



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## COVID Safe Plan v15

### COVID Safe Plan

Business name: Catholic Regional College Caroline Springs  
 Site location: 10 – 28 College Street Caroline Spring  
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Document current as of 30 July 2021. For more information go to [School Operations Guide \(Term 3 28 July 2021\)](#).

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Vaccinations</b>	
Eligibility for staff COVID vaccinations	Eligibility for staff COVID vaccinations
<b>Hygiene</b>	
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"> <li>– Infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building should have hand sanitiser and disinfectant wipes provided in entrances and occupied rooms.</li> <li>– Supply is being checked at the start and end of each day.</li> <li>– Cleaning contractor arrangements to include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces 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 on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors.</li> <li>– Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors.</li> <li>– Infrastructure to ensure an ample supply of &gt; 60% alcohol-based hand sanitiser is available.</li> </ul> <p>For more information: <a href="#">Infectious Cleaning Guidelines</a>.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Staff have been requested to keep doors and windows open where practicable</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 &amp; doors to promote airflow wherever 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. (ie if you have the option to select either outside/fresh air or recirculated air, you must select outside/fresh air and keep doors/windows open)</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 that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>Staff are being briefed on face mask requirements for the workplace, including the need for masks to be fitted over the mouth and nose.</li> <li>School staff and secondary school students aged 12 or older must wear a face mask indoors and outdoors when at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies.</li> <li>Children under 12 years of age and students at primary school are not required to wear face masks when at school, or when attending an OSHC program.</li> <li>Face masks are mandatory for all school staff and school students aged 12 or older on public transport and when in taxis or ride share vehicles. This includes travelling to and from school on public transport or in a vehicle with others not from your household.</li> <li>For the purpose of communication, teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can.</li> <li>Visitors and parents must also observe face mask requirements.</li> </ul> <p><b>Face masks during school sport:</b></p> <ul style="list-style-type: none"> <li>Students can remove face masks when engaged in any strenuous exercise.</li> <li>Schools are <b>strongly encouraged</b> to maximise the use of outdoor environments for school sport and physical activity, particularly during periods of community transmission.</li> </ul> <p>For more information: <a href="#">DHHS guidance on face coverings</a>.</p> <ul style="list-style-type: none"> <li>Spare masks are available at reception</li> <li>Use of face coverings is monitored and a record of lawful exceptions maintained.</li> <li>First aiders have access to additional PPE, including gowns, gloves and eye protection</li> <li>Cleaners have access to additional PPE, including gowns, gloves and eye protection</li> <li>Maintenance staff to have access to additional PPE when working in close proximity cannot be avoided</li> <li>The college will monitor use of face masks and maintain a record of lawful exceptions.</li> </ul>
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Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</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> <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 or sprays to clean notebook &amp; desk between different users and at the end of the day.</li> <li>Carry a fitted face mask at all times and wear a fitted mask in line with government requirements</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 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>

<b>Replace high-touch communal items with alternatives.</b>	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible.</li> <li><input type="checkbox"/> To clean items that cannot be immersed in water: e.g. electrical equipment with a 60% or greater alcohol wipe or hand sanitiser and air dry.</li> <li><input type="checkbox"/> To clean items that can be immersed in water wearing heavy-duty gloves. Thoroughly scrub with hot water and soap or detergent. Then rinse in hot water (not &lt;70°C).</li> </ul> <p>For more information:</p> <p><a href="#">Infectious Cleaning Guidelines.</a></p> <p><a href="#">Enhanced School Cleaning Guidelines.</a></p>
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</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>- Regular preventative cleaning is in place.</li> </ul> <p>For more information:</p> <p><a href="#">Infectious Cleaning Guidelines.</a></p> <p><a href="#">Enhanced School Cleaning Guidelines.</a></p>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<ul style="list-style-type: none"> <li>- Cleaning contractor arrangements to include performing a thorough daily COVIDSafe routine clean of all buildings' surfaces 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> <li>- Adequate supplies are in place.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<ul style="list-style-type: none"> <li>- Staff must stay at home if they are not well; signage at the entrance of the college forbids any visitors from entering if they are not well, all staff and visitors must complete a declaration as part of the sign-in process confirming they have no symptoms.</li> </ul> <p>Upon arrival at the campus or office staff, students, visitors and contractors to be 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 who has returned from overseas in the last 14 days.</li> <li>- Been in close contact with someone with a confirmed case of covid-19.</li> </ul> <p>If upon arrival or during the day anyone exhibits COVID-19 symptoms, they will be immediately isolated. An incident report will be completed and the person encouraged to self-isolate until they can be tested and receive the result.</p> <p>Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene.</p>

<p><b>Establish a system for managing visitors and large events</b></p>	<p><b>Note: events, assemblies formal and community use of facilities are not allowed during the restriction period</b></p> <p><b>Visitors</b> The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. Visitors who would have previously signed in using Passtab must continue to do this <b>in addition to</b> the QR Code sign-in.</p> <p>All schools are required to have QR codes in place as soon as possible, with full operational use and compliance required by 24 June 2021. This will continue into Term 3 until further notice.</p> <p>QR code check ins <b>are required</b> to be used by:</p> <ul style="list-style-type: none"> <li>• all visitors on school site (including contractors, external MACS staff and building and maintenance staff)</li> <li>• all parents who enter school buildings when on school site</li> <li>•</li> </ul> <p>QR code check ins <b>are not required</b> to be used by:</p> <ul style="list-style-type: none"> <li>• staff</li> <li>• students</li> <li>• parents who come onto school grounds for drop off or pick up, but do not enter buildings.</li> </ul> <p>The school can permit parents to enter buildings on-site for student pick up and drop off providing sufficient QR code locations can be identified and utilised to ensure parents are able to check in. <b>Where this is not possible, parents should not be permitted to enter buildings for pick up and drop off.</b></p> <p>Out of School Hours Care programs (OSHC) are also subject to the new QR code requirement and must register for their own codes and enforce check ins for visitors at their sites. OSHC programs operating in schools will need to register for a unique and separate QR code and are not permitted to use the school QR code for this purpose.</p> <p><b>Non-essential visitors are not permitted.</b> Density limits must be applied to any spaces accessed and record keeping obligations must be adhered to by any visitors attending the school site.</p> <p><b>Non-essential meetings, gatherings and assemblies</b> (that are attended by individuals other than staff and students) should be deferred or held remotely</p> <p><b>School tours</b> for prospective students and their families are not permitted</p> <p><b>Camps and overnight stays</b> can take place across Victoria with no travel restrictions. Multiple schools can attend camps providing school groups remain separated and do not share common facilities at the same time.</p> <p><b>Incursions</b> are not permitted</p> <p><b>Interschool activities (including interschool sport)</b> are not permitted. Provision of VCE/VET/VCAL is not considered an interschool activity, and <b>is</b> permitted.</p> <p>Record keeping for contact-tracing purposes is required for school activities involving external visitors and/or the wider school community. Schools are required to use the Victorian Government QR Code Service for attendees to 'Check-In' to school events and activities.</p> <p><b>Staggered start and finish times</b> can be implemented in schools if deemed appropriate at the Principal's discretion</p>
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<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>Common rooms in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every 4 square metres.</li> <li>Floor marking will be introduced to maximise physical distancing.</li> <li>Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times.</li> <li>Shields, barriers and signage will be considered as part of the control measures.</li> </ul> <p><a href="#">Health and safety advice for schools reference.</a></p>
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Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that students do not face one another.</b></p>	<ul style="list-style-type: none"> <li>Modify the alignment of student desks/tables so they do not face each other</li> <li>Student desks/tables to be spaced out at a minimum of 1.5 metres between each chair for assessments.</li> </ul> <p><u>Note density limits do not apply in classrooms and other spaces for purposes of student use.</u></p>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>Schools must implement actions to reduce the congregation of adults around the school and reduce congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours.</li> <li>Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing.</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 detailed in this plan.</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> </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 'four square metre' rule.</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 and good hygiene practices.</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>Staff &amp; Students are being encouraged to maintain physical distancing arrangements from adults on site.</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>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 four square metres" rule.</li> <li>Only have one person in small work areas.</li> <li>Avoid shaking hands, hugging or touching others.</li> <li>Large gatherings indoors are permitted as long as the appropriate limits on numbers are observed</li> <li>Hold essential meetings outside in the open air if possible. Indoor meetings will be held via online sessions if appropriate</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> </ul>

	<ul style="list-style-type: none"> <li>– Practise the hygiene and cleaning protocols detailed in this plan.</li> <li>– Limit mixing of staff and students where possible</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>For more information: <a href="#">DHHS guidance on hygiene and physical distancing</a>.</p>
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<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b>	<ul style="list-style-type: none"> <li>– Floor marking and signage will be used wherever possible, to promote physical distancing.</li> </ul>
<b>Modify the alignment of workstations so that employees do not face one another.</b>	<ul style="list-style-type: none"> <li>– Workstations, classrooms and reception areas will 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 is in place as part of the control measures.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Review delivery protocols to limit contact between <a href="#">delivery drivers</a> and staff.</b>	<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 detailed in this Plan.</li> <li>– Designated delivery areas are being clearly signposted at entry points to minimise contact.</li> <li>– Staff &amp; visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times.</li> </ul>
<b>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 '<a href="#">four square metre</a>' <a href="#">rule</a>.</b>	<ul style="list-style-type: none"> <li>– Approved signage for Schools &amp; Offices is placed in clear and visible locations to promote physical distancing and good hygiene practices.</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 and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>Everyone on site must sign in and out using the visitor management system, even if they are rostered to be at the school, to enable fast handover of records for contact tracing if necessary.</i></p> <ul style="list-style-type: none"> <li>At the beginning of each work day, administration staff to check that visitor, contractor, staff and student sign-in records are updated for contact tracing purposes.</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> </ul> <p>Upon arrival at the school/office all visitors, contractors, staff and students 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> <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>Recommendation is for parent/carer to obtain medical certificate to confirm it is safe for the student to attend school if they exhibit symptoms arising from hayfever/asthma.</p> <p>Where the school is hosting a public event where it is not practical to sign in to the visitor management system, allow visitors to use the Vic Govt QR Code by displaying one or more of these in the agreed sign in area.</p>

Guidance	Action to ensure effective record keeping
<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 a staff meeting.</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>. Medical advice and testing should be sought immediately.</li> </ul> <p><b>If a staff member is diagnosed with COVID-19, this must be reported to the DHHS and WorkSafe Victoria by calling 13 23 60.</b></p> <ul style="list-style-type: none"> <li><b>Staff must not return to work until medically cleared to do so.</b></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><a href="#">Coronavirus reactive closure: steps for principals</a></li> <li><a href="#">Coronavirus: School Closure – Reactive Communications Pack</a></li> <li>The school has considered: <ul style="list-style-type: none"> <li>preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results.</li> <li>key dependencies.</li> <li>delivery of essential services</li> <li>communications during a critical incident.</li> </ul> </li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>Administration staff will be able to provide visitor, contractor, staff &amp; student records from the period of 48hrs prior to the onset of symptoms in a suspected case of COVID-19 to DHHS. This will assist with contact tracing should someone test positive.</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>– School will follow direction provided by DHHS regarding partial or full school closure</li> <li>– For more information: <a href="#">CECV Infectious cleaning guidelines</a></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:</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 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>For more information:</p> <ul style="list-style-type: none"> <li>– <a href="#">Coronavirus Reactive Closure: Steps for Principals</a></li> <li>– <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a>.</li> <li>– <a href="#">CECV Infectious Cleaning Guidelines</a>.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>– Follow the <a href="#">Coronavirus: School Closure – Reactive Communications Pack</a> and <a href="#">Coronavirus reactive closure: steps for principals</a></li> <li>– 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>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>– 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 completion of the <a href="#">online form</a>.</li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>In accordance with advice from the DHHS</p> <ul style="list-style-type: none"> <li>– DHHS and WorkSafe must be notified that the workplace is reopening.</li> </ul>
<p><b>Travel</b></p>	



<p><b>Excursions/Camps/Retreats</b></p>	<p>The teacher in charge takes on the role of COVIDSafe Officer for the excursion, or nominates another teacher/staff member</p> <p>Obtain the COVIDSafe plan of each venue and do not proceed if you are not satisfied that the activity can take place safely</p> <p>Check and confirm that total number of students, staff and volunteers attending can be accommodated in line with each venue's nominated capacity limits</p> <p>Follow the advice of venues and responsible persons for activities, and ensure that advice is consistent with the school's understanding of requirements.</p> <p>Staff leading the excursion will develop a COVID Safe plan for the excursion, including consideration to aspects such as; hygiene, physical distancing, PPE, cleaning requirements, record keeping, managing a suspected or confirmed case, and communications. (Relevant sections of the school's COVIDSafe plan can be used and/or modified as needed.)</p> <p>Evaluate COVID risks in the excursion planning process and do not proceed if you are not satisfied that it will be COVIDSafe</p> <p><u>Excursion planning and approval:</u></p> <p>Check availability of relevant facilities, for example water fountains and arrange additional water if they are not available and or students/staff to bring sufficient amounts if the school is not supplying this</p> <p>If the activity is sporting/recreation related, follow additional advice in the School Operations Guide</p> <p>Plan for sufficient quantities of PPE to cover the time span from school departure until return to school / conclusion of the activity. Estimate the amount of additional PPE (face masks, wipes, sanitiser, first aid PPE) that is needed and ensure the school has sufficient stocks available, or that there is sufficient lead time to order more</p> <p>Take sufficient spares of water, water bottles and toiletries (toothpaste/ toothbrushes?) to eliminate the sharing of these items if students/staff have forgotten to bring their own</p> <p>If the activity is deemed to be high risk from a COVID perspective, arrange an alternative activity that can provide the same (or similar) outcomes</p> <p>If the total number of students exceeds 20, determine how it can be managed in groups of 20 or less to minimise the numbers that may need to be isolated in the event of a suspected case</p> <p>Have a clear plan in place for how an activity/excursion will be terminated ahead of schedule if there is a report of COVID symptoms while on the excursion:</p> <p>In the event of a suspected case, remain at the location where the suspected case has been identified (ensuring appropriate levels of supervision are maintained), contact DHHS and follow advice from DHHS. Ensure the following is prepared prior to the excursion to ensure prompt action in the event of a DHHS isolation request, or request to return from the excursion early</p> <ul style="list-style-type: none"> <li>• Communication to parents/carers to inform them of the situation</li> <li>• Communication to transport hire companies and other providers if this occurs</li> </ul> <p><u>Parental permission for an excursion, as per this COVID plan encompasses:</u></p> <ul style="list-style-type: none"> <li>• the requirement for the student to be well in order to attend any off-site activity</li> <li>• the need for parents/carers to be available to pick up their child in the event of the onset of COVID symptoms if DHHS advises that all students should be picked up</li> <li>• permission for temperature check prior to departure of the excursion (and noting students will not be able to depart if they have a temperature, state they are not feeling well, or if the teacher in charge determines the student appears to be unwell)</li> <li>• permission for a daily temperature check for multiple-day excursions, and at any time while away if the teacher in charge determines the student appears to be unwell</li> </ul> <p><u>Staff/student briefing:</u></p> <p>Ensure all staff and students are briefed on standing requirements (physical distancing (no spontaneous hugs, hand shaking group huddles, etc), PPE, when and how to wear a mask and other PPE) and any additional requirements resulting from the activities and locations for the excursion</p>
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	<p>Remind staff and students that if they are feeling unwell they must not attend school or the excursion</p> <p>No sharing of water bottles, food or personal items (such as soap, toothpaste, toothbrushes)</p> <p><u>During the excursion:</u></p> <p>Keep a record of attendance for each venue/activity if this differs from the excursion plan.</p> <p>Follow venue protocols for wearing face masks on public transport and in nominated venue types, practice good hygiene at all times and observe physical distancing limits wherever practicable; eg face masks to be worn for outdoor activities where physical distancing is unlikely</p> <p>Check in with the students and staff at least twice daily to ensure everyone is well and not showing any COVID related symptoms</p> <p>Wipe any equipment and high touch items on arrival and during the activity as frequently as needed</p> <p>Check and remind students that personal items must not be shared</p> <p><u>At the conclusion of the excursion:</u></p> <p>Do a final check that all staff and students are feeling well before dismissal</p>
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I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 

Name: Jamie Madigan  
Position: Principal

Date: 30 July 2021