

TKS COVID SAFE PLAN

This COVID Safe Plan links the strategies described in the DET School Operations Guide and safety advice for on-site schooling in the context of COVID-19 issued by the Victorian Chief Health Officer.

In the event of a suspected or confirmed case the school should follow the advice and guidance set out in the School Operations Guide. The COVID-19 advice for schools is evolving over time, therefore the COVID Safe plan is continually reviewed and updated as required.

13 May 2022

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Measures and actions for the management against COVID-19	
School Operations Guide	The School Operations Guide is available on the ISV website here , under ' Downloads – returning to school '.
School Operations	<p>Refer to the latest School Operations Guide for guidance and other arrangements for:</p> <ul style="list-style-type: none"> • Student Attendance • Interschool activities, school sport and use of pools • Camps / Excursions / Incursions • Use of school facilities by community and sport groups • School tours and visitors • School events, gatherings and assemblies • Other school and curriculum settings • School bus services • Outside School Hours Care program
Rapid antigen testing	<p>Refer to the latest School Operations Guide for the current guidance and recommendations.</p> <p>Schools will continue to be provided with the same weekly quantity of RATs for the remainder of Term 2.</p> <p>However, from Monday 23 May 2022, it is recommended RATs are used by students and staff only when symptomatic. RATs are also required to be used for 5 days if a student or staff member is a close contact of a confirmed case and they are attending or working at a school.</p> <p>From Monday 23 May 2022, it will therefore no longer be recommended that non-symptomatic students or staff conduct RATs twice a week in mainstream schools and 5 days a week in specialist schools.</p>

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	<p>Students and staff must continue to notify the Department of Health and their school if they return a positive RAT result.</p> <p>The school to record that the student will be absent while in 7-day isolation, provide support and learning materials as needed, and let the rest of the school community know there has been a positive case onsite and that they should monitor for symptoms.</p>
<p>Management of suspected cases of COVID-19 at school</p>	<p>As soon as practicable after becoming aware of a suspected case in a staff member, and that the staff member has attended on a school site whilst symptomatic, or 48 hours prior to the onset of symptoms, the principal must take the following four actions.</p> <ol style="list-style-type: none"> 1. Direct the staff member to self-isolate, by travelling home immediately. If immediate travel home is not possible, the staff member must be directed to self-isolate at school, in an outside space where possible, while wearing a face mask and remaining at least 1.5 metres from any other person, until they can travel home. 2. Advise the staff member to be tested for coronavirus (COVID-19) as soon as practicable, and to self-isolate while awaiting the result of that test. 3. Let the staff member know they need to follow guidelines in the Testing Requirements for Contacts and Exposed Persons. 4. Manage the risk posed by the suspected case. 5. Inform all staff on site (including the Health and Safety Representative) to be vigilant about the onset of symptoms. If they become unwell, they must notify their principal, get tested and self-isolate.
<p>Management of confirmed cases and household contacts at school</p>	<ol style="list-style-type: none"> 1. Staff and students must report the result of a positive test to the Principal. Must isolate for seven days and not attend school during that period. 2. Where staff and a student are a household contact of a positive case (that is, they have spent more than four hours with someone who has COVID-19 inside a house, accommodation, or care facility) they must inform the school. Household and household-like contacts are no longer required to quarantine as long as they take additional safety measures in the 7 days that would have been their quarantine period (see Table 1). Household contacts are required to inform the school that they are attending during the 7 day period. 3. Staff must report the result of a positive test and request leave through Sage. Staff who report a positive result must isolate for seven days and not attend school during that period. 4. Principals must notify staff and the school community through a daily email when a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school during their infectious period. The notification should include: <ul style="list-style-type: none"> • Dates of attendance • Affected group/cohort/year levels • Any relevant extracurricular activities • Advice to monitor if the person enrolled in the facility develops symptoms

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	<p>The notification should be provided to all staff who attended the school during the period of attendance. For parents/carers and students, the notification can be provided to only the affected group/cohort/year level or to the whole school.</p> <p>5. Ensure that <u>staff</u> or <u>students</u> refrain from returning to school if they remain symptomatic, unless it is known that their symptoms are ongoing, or caused by an underlying health condition or medication. Refer to any student health management plan on file.</p> <p>Where a student or staff member is a household contact of a positive case (The School will treat health information, including an individual's vaccination status or diagnosed medical condition (including positive COVID-19 test results) in accordance with the Schools' Privacy Policy.</p>
<p>Management of an unwell student or staff member</p>	<ul style="list-style-type: none"> • Continue to reinforce the importance of not attending work if unwell. In the beginning of each day the teacher to ask students if they have any of the recognised symptoms. • If a student or staff member is unwell, they should not attend school. If they suspect COVID-19, they should self-isolate and seek medical advice. • Staff must not attend work if they are being tested for coronavirus, they must isolate until they receive their test result. They must notify the Deputy Principal if they are a positive case. • If symptoms compatible with COVID-19 (fever, cough, sore throat, fatigue, aches and pains, headache, runny nose, diarrhoea) evident whilst at school, persons should be isolated in an appropriate outdoor space with suitable supervision and collected by a parent/carer as soon as possible. • In the event that a staff member is unsure whether a student is unwell it is advisable that they take precautionary approach and seek assistance from the School Nurse. • The person will be supervised whilst waiting for parents to arrive. If the care of an unwell child or young person is to be prolonged and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. • Face masks should not be used in situations where an individual is unable to safely or practically tolerate a face mask (for example, a child with complex medical needs including existing respiratory needs.) • Routine First Aid protocols to be followed with appropriate infection control measures. • Gowns, gloves, eye protection and face masks to be made available for School Nurse and those called upon to administer First Aid. • Manage the risk posed by the suspected case. • Follow cleaning guidance according to the situation of the case. If a student spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

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	<ul style="list-style-type: none"> Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19). Students with hayfever or asthma symptoms should be tested for COVID-19, if they develop symptoms different to or worse than their usual symptoms.
<p>Staff who may be medically vulnerable to COVID-19</p>	<p>Employees should seek advice from their medical practitioner about working onsite. Where the employee is unable to work onsite and wants to work remotely or take personal leave, they should provide a medical certificate.</p> <p>Where an employee's medical practitioner's advice is that they are unable to work onsite, the school should provide remote work if:</p> <ul style="list-style-type: none"> the employee provides a medical certificate setting out the recommendation from their medical practitioner, and; the principal forms a view that it is reasonable, practicable and appropriate for the employee to work remotely. <p>Principal to discuss available working arrangements with the employee.</p>
<p>Students who may be medically vulnerable</p>	<ul style="list-style-type: none"> It is recommended that parents/carers of students with complex medical needs should continue to seek advice from the student's medical practitioner to support decision-making about whether on-site education is still suitable. Steps must be taken to ensure that all vulnerable students are able to attend on site where the school identifies that is in the best interests of the child. Must ensure students with medical needs have an up-to-date <u>Student Health Support Plan</u> and accompanying condition-specific health management plan (such as an <u>Asthma Action Plan</u>), based on medical advice from the student's medical or health practitioner, and consultation with the student and parents and carers.
<p>Vaccination requirements for staff and students</p>	<p>The Victorian Minister for Health has determined that COVID-19 vaccination is mandatory for staff who work in schools. This includes principals, teachers, administration, and education support staff, including casual relief teachers (CRTs), pre-service teachers, and Outside School Hours Care staff.</p> <p>All staff are required to have received three doses of a COVID-19 vaccine unless a medical exemption applies, by 25 March 2022.</p> <p>Staff may refer to the School's Mandatory Vaccination policy. The policy includes further details of the school's requirements to collect, record, and hold vaccination information; Prevention of entry to premises; Exceptions; Arranging a COVID-19 vaccination; Providing proof of vaccination status; Medical exemptions; Staff members who choose not to be vaccinated; Record keeping.</p> <p>Students are not required to be vaccinated to attend school.</p>
<p>Vaccination requirements for others</p>	<p>Visitors and volunteers – third dose vaccination requirements, also apply to any visitor, contractor or volunteer performing work on school sites.</p> <p>Parents and carers – who enter school buildings must be able to show evidence of two doses of COVID-19 vaccine or have a valid medical exception.</p>

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	<p>Limited exceptions include:</p> <ul style="list-style-type: none"> when attending to administer medical treatment to their own child when the treatment cannot be administered by the school when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer. when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar. <p>Parents and carers attending any event or activity inside a school building are required to show evidence of vaccination.</p> <p>Parents and carers attending school sites for drop off and pick up who do not enter school buildings do not need to show evidence of vaccination.</p>
<p>Record Keeping</p>	<p>The use of QR Codes is no longer required. All visitors are required to continue to sign in at Reception as per normal.</p> <p>Some excursion venues may still be required to manage record keeping for contact tracing in line with current public health directives. Staff may be required to QR code sign in at these venues.</p>
<p>Working from home</p> <p><i>(No government directive at this time, all staff have returned to working onsite)</i></p>	<ul style="list-style-type: none"> <i>Identify the roles that are required to be performed from home or can be performed from home.</i> <i>Adapt working arrangements to enable working from home.</i> <i>All staff working from home required to complete a risk assessment.</i> <i>All staff working from home to identify any additional resources that may be required (IT/Furniture) to assist in performing duties safely and comfortably in the home environment.</i> <i>Staff working hours from home to be consistent with the attendance arrangements in place according to employment agreement and allotment.</i> <i>A program of regular contact with staff who are working from home is in place.</i>
<p>Working across multiple sites</p>	<ul style="list-style-type: none"> No restrictions at this time.
<p>COVID Safe Activities</p>	<ul style="list-style-type: none"> In planning for all non-classroom based activities (such as school assemblies) and extra-curricular activities, including camps, excursions, other out-of-school activities, incursions and learning activities such as sport (including swimming), music and the arts, the school must conduct a risk assessment. All school areas (departments and classrooms) to periodically review their Risk Assessments to ensure that the prevention of risks strategies set out remain relevant. COVID safe measures to be implemented so that to support the requirements outlined with the 'School Operations Guide'. Parents/carers must be informed that if a confirmed or probable case is present at the camp while infectious, others attending the camp may be

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	<p>identified as household-like contacts and be required to quarantine for 7 days.</p> <ul style="list-style-type: none"> • The management of suspected cases or covid-like symptoms whilst on camp will be the responsibility of the teacher in charge. • Management of suspected cases is included in the camp risk assessment document. • Students are encouraged to conduct a rapid antigen test on the morning of the camp.
<p>Ventilation – Management of outdoor and indoor spaces</p>	<ul style="list-style-type: none"> • Increase fresh air into indoor spaces. Keep all windows, doors and vents open as much as possible. • The use of recycled air conditioning will be eliminated or minimized until the indoor conditions become counter conducive to the provision and the experience of good teaching and learning. Indoor temperature conditions will be monitored to ensure that students and staff are not exposed to the health and safety risks associated with over-heating. Such as headache, reduced concentration and feeling lethargic. • Door jambs should be used where possible to keep air circulating and avoid the need to close and open doors. • Encouraging use of outdoor space. Maximise the use of outdoor learning areas or environments. • Exhaust fans are to be used as much as possible. • All available mechanical and natural ventilation options in bathrooms and kitchens should be operated for as much of the day as possible. • The use of air purifiers in areas that have limited opportunity for other forms of ventilation; windows that cannot be opened; where staff are unable to easily maintain physical distancing; used for activities that require higher levels of exertion; areas are required to hold a higher number of people for extended periods of time. • Maximise natural and/or mechanical ventilation in thoroughfares and minimise gathering in these spaces. • The use of enclosed spaces with little or no ventilation should be minimised, and limit numbers in the space. • Schools are encouraged to 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. • Staffrooms - Cutlery and crockery is to be washed with warm water and detergent or dishwasher. Staff will be expected to maintain a distance of 1.5m. • Staff should reduce as far as possible the use of common areas such as staff rooms. Staff should eat and drink outside wherever possible and practicable.

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<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Careful management of movement through entry points for student arrivals with access to hand sanitizer. • Use of floor markings to provide minimum physical distancing. • Staff to maintain 1.5m physical distance from other adults in staff rooms, offices and communal areas. • Opening as many entries and exit points to the school as is safe and allocating staff to ensure students are safely supervised. • Parents drop off only at designated areas. Operate a 'Kiss and Drop' protocol to avoid adult contact. • Consider staggered drop-off and pick up times. • Parents to enter school buildings only when essential. If they have to be inside, they must minimise their time and practice physical distancing. • Signage and rostering so that access to physical spaces can be appropriately managed. • Students should practice physical distancing where possible. Maintaining a physical distance of 1.5 meters will not always be practical in the school environment and may be particularly challenging in the younger years of primary school. • Reconfigure class spaces where possible, using available spaces. • Consider the use of outdoor areas, holding classes outside, staff to eat and meet outdoors, where possible. • Clear guidelines for staff on strategies and work practice changes to maintain physical distancing. • Workstations should be spaced out as much as possible, and the number of staff in offices limited. At least 1.5m apart. This might mean relocating staff to other spaces (e.g. library or unused classrooms). • Reconfigure workstations so that staff do not face one another. Use of shields or barriers where appropriate.
<p>Hygiene</p>	<ul style="list-style-type: none"> • Daily end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces, including some elements that were not cleaned every day prior to the coronavirus (COVID-19) pandemic. Such as benchtops, desks, doorknobs, taps, and handrails. • Avoid the use of shared equipment, in the event where this is not possible – regular cleaning routines are established. • Students to bring own food, drinks and water bottles for use on-site. Sharing of food is not permitted. • The use of communal water fountains/bubblers is permitted. • Clear signage throughout the building as a reminder for appropriate hygiene practices, cough etiquette: educate on and establish routine of washing hands with soap and water for 20 seconds or using hand sanitiser, when entering school, before and after eating and at regular intervals throughout the day.

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- Hand sanitiser stations available at entry points to classrooms and all areas where staff are permitted to work.
- All staff, students and visitors to schools should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students or where required.
- To prevent the spread of germs and viruses, computer devices and other school equipment held in the possession of the user must be cleaned and disinfected prior to being returned to the school and/or brought into the ICT Helpdesk Centre for repair.
- The user to establish a routine for cleaning and disinfecting their devices and equipment. When cleaning, ensure that germs, dirt and organic matter is removed from the surfaces. Cleaning allows the disinfectant to work effectively to remove germs and viruses.
- Clean and disinfect frequently used objects such as computers, photocopiers and sports equipment with detergent solution or detergent/disinfectant wipes.
- Avoid sharing of equipment such as phones, desks, headsets, offices etc. All Office phones to cleaned regularly. Provide staff with their own personal equipment, labelled with their name.
- Reduce use of shared towels and sponges in kitchen areas. Paper towels to be available.
- School Canteen will re-open. Metro Canteens must comply by producing Covid Safe Plan from Victorian Government using the Industry Restart Guidelines (Hospitality).
- Playground equipment can be used by students. Students should practice hand hygiene before and after use.
- Cleaning of school buses after each use will continue to occur, as outlined on the 'School Bus Cleaning Sheet'.

Wearing of face masks

- Face masks are to be worn as per the directions of the Victorian Chief Health Officer. **See School Operations guide for current guidance.**
- Face masks are not required in any school settings from 11.59pm 22 April 2022.
 - Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk
 - Household contacts attending school who are over 8 years of age are required to wear face masks indoors unless they have a valid exemption.
 - Everyone including students aged 8 years and above must wear a face mask when travelling on school buses, public transport, taxis or ride share vehicles.
 - Face masks may used as an additional temporary risk-mitigation measure in exceptional circumstances, for example if a school experiences high levels of or prolonged transmission.
 - Face masks are recommended for use by staff and students when physical distancing of 1.5m cannot be maintained.

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	<ul style="list-style-type: none"> • Face masks must be worn when providing first aid or taking temperatures. • Visitors and parents must observe face mask requirements. • A face mask that covers the nose and mouth is now the only permitted type of face covering. To provide appropriate information on the use of face coverings and PPE • Re-usable face masks have been provided to all staff. Single use face masks are available to anyone onsite that requires a face mask. • Some students and staff may be exempt from wearing a face mask (lawful exemption). This may include those who have a medical condition, a disability, skin condition, problems with breathing or a mental health condition. • Staff and students attending camps and excursions will be required to meet any face mask requirements of an external provider/venue unless a lawful exception applies.
<p>Infectious Cleaning</p>	<p>The Department of Health does not consider deep cleaning as the primary or immediate infection prevention and control measure following a confirmed case or outbreak in schools.</p> <p>To support the delivery of an 'infectious clean' if it should be required, it is recommended that school staff working on site:</p> <ul style="list-style-type: none"> • keep their desks neat and tidy. • file important documents before they leave each day. • take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks). • do not leave food or food containers out in the open (such as tea bags, biscuits and fruit). • store away unused shared and loose items (such as toys, musical instruments and sporting equipment). • keep personal cutlery in a sealed container, not left out on a workstation.
<p>Community use of school facilities</p>	<p>School facilities can be used by the community, including play equipment, and for external hire.</p> <p>External providers are permitted to use or hire school facilities.</p> <p>When hiring out school facilities, vaccination information is only collected for workers and volunteers working for or on behalf of the school (see, section <i>vaccination requirements for visitors and volunteers performing work</i>).</p> <p>The School is no longer required to collect proof of vaccination from external providers who use or hire school facilities outside normal school hours e.g. those attending for the conduct of a state or federal election, or where the facility is hired, leased or operated by a community group e.g. community language schools, other community groups, for community sport.</p>

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Safety information and Training	<ul style="list-style-type: none"> • Health and Safety committee to continue to identify staff training requirements. • Safety information to be provided to staff as it becomes available.
Communications	<ul style="list-style-type: none"> • Maintain high level, high quality and relevant communication with school community through identified channels continue to keep staff, students and parents informed through normal (and additional) channels. <ul style="list-style-type: none"> • Knoxmail – Tuesday and Friday to wider community • Chambers – Monday and Thursday – Virtual Staff Briefing • Daily Check In – Student information point and wellbeing check in • Daily emails to parent and staff community on positive cases • Communicate key messages to students and parents with clarity and at regular intervals. • Provide age-appropriate education around COVID-19 through regular updates, visuals and written communications. Find out what the child knows and address any misconceptions. Explain COVID-19 in a way the child can understand. • At staff meetings, Principal to ensure all staff are aware of the health and safety measures that are in place.
Wellbeing & Support	<ul style="list-style-type: none"> • Provide a framework of wellbeing support to tune in to the child's feelings, validate and mitigate their concerns and don't forget to highlight the positives and things that are going well. • Parents and school leaders are strongly encouraged to go to eSafety.gov.au for specific advice regarding COVID-19. • School leaders will play a pivotal role in supporting students and staff to adopt new ways of operating, teaching and learning at this time. Providing a flexible model of learning that will allow for the school to pivot into Continuous Learning. • Encourage and sustain motivation for learning and supporting the development of personal and social capabilities of students as part of the curriculum. It includes re-engaging students and families where needed and implementing targeted strategies for at-risk cohorts. • It is important that school leaders and staff look after their own mental health and wellbeing by accessing support services available to them. • Pastoral Staff and Heads of School to work with School Psychologist to identify and support students and staff who exhibit signs of distress.

Resources:

www.coronavirus.vic.gov.au

<https://is.vic.edu.au/>

DET School Operations Guides