

Our COVID Safe Plan:

Business name:	CASEY GRAMMAR SCHOOL
Site location:	3 NEW HOLLAND DRIVE, CRANBOURNE EAST 3977
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COVIDSafe measures have changed but important practices will continue to be in place across Casey Grammar to ensure every possible effort is made to ensure staff and students are safe.

The COVIDSafe measures now focus on the 3Vs: - Ventilation, Vaccination and Vital COVIDSafe steps.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> • Wall mounted hand sanitiser units are installed in the entrance to all rooms, in corridors, toilets and office spaces. • Personal use hand sanitiser is readily available. • Social distancing to be enforced at all times. • The regular daily cleaning and sanitising regime occurs each day at the school with a focus on high risk areas such as staffrooms and bathrooms • Increased supply of soap and antiseptic wipes. • Rubbish bins available in all rooms for the disposal of sanitary wipes, paper towel and tissues. • Continue to promote the message of "Wash your hands", "Cover your cough and sneeze" throughout the school day and "The correct way to wear a mask" posters prominently displayed throughout the school campus in key gathering and entry areas.
Where possible: enhance airflow by opening windows and adjusting air conditioning and install Air Purifiers.	<ul style="list-style-type: none"> • Office doors to remain open for increased airflow and to reduce transmission on door handles and doorframes. • Additional windows to be opened during working hours to allow for optimum air flow. • Classroom windows and doors to be opened where possible and the use of air conditioning units within the buildings has been either limited or switched to circulate outdoor air only (where possible). • Air Purifiers have been installed in all classrooms and office areas
Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> • While recommended, face masks are no longer required in any school setting from 23 April, 2022. • Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk. • This means students in Grade 3 to 6, staff and visitors to the primary area are no longer required to wear face masks. • 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 of age are required to wear face masks when travelling on public transport, taxis or ride share vehicles. • Face masks may be reintroduced in the future as a temporary risk mitigation measure in exceptional circumstances if Casey Grammar experienced high levels of or prolonged transmission.
Provide training to staff on the correct use and disposal of PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> • All staff have been briefed on the correct protocols and their obligations in relation to stopping the spread by ensuring they do not attend work if feeling unwell and to advise the Principal immediately should they become aware of a positive case. • Staff are constantly reminded of these obligations by email from Leadership and posters erected around the site. <p>See Guidance for the Use of PPE in education setting</p> <ul style="list-style-type: none"> • All staff have completed the eLearn module School Infection Prevention and Control During Coronavirus (COVID-19).

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Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Staff can access staff rooms however social distancing is observed together with increased airflow through windows and doors being open. • No touch amenities have been installed wherever possible.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Environmental cleaning, ensure high touch surfaces are cleaned and disinfected regularly.	<ul style="list-style-type: none"> • Regular cleaning and sanitising occurs on a daily basis with a focus on high risk areas such as staffrooms and bathrooms. • Additional cleaning may be required if there is an outbreak of COVID-19. This will be advised by the Department of Health or a Local Public Health Unit based on risk assessment as part of an outbreak management plan.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • Bulk supply of hand sanitiser re-fill, personal use hand sanitiser, sanitary wipes, paper towel, disinfectant desk spray and antiseptic sprays have been purchased and are readily available for use. These can be ordered through the Maintenance Department. These will be placed in locations accessible to students, staff and visitors. • Bulk supply of industrial grade disinfectant used by the Commercial cleaners.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing	
On-site arrangements for school staff.	<ul style="list-style-type: none"> • All staff are required to return to work onsite unless otherwise agreed with their Line Manager • All staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures. • Air Purifiers have been installed in all classrooms and office areas Staff are encouraged to adapt and modify their classes to implement measures that may prevent or significantly reduce the risk of infection transmission including physical distancing of students, moving the class outdoors, increasing ventilation,, reducing the number of people in groups or activities or reducing the length of time of the activity.
Required actions for suspected cases in staff.	<ul style="list-style-type: none"> • Staff members who are unwell must stay home. • A suspected case means a person who is displaying one or more symptoms of COVID-19. The symptoms to watch out for are: <ul style="list-style-type: none"> ➢ Fever ➢ Chills or sweats ➢ Cough ➢ Sore throat ➢ Shortness of breath ➢ Runny nose ➢ Loss or change in sense of smell or taste ➢ Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea. • Staff members must report suspected cases to the Principal immediately. • 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: <ol style="list-style-type: none"> 1. Advise the staff member to self-isolate, by travelling home immediately. 2. Advise the staff member to be tested for coronavirus (COVID-19) as soon as practicable 3. Manage the risk posed by the suspected case, including by ensuring high-touch areas frequently used by the staff member have been cleaned since they were last on site, 4. Inform all staff on site (including the Health and Safety Representative) to be vigilant about the onset of symptoms. 5. Principals must notify staff and the school community through a daily email (where applicable) when a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had

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	<p><i>attended the school during their infectious period. The notification will include:</i></p> <ul style="list-style-type: none"> <i>Dates of attendance</i> <i>Affected group/cohort/year levels</i> <i>Any relevant extracurricular activities</i> <i>Advice to monitor if the person enrolled in the facility develops symptoms</i> <p><i>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.</i></p>
<p>Required actions for staff absences placing duty of care at risk</p>	<ul style="list-style-type: none"> <i>With the upcoming flu season and ongoing COVID risks a scenario may occur where there are large absences in staff numbers.</i> <i>Agency, temporary staff arrangements should be in place to minimise the impact to school activities and maintain duty of care.</i> <i>Agency, temporary staff should be trained in school policy and procedure to minimise the impact on the day with induction requirements – given the expected large absences of staff.</i> <i>Adequate resourcing of the daily planning should occur to provide for coverage and adequate supervision – with attention paid to before, after, classroom and yard duty roles.</i> <i>Awareness of the staffing numbers required to provide coverage and duty of care should be in place and where there is a significant number of staff away the Principal or their delegate should review and consider the return to asynchronous learning as maybe required.</i> <i>For Casey Grammar if the staff absence reported is at a level that the school or a particular year level cannot operate safely the Principal should be alerted and a review of the provision on campus activities undertaken and a decision on asynchronous learning fully considered.</i> <i>Arrangements for their care should be in place for those students who cannot return to asynchronous learning.</i> <i>Staff, parents/carers will be informed about the COVIDSafe measures that will be in place should the school be at risk of providing adequate supervision and the communication methods for return to asynchronous learning so they are prepared for this to occur.</i>
<p>Establish a system to screen employees and visitors before accessing the workplace.</p>	<ul style="list-style-type: none"> <i>All visitors are required to present at reception and sign in via the schools PassTab system.</i> <i>Social distancing requirements are enforced, and additional care taken with sanitising and cleaning these areas.</i> <i>Authorised visitors to the school grounds must comply with physical distancing and COVIDSafe measures in place..</i>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <i>All staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures.</i> <i>Barrier safety screens have been installed at the front office reception desk.</i>
<p>Physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> <i>Classroom desks are spaced at least 1.5m apart where practicable.</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <i>All staff have been allocated socially distanced workspaces and will continue to implement other social distancing measures.</i> <i>Employee workstations have been spaced out and re-configured so no staff members are face to face.</i>

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Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> • Non-contact greetings are encouraged. • Staff and student messaging is for planning and activities to continue to be mindful of congestion. This has been established through online staff meetings and assemblies taking place either online or with smaller groups of students which will ensure no congestion occurs.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> • Staff are briefed on key behaviours required for reducing the risk of transmission including staying home when unwell, performing regular hand hygiene, social distancing where possible, coughing or sneezing into their elbow or a tissue and avoiding congestion in confined spaces. • Staff are constantly reminded of these obligations by email from Leadership and posters erected around the site.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> • All deliveries to be delivered to reception, so they can be monitored. Contactless delivery and invoicing has been set up with social distancing adhered to at all times.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<ul style="list-style-type: none"> • Increased signage around the school grounds and within buildings. • Communications via email and newsletter to the school community to remind staff, students and families of their responsibilities to contain the spread.
Camps, assemblies, award ceremonies and other large gatherings	<ul style="list-style-type: none"> • COVIDSafe measures will be enforced at all camps, assemblies, award ceremonies and large gatherings to be held at Casey Grammar. • Prior to a student attending a camp or overnight stay, parents/carers will be informed about the COVIDSafe measures (via Consent2Go) that will be in place during the camp or activity and must provide permission for their child to attend. • Parents/carers will be informed that if a confirmed or probable case is present at the camp while infectious, others attending the camp may be identified as household-like contacts. This will depend on the sleeping, living, and dining arrangements. Household-like contacts are still permitted to participate in camp as long as they wear a mask when indoors (if aged 8 years and above or have a valid exemption) and complete 5 rapid antigen tests within the 7 day period that would have been their quarantine period. • Students in the Senior School are strongly encouraged to conduct rapid antigen testing at camps consistent with the twice a week schedule that is encouraged when attending for a normal school week.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> • All visitors are required to present at reception and sign in via the PassTab system. • The school keeps a record of the name, contact details, date, and time of attendance at the school.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • Staff are mandatorily aware of how to and where to report OH&S incidents when they occur. • The School Nurse is responsible for maintaining the register of OH&S incidents in accordance with the School’s OH&S Policy. • All staff have been provided with information on the school’s Employee Assistance Program.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Management of suspected cases of COVID-19	<ul style="list-style-type: none"> • The school has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well should stay home and seek medical advice if needed. • If an individual is to test positive, they must contact the Principal immediately and isolate for 7 days and not attend school during that period. • Staff, students and parents have been notified that they should remain at home if they remain symptomatic unless it is known that their symptoms are ongoing or caused by an underlying health condition or medication.

Guidance	Action to prepare for your response
<p>Cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • <i>Students or staff who have been COVID positive can safely return to school if they are re-exposed within 12 weeks of ending their self-isolation period.</i> • <i>Where a student of staff member is 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 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. Household contacts are required to inform the school that they are attending during the 7 day period.</i> • <i>Staff and students who are considered to be a close contact will be required to undertake daily rapid antigen testing five times within the 7 days. They will be required to wear a face mask when indoors (if aged 8 years and above or unless they have a valid exemption). It is recommended that close contacts avoid interaction with people at high risks.</i> • <i>Cleaning arrangements should return to a business as usual cleaning scope.</i> • <i>In the event of an outbreak the Principal or their delegate will complete a Risk Assessment to determine which parts of the site should be cleaned. The directions of the Department of Health will also be followed if there is an outbreak.</i> • <i>To assist in the event of an 'Infectious clean', all on-site staff are advised to:</i> <ul style="list-style-type: none"> ➢ <i>Keep their desks neat, tidy and file important documents before they leave each day;</i> ➢ <i>Take personal belongings home each day (e.g. jackets, shoes, hats, gloves and masks);</i> ➢ <i>Do not leave open food containers out in the open (e.g. tea bags. Biscuits, fruit etc)</i> ➢ <i>Keep personal cutlery in a sealed container and not leave it out on their workstation;</i> ➢ <i>Take laptops and iPads home each night.</i>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • <i>It is important that any staff member who becomes unwell while at school gets tested and returns home.</i> • <i>If suspected case is a staff member, the staff member will be requested to leave the site and go directly home.</i> • <i>If unable to travel home immediately, the staff member will be isolated at work in a safe area physically distanced from other staff. It is important to follow hand hygiene, physical distancing and wearing a surgical mask while isolated on site.</i> • <i>The staff member's work area will be quarantined and sanitised immediately.</i> • <i>The staff member will be asked to be tested for COVID-19 and told to self-isolate until test results are confirmed.</i> • <i>If testing negative, the staff member may return to work when feeling better, cleared and asymptomatic.</i> • <i>If testing is positive the staff member will be isolated/quarantined for 7 days and not attend school during that period.</i> • <i>Cleaning of the affected areas will be carried out as per the schools scope.</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>The Communication Tree will be enacted to ensure all staff are made aware that there is a confirmed case.</i> • <i>Email communication will be distributed to all parents/carers and guardians of all students to notify them of a positive case within the community and that they should monitor for symptoms.</i> •

<p>Mental health and wellbeing.</p>	<ul style="list-style-type: none"> • The Principal and the Leadership team are encouraged to: <ul style="list-style-type: none"> ➤ check-in with all staff, on how they are feeling and establish communication processes. ➤ Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the work that is to be delivered. ➤ Allow time for staff to access the relevant information, instruction and training, as well as wellbeing sessions. ➤ Encourage staff to use EAP and other supports and resources available. ➤ Ensure there are adjusted return to work strategies for people on sick leave or WorkCover. • Staff are encouraged to: <ul style="list-style-type: none"> ➤ Explore opportunities for socialisation where necessary to enable staff to come together, feel supported and part of the team, while still maintaining social distancing and safe hygiene practices. ➤ Access individualised support through the EAP including online content and video conferences. ➤ Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the work to be delivered. ➤ Access support services offered such as DET, ISV and vic.gov.au. <p>Resources:</p> <ul style="list-style-type: none"> • DET Employee Health, Safety and Wellbeing Support for Schools • Independent Schools Victoria • ISVConnect • DHHS <p>Contacts:</p> <ul style="list-style-type: none"> • Lifeline – 1311 44 • Beyond Blue - 1800 512 348 • Mensline Australia - 1300 78 99 78 • Mental Health Foundation Australia - 1300 643 287
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Guidance	Action to prepare for your response
Vaccination	
<p>COVID-19 Vaccination.</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.</p> <ul style="list-style-type: none"> • Staff must have received, or have a booking to receive, a third dose of a COVID-19 vaccine on or before 25 March 2022 • Staff required to be vaccinated, but unable to receive their third dose by the nominated deadline because they are recovering from a recent COVID-19 infection, have an additional four months from the end of their isolation period to receive their third dose. Staff should note that following the expiry of their temporary medical exemption, they will have a maximum of two weeks to receive their third dose. <p>Further updates will be provided once more information is received from DHS.</p>

I acknowledge that I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed

Name: FIONA WILLIAMS

Date: 14/6/22