



COVID SAFE PLAN – STAGE 4

Rationale

The College has structured its remote learning programs during stage 4 to minimise the number of students and employees onsite. It is recognised that a small number of employees are required for:

- Supervision and wellbeing support of students who have been exempted under State guidelines from remote learning from home and who will attend the College.
- Administrative and facilities support for education programs, to ensure this plan and OHS requirements are met and maintain continuity of remote learning.

This document outlines how on-site work and those attending the College will be managed.

Plan

Students and staff must not present on site without prior approval of the Principal or Business Manager and are strongly advised to carry both the work permit provided and their staff identification and strictly adhere to times listed on the permit. Refer note below.

Avoiding Covid-19 entering site

Students and employees must not attend the College if unwell and, in the event of Covid-19 symptoms, must be tested and isolated at home and not attend the College until cleared to do so. In the event of a positive test, the College should be notified immediately.

No one shall be permitted entry to the College without a mask or face shield and masks or face shields must be worn at all times unless permitted under State guidelines e.g. medical exemption. An emergency stock of masks will be maintained. Advice on the correct use of facemasks can be found at:

<https://www.dhhs.vic.gov.au/face-coverings-covid-19>.

Reception staff will maintain sign-in records of all employees and visitors (attending the site for 15 minutes or longer).

All students and employees will be temperature tested on arrival and asked if they have experienced Covid-19 symptoms.

Minimising the risk on-site

In addition to daily cleaning, there will be 'throughout the day' cleaning of high touch surfaces and checking of supplies.

Where reasonable to do so, windows should be opened to increase airflow.

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Students

Students who have been temperature tested will receive a sticker to ensure supervising staff are aware that the testing has taken place on arrival.

Supervising staff should:

- Ensure students' masks or face shields remain on – in accordance with the State's directions.
- Ensure students maintain required distance and maximise distances to the extent that is reasonable.
- Supervise students whilst on breaks e.g. lunch.

Employees

Employees not involved in the direct supervision of students will need to operate in separate offices or work areas but within sufficient proximity to ensure the safety of colleagues (e.g. reception).

Employees must remain two metres from colleagues except for brief exchanges where the 1.5m rule will apply.

Employees should not use another employee's workspace or equipment e.g. telephone, keyboard.

Employees using shared equipment e.g. copiers, kitchen utensils should sanitise before and after use.

Resources

- State Government websites.
- Cleaning schedule.
- Staff rosters

Review date

This version 1 – 5 August 2020

This plan will be updated regularly as information is secured from the State's websites or advice is received directly from the State or Catholic Education Melbourne.

Note: In relation to the permit system, although there are provisions for changes to listed times, the rules governing the permit system are unclear and (at best) emerging. Where changes are required, confirmation will be made via text so that evidence is available for employees if detained whilst travelling.