possibility of respiratory droplet spread with instruments.</li> <li>– Music, Technology and Physical Education students are actively reminded to undertake hand hygiene regularly, and before and after cleaning their instrument.</li> <li>– Spaces not necessary have been closed and spaces are prepared in the case of deep cleaning.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocols for Enhanced Cleaning Procedures</li> <li>• Protocol for Maintaining Continuity in Student Learning</li> </ul>
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Configure communal work areas so that there is no more than one individual per two/four square metres of enclosed workspace, and employees are spaced at least 1.5 metres apart. Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>– Physical distancing of 1.5 metres between all individuals on site to be maintained wherever possible.</li> <li>– When required, students will be spread out across as many separate spaces as practical for the assessment venue to reduce the number of students who may be deemed close contacts to a suspected or confirmed COVID-19 case.</li> <li>– The maximum number of individuals in any one indoor space will not exceed the venue density quotient of one person per two/four square metres (including staff). The venue density limit applied will depend on the protocols in place at any time.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Physical Distancing and Hygiene Protocols for Staff And Students</li> <li>• Protocol for Maintaining Continuity in Student Learning</li> </ul>
<p><b>Modify the alignment of workstations so that students do not face one another.</b></p>	<ul style="list-style-type: none"> <li>– Workstations to be spaced out at a minimum of 1.5 metres between each chair for assessments.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for Maintaining Continuity in Student Learning</li> </ul>
<b>Record keeping</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>– A strict register of attendance and seating plans will apply for VCE/VCAL assessments.</li> <li>– Sign in/out register maintained for visitors, staff (outside of regular schedule) and students (outside of regular scheduled classes).</li> <li>– Up-to-date register of staff absences from campus maintained daily to ensure accurate information for contact tracing processes.</li> <li>– The College has a member of staff on site at the front gates throughout the day to manage access to the property.</li> </ul> <p><b><u>Related Protocol documents</u></b></p> <ul style="list-style-type: none"> <li>• College Sign In Register</li> </ul>

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

Signed



Name Nick Scully

Date 26 April 2022

*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.*