

# COVID-19 Safety Management Plan (COVIDSafe Plan)

KEY CHANGES IN THIS DOCUMENT ARE HIGHLIGHTED IN YELLOW

School Details	Details
Name of School	Craigieburn Secondary College
Date COVIDSafe Plan last reviewed	18 <sup>th</sup> October 2022
Name of health and safety representative	Karen Ray
Name of principal or delegate	Kate Morphy delegate James McGavisk
School Health and Safety Committee details (where relevant)	James McGavisk / Karen Ray

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, outlines the key health and safety risks, and links to the latest guidance. The COVIDSafe Plan also links to the strategies described in the [COVID-19 Advice for Victorian Government Schools](#) and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). The latest Coronavirus (COVID-19) advice for schools is available at [COVID-19 advice for schools \(education.vic.gov.au\)](#).

The [COVID-19 Advice for Victorian Government Schools](#) provides detailed advice and guidance about these controls and supports, and should be read together with this COVIDSafe Plan. The [coronavirus \(COVID-19\) advice for schools](#) is evolving over time and the [OHS guidance and supports](#) will be continually reviewed and updated as required.

As the pandemic orders end, the shift is to public health recommendations and individual responsibility. Health and safety obligations remain. Employers should support employees and others to meet these recommendations. Employees have a duty while at work to take reasonable care of their own and others' health and safety.

Principals must consult with their local health and safety representative(s), health and safety committee(s) (HSC) (if applicable) and school staff to implement the recommended controls to the maximum extent reasonably practicable. Contact your [Regional OHS Support Officer](#) for assistance with local consultation if required.

Your local [Regional OHS Support Officers](#) and the Department's [OHS Advisory Service](#) are available to provide support to your school to implement the latest guidance, tailor this COVIDSafe Plan to your setting if required, for suggestions on establishing effective controls, or assist with access to supports, advice and resources.

The DET COVID-19 hotline ([1800 338 663](#)) is available for all Department staff, contractors, and parents 8.30am to 5.00pm Monday to Friday (excluding public holidays) for any questions, queries, or concerns. Employees may also access the guidance at [COVID-19 Advice Line - FAQs](#).

Employees are encouraged to use [eduSafe Plus](#) to report hazards, incidents and mental and physical injuries; to ensure effective and timely resolution of OHS issues; as well as to escalate issues for further support when required. eduSafe Plus reports are being centrally monitored to ensure that timely and effective support can be provided.

If you or your family need support, personalised over-the-phone or video counselling is available 24/7 through the [Employee Assistance Program \(EAP\)](#). This service is available to all school staff and their immediate families (aged 18 years and over). Staff can book by calling [1300 361 008](#) or by using the live chat function on the [Lifeworks' Australia website](#).

This plan covers the key risk of COVID-19 infectious disease ('infection prevention and control').

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<b>Infectious Disease (Infection Prevention and Control)</b>	Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.	<b>Safety Information and Training</b> <ul style="list-style-type: none"> <li>Ensure staff complete the School infection prevention and control during coronavirus (COVID-19) LearnED module on <a href="#">eduPay</a> and <a href="#">FUSE</a>.</li> <li>Large face-to-face meetings or events can go ahead, but COVIDSafe measures should be promoted and implemented, including:               <ul style="list-style-type: none"> <li>Ventilation</li> <li>Recommending that face masks are worn</li> <li>Considering recommended density limits of the room or venue to maintain physical distancing</li> </ul> </li> </ul>	<b>Safety Information and Training</b> <ul style="list-style-type: none"> <li>Monitor completion levels of the LearnED module and ensure staff have sufficient time to complete the module.</li> <li>Meeting organisers may decide to change an in-person event to a virtual event, or offer a virtual option, based on the participants or any particular risks or concerns, and/or to safeguard business continuity.</li> </ul>
		<b>Ventilation</b> <ul style="list-style-type: none"> <li>Schools must ensure air purifiers are in use and are required to increase fresh air flow into indoor spaces whenever possible, refer to the <a href="#">Ventilation and Air Purification Policy</a>.</li> </ul>	<b>Ventilation</b> <ul style="list-style-type: none"> <li>Use the <a href="#">How to use an air purifier fact sheet</a>.</li> <li>Schools are encourage to use the <a href="#">Promoting airflow</a> posters in classrooms</li> <li>For further assistance, contact the Victorian School Building Authority on 1800 896 950 or email <a href="mailto:airpurifiers@education.vic.gov.au">airpurifiers@education.vic.gov.au</a>.</li> </ul>
		<b>Vaccinations</b> <ul style="list-style-type: none"> <li>Staff and students are strongly recommended to ensure they keep up-to-date with all recommended and available COVID-19 vaccinations.</li> </ul>	<b>Vaccinations</b> <ul style="list-style-type: none"> <li>Staff are provided with paid time off to access vaccination appointments.</li> </ul>

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		<p><b>COVID-19 Testing</b></p> <ul style="list-style-type: none"> <li>Free rapid antigen tests are available for all staff and students. Consider taking RAT before attending a workplace, including schools, sensitive settings or visiting people at higher risk of severe illness.</li> <li>If <b>symptomatic</b>, it is recommended that students and staff should use a rapid antigen test.</li> <li><u>Staff</u> are requested to report a positive COVID-19 test result to their school using <u>eduPay</u> on the day they receive a positive test result.</li> <li><u>Students</u> or their <u>parents</u> should report a positive result to their school, either through the <u>COVID test portal</u> or by phone or written notification.</li> <li>Refer to the <u>COVID-19 Advice for Victorian Government Schools</u>.</li> </ul>	<p><b>COVID-19 Testing</b></p> <ul style="list-style-type: none"> <li>Schools continue to be supplied with rapid antigen tests. Refer to <u>COVID-19 Advice for Victorian Government Schools for the procedure</u>.</li> <li>Communicate the rapid antigen testing instructions using the <u>“how-to” video</u> which is translated into 33 languages</li> <li>All RAT stock needs to be utilised by the end of Term 4, 2022 or sent home with students. RATs need to be stored under 30 degrees Celsius, and stock left in unairconditioned building over the summer holidays may not be viable for Term 1, 2023.</li> <li>Schools can review their individual test allocation and track delivery through the <u>test dispatch data portal for schools</u> (login required). This data is updated daily. For questions regarding the delivery or supply of rapid antigen tests for your school, please contact the <u>Schools Procurement Branch</u>.</li> </ul>
		<p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>Staff and students who wish to wear face mask should be supported to do so, and schools should continue to make face masks available for staff, students and visitors. Current advice from the Victorian government is available at <u>Face masks</u>.</li> <li>The Department of Health recommends that masks should be worn by a person who has COVID-19 for at least 7 days after a positive test and close contact of someone who has tested positive for COVID-19 when leaving home.</li> </ul>	<p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>School should check expiry dates before use and dispose of any expired masks if required.</li> </ul>
		<p><b>Standard precautions</b></p> <ul style="list-style-type: none"> <li>All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell.</li> <li>Schools should consider infectious disease risks, including in relation to COVID-19, when conducting the standard risk assessment for non-classroom-based activities and extra-curricular activities, refer to the <u>Excursions Policy</u>.</li> </ul>	<p><b>Standard precautions</b></p> <ul style="list-style-type: none"> <li>Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate).</li> <li>All staff, students and visitors to schools should practice good 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 where required.</li> </ul>

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			<ul style="list-style-type: none"> <li>When planning extra-curricular activities, plan for the risks that may arise and the controls that you will implement if they do (e.g. a staff member or student tests positive to COVID-19).</li> </ul>
		<p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>Staff and students shall practise physical distancing 1.5m to the extent that is reasonably practicable.</li> </ul>	<p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>Remind staff, students and visitors to maintain physical distancing from each other.</li> </ul>
	A confirmed case of COVID-19 among staff and students	<ul style="list-style-type: none"> <li><u>Students</u> who report a positive result are recommended to isolate for a minimum of 5 days and not attend school until their symptoms have resolved.</li> <li><u>Staff</u> should report the result of a positive test and request special leave through the eduPay portal. Staff who report a positive result are recommended to isolate for a minimum of 5 days and not attend school during that period until their symptoms have resolved.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <u>COVID-19 Advice for Victorian Government Schools</u> for reporting procedure and further guidance</li> <li>Refer to <u>Guidance on providing a safe space for isolating unwell staff or students</u>.</li> </ul>
	Vulnerable workforce or students may be at higher risk of contracting the virus	<ul style="list-style-type: none"> <li>Schools must ensure students with medical needs have an up-to-date Student Health Support plan and accompanying condition-specific health management plan.</li> <li>Employees should seek advice from their medical practitioner about working onsite and any additional booster doses of vaccine they are recommended to receive.</li> <li>For more information refer to the <u>COVID-19 Advice for Victorian Government Schools</u></li> </ul> <p><b>Additional controls for specialist schools established for students with a physical disability</b>  <b>Aerosol generating procedures (AGPs)</b></p> <ul style="list-style-type: none"> <li>A site-specific risk assessment is conducted for those schools where staff conduct AGPs.</li> <li>On-site training is provided by a qualified occupational hygienist for staff who performed AGPs on the appropriate donning, doffing and fit-checking to ensure respiratory protection and fit-testing.</li> </ul>	<ul style="list-style-type: none"> <li>The <u>Medical Advisory Service</u> is a specialised support service for principals to help them fulfil their responsibilities in relation to employee health.</li> <li>Refer to the <u>Health Care Needs</u> policy for further information on the student health support planning process.</li> </ul> <p><b>Additional controls for specialist schools established for students with a physical disability</b></p> <ul style="list-style-type: none"> <li>Contact <u>employee.covid.support@education.vic.gov.au</u> for further site-specific advice and support.</li> <li>Ensure <u>signage on appropriate donning and doffing sequence</u> is display at all donning and doffing area.</li> </ul>

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		<p><i>Medical procedures</i></p> <ul style="list-style-type: none"> <li>• Signage, respiratory fit-testing, and specific N95 respirators being supplied to staff who have the potential to be in close contact with students while performing medical procedures.</li> </ul> <p><i>School cleaning</i></p> <ul style="list-style-type: none"> <li>• More frequent cleaning protocols will continue in line with relevant standards.</li> </ul>	
		<p><b>Additional controls for staff working in youth justice and health facilities</b></p> <ul style="list-style-type: none"> <li>• Refer to COVID-19 Management Plan for Youth Justice Custodial Staff and relevant health settings' COVIDSafe Plans for site specific COVID-19 control measures and requirements.</li> </ul>	

**DET USEFUL CONTACTS**

Support Area	Phone
Employee Assistance Program (EAP)	1300 361 008
DET COVID-19 Hotline	1800 338 663
Principal Advisory Service	7034 6777
Cleaning	1300 842 754 or <a href="mailto:cleaning@education.vic.gov.au">cleaning@education.vic.gov.au</a>
Incident Support and Operations Centre (ISOC)	1800 126 126
Employee Conduct Branch	7022 0005
Vaccinations (COVID-19)	Teaching Service queries: Schools People Services: 1800 641 943 Visitors and Volunteer queries: OHS Advisory Service: 1300 074 715
Regional OHS Support Officers	<a href="#">Useful OHS contacts for schools</a>
OHS Advisory Service	1300 074 715 or <a href="mailto:safety@education.vic.gov.au">safety@education.vic.gov.au</a>
Employee COVID Response Team	Specialist advice for physical disability schools: <a href="mailto:employee.covid.support@education.vic.gov.au">employee.covid.support@education.vic.gov.au</a>
Medical Advisory Service	Staff Related Queries: 1300 495 559 Student related queries: 7022 0007
Legal	9637 3146
Finance – School Financial Management Support Unit	<a href="mailto:Schools.finance.support@education.vic.gov.au">Schools.finance.support@education.vic.gov.au</a> or (03) 7022 2222
OSHC and other early childhood	1800 338 663
Student Transport	<a href="mailto:Student.transport@education.vic.gov.au">Student.transport@education.vic.gov.au</a> or 7022 2247
SEILs	Schools should contact their SEIL to discuss any queries
Media Unit	(03) 8688 7776
Workplace Relations	<a href="mailto:Workplace.relations@education.vic.gov.au">Workplace.relations@education.vic.gov.au</a> or (03) 7022 0013