



Guidance on how to prepare your COVID Safe plan is available on CEVN.

Our COVID Safe Plan

Business name:	School of The Good Shepherd
Site location:	88 South Circular Road, Gladstone Park
Contact person:	Renae Gentile/Jemma McVeigh
Contact person phone:	0416022216/0401651745
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Document based on information current from MACs as of 5 October 2021, with updated guidance in green font. Upgrades too from Leadership meeting + COMMS.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> We have infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Paper towels available in the kitchen, toilets. Location of hand sanitiser stations throughout the worksite (in the entrances and spaces) - Office areas, kitchen and each classroom and gathering place Supply is being checked at the start and end of each day. 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. Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect. Rubbish bins are available in all areas for this disposal. Bin liners are being replaced daily or as required and, if reused, disinfected. 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. Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available. Staff on back gate or kiss and drop duty will take hand sanitiser with them for before and after school drop off. Staff to take hand sanitizer outside with them when engaging in outside activities For more information: Infectious Cleaning Guidelines.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> Air purifiers are advised to be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms. We have been advised that our school is in a high risk area therefore our school is a priority for receiving air purifiers at some stage in Term 4, 2021

	<ul style="list-style-type: none"> - Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible. Frank to check units. - Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE. - An additional measure schools may consider to further increase the utility of mechanical ventilation, where available and practicable, is to run systems when rooms are unoccupied, and ideally two hours before and after use of a space. - Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. - Staff are being encouraged to open windows and doors to promote airflow where possible. - Heating/split system filters are being cleaned on a regular basis to reduce the risk of airborne transmission. - Air conditioning systems have been set to use fresh air. - Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather. - Exhaust fans are to be used as much as possible. - Take measures to maintain thermal, noise and other comfort, such as seating arrangements and wearing a jacket (if cold). - 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. Rotate the use of spaces that can be well ventilated if required. <p>For more information: See current version of the School Operations Guide on CEVN.</p>
<p>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.</p>	<p>Please see coronavirus.vic.gov.au for the latest face mask requirements. For all school settings, the Victorian Chief Health Officer:</p> <ul style="list-style-type: none"> ● States face masks are mandatory for all school staff and school students aged 12 or older when travelling to and from school on public transport and when in taxis or rideshare vehicles, and recommended for primary school aged students. ● States school staff and secondary school students aged 12 or older must always wear a face mask indoors and outdoors at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies. ● Directs school staff and secondary school students aged 12 or older must always wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. ● Direct school staff must wear face masks while teaching wherever practicable, except where removal of a face mask is necessary for effective communication. ● Directs students in Year 3 to Year 6 to wear face masks when indoors on school premises, unless an exception applies. ● Students will be asked to put their mask in their tub or bag before they go outside to play. Some students may want to wear their mask outside as per their parents request. They aren't mandated for outside. ● Recommends that all other children (prep to year 2) wear face masks when at school, attending an OSHC program, or when travelling to and from school on public transport, taxis or ride share vehicles. ● Disposable masks available from the office or in the classroom for anyone who doesn't provide their own. ● Labelled fabric masks are encouraged for students in grade 3-6. Each student in those grades will be given one disposable mask per day if they don't have one or have lost one ● Masks will be encouraged to be worn, no punitive actions will be taken for a student not wearing a mask. ● Families will need to provide the school with a medical reason if their child is exempt from wearing a mask.

	<ul style="list-style-type: none"> ● We have a medical exemption document to track who is medically exempt from wearing a mask. <p>For more information: DHHS guidance on face masks.</p> <p>Also see current version of the School Operations Guide on CEVN.</p>
<p>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).</p>	<ul style="list-style-type: none"> ● Signs around whole school to inform good hygiene practices ● Informed all staff regularly not attend to work when unwell ● Hand sanitising to take place on entering and exiting all areas. ● All staff are being briefed on infection control precautions: <ul style="list-style-type: none"> ○ Avoid people with fevers, sweats, chills or flu-like symptoms. ○ Use hand sanitiser between classes and after contact with commonly touched surfaces. ○ Maintain good cough etiquette. ○ Do not touch, kiss or hug others. ○ Use disinfectant wipes to clean computers and desks between different users and at the end of the day. ○ 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 must: <ul style="list-style-type: none"> ■ notify the school or office, self-isolate and arrange to be tested ■ not return to work until test results are obtained. ■ Follow DHHS advice ● The DHHS will notify the school if a student is identified as a close contact of a person with COVID-19. The school will: <ul style="list-style-type: none"> ○ liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements ○ send the student home if they are attending school. ○ Follow DHHS advice. <p>As a school, we will follow advice from DHHS. DHHS protocols will 'trump' all other rules and regulations set by the school.</p> <p>For more information: See current version of the School Operations Guide on CEVN.</p>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> ● High touch items replaced with disposable alternatives such as paper towels. ● Ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily) - see cleaning section. ● Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes/paper towels with disinfectant spray between classes. ● 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. Schools should continue COVIDSafe routine and enhanced environmental cleaning and disinfection. <p>For more information:</p> <ul style="list-style-type: none"> ● See current version of the School Operations Guide on CEVN. ● Infectious Cleaning Guidelines.

Guidance	Action to mitigate the introduction and spread of COVID-19
Vaccinations	
<p>Vaccination status of staff</p>	<p>By 18 October 2021, staff are required to provide evidence that they have received their first dose of a COVID-19 vaccine or that they have a booking to receive their first dose by 25 October 2021.</p> <p>Staff who do not meet this vaccination requirement cannot attend for work on site from 18 October 2021.</p> <p>Staff to send their status to Rowena and they are uploaded in ICON.</p> <p>For more information:</p> <ul style="list-style-type: none"> ● See COVID Update Circulars on CEVN (14.10.2021)

<p>Managing unvaccinated staff attending school sites</p>	<p>Principals are reminded that if an unvaccinated staff member arrives at a school site, they should be directed to leave the school immediately. A direction to leave will be lawful and reasonable.</p> <p>For more information:</p> <ul style="list-style-type: none"> • See COVID Update Circulars on CEVN (15.10.2021)
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Staff and children are restricted to respective areas and admin area (if required). These areas are thoroughly cleaned each day. Areas sanitized by staff each day and then also cleaned by contract cleaners each evening.</p> <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. Schools should continue COVIDSafe routine cleaning and ensure:</p> <ul style="list-style-type: none"> - Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products. - Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes. <p>Deep Cleaning</p> <p>Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p> <p>To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:</p> <ul style="list-style-type: none"> o keep desks neat and tidy o file important documents before leaving each day o take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks) o do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery) o store away shared and loose items (such as toys, musical instruments, and sporting equipment) o keep personal cutlery in a sealed container, not left out on a workstation. <p>For more information:</p> <ul style="list-style-type: none"> - Infectious Cleaning Guidelines - Enhanced School Cleaning Guidelines.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Increased supplies of hand sanitizer, hand soap, disinfectant and detergent. • We are not using Glen 20 as it is an Aerosol • Adequate stocks onsite. Cleaners also have adequate supply of detergents/disinfectants. • Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings' surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant. • Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect. <p>For more information: See current version of the School Operations Guide on CEVN.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> ● All staff were encouraged to work from home while remote learning continues. Staff will return onsite once students staggered return to school commences. ● Skeleton staff onsite to supervise children of essential workers/vulnerable families (see below). ● Staff are rostered onsite and only required onsite on assigned/designated days as per the roster. ● If staff are unwell or unable to attend they contact Jemma McVeigh <p>If you live in regional Victoria and need to travel into metropolitan Melbourne for your work or if you live in metropolitan Melbourne and work in a school in regional Victoria, an authorised worker permit is required</p> <p>Outside School Hours Care (OSHC) programs in regional Victoria can operate for students eligible for onsite learning or supervision and care.</p> <p>All schools in metropolitan Melbourne will continue to provide remote and flexible learning except for students in the following categories who are eligible for on-site supervision and care:</p> <ul style="list-style-type: none"> ● Category A - Children where both parents and or carers are considered authorised workers who cannot work from home, work for an essential provider and where no other supervision arrangements can be made: <ul style="list-style-type: none"> ○ Where there are two parents/carers, both must be essential workers, working outside the home in order for their children to be eligible for on-site provision. ○ For single parents/ carers, the essential worker must be working outside the home in order for their children to be eligible for on-site provision. ● Category B - Children experiencing vulnerability, including: <ul style="list-style-type: none"> ○ Children in out-of-home care ○ Children deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home ○ Children identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service) ● Where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable due to family stress, the school must provide on-site supervision for that student. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools. All specialist school staff will be required to be available to work on-site, except those medically vulnerable. <p>Authorised worker permits for on-site supervision</p> <ul style="list-style-type: none"> ● Parents and carers are only able to request on-site supervision for their children in Category A if they hold a permit as an authorised worker. ● Schools should make the updated on-site attendance form available to parents/carers who require on-site learning for their children. Parents can book in via Skoolbag app or under special circumstances through email or a phone conversation with a member of leadership. ● A copy of a permit/s must be submitted as soon as practicable after issuance for those seeking Category A on-site supervision. A permit is not required for accessing on-site supervision under Category B. ● The permits are submitted to Renae Gentile. <p>In rare circumstances a parent/carer does not need a worker permit. This includes law enforcement, emergency services or health care workers who carry employer-issued photographic identification. More information is available here.</p>

	<p>Staff who live in regional Victoria and work in a school in metropolitan Melbourne will continue with remote and flexible working arrangements in place in metropolitan Melbourne unless they are required for on-site supervision.</p> <p>(It should be noted that school staff moving between metropolitan Melbourne and regional Victoria to attend a MACS workplace will also be required to undertake twice weekly COVID-19 PCR testing. Please refer to the section related to screening employees and visitors before accessing the workplace below).</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>MINIMISE Staff working across multiple schools in metropolitan Melbourne.</p> <p>Our past COVID plans also stipulate:</p> <ul style="list-style-type: none"> • Staff working over 2 sites will ensure hygiene practices are adhered to • Employees are required to declare to employers when they are working across multiple sites. <p>See more information below.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • Staff are not required to work when unwell. • Staff are to call Jemma McVeigh if they display any symptoms of illness and are not to access the worksite at all while these symptoms are present. • Employees and visitors are expected to hand sanitise on arrival/departure. <p>In metropolitan Melbourne, a permit is required for permitted workers to attend a workplace and travel between their home and workplace.</p> <p>School staff moving between metropolitan Melbourne and regional Victoria will also be required to undertake twice weekly COVID-19 PCR testing.</p> <p>Any staff and final year students moving between of metropolitan Melbourne/ Restricted Areas or regional Victoria (excluding Restricted areas) will need to be double vaccinated or undertake COVID-19 testing within 72 hours after attending onsite (no more than twice in 7 days). Staff do not need to wait for a test result to work. This includes all workers, including direct employees, sub-contractors, volunteers and casual relief staff.</p> <p>Staff do not need to isolate following their test and can attend work while waiting for their test result.</p> <p>Staff should not work across multiple schools in metropolitan Melbourne.</p> <p>Upon arrival at the 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"> • experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue • experienced shortness of breath • been in close contact with someone who has returned from overseas in the last 14 days • been in close contact with someone with a confirmed case of COVID-19. <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> <ul style="list-style-type: none"> • Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene. • For more information: See current version of the School Operations Guide on CEVN.

<p>Establish a system for managing visitors and large events.</p>	<p>Visitors Visitors to school premises should be limited to essential school services and operations. The density limit of 1 person per 4 square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.</p> <p>QR codes and record keeping The use of Service Victoria QR codes for electronic record keeping is mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. QR code check ins are required to be used by:</p> <ul style="list-style-type: none"> • all essential visitors on school site (including contractors, external MACS staff and building and maintenance staff) • all parents who enter school buildings when on school site for essential purposes <p>QR code check ins are not required to be used by:</p> <ul style="list-style-type: none"> • staff • students • parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings. <p>Schools are reminded that existing sign in and out processes should continue to be used to record essential visitor attendance, in particular the purpose of visits, for legal and regulatory obligations Further information is available at: https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</p> <p>Metropolitan Melbourne Catholic Schools:</p> <ul style="list-style-type: none"> • Sporting activities (indoor, outdoor, contact and non-contact) must be postponed. • Physical activity - Students receiving on-site supervision can participate in outdoor, non-contact physical activity. • Singing, brass, woodwind classes and groups must be postponed or occur remotely during this time. • Swimming and all other pool use cannot occur at this time <p>All Victorian Catholic Schools:</p> <ul style="list-style-type: none"> • Excursions are not permitted and cannot take place at this time. • Camps and excursions for Victorian schools cannot take place at this time. • Drinking fountains can remain open. Cleaning and sanitation should occur daily. • Use of school facilities by community and sport groups, such as ovals and pools, is not permitted. • School tours should not be conducted on-site for prospective students and their families at this time. • Non-essential visitors should be excluded from school sites for this period. • Non-essential meetings, and all school events, gatherings and assemblies should be deferred or held remotely. • Professional development and staff meetings must be conducted online or deferred (unless essential face to face training for first aid, anaphylaxis, or infection control. In these instances, density limits of 1 person per 4 square metres apply. <p>For more information: See current version of the School Operations Guide on CEVN.</p>
<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"> • Common rooms and areas accessed by the public (reception areas) in each office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres. • Floor marking will be introduced to maximise physical distancing. • Staff and visitors are being reminded to remain hypervigilant in maintaining good physical distancing, at all times. • 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. Adequate space on site for employees to work more than 1.5m apart.

	<ul style="list-style-type: none"> Shields, barriers and signage will be considered as part of the control measures. Screens/barriers - N/A Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. <p>For more information:</p> <ul style="list-style-type: none"> See current version of the School Operations Guide on CEVN. School Operations Guide Health and safety advice for all Victorian schools.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>The site can be accessed from multiple entrances/exits, no waiting periods apply.</p> <p>Our school communicates the strategies in place to parents through local signage and school communications (information letters released on Skoolbag or Seesaw; and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing.</p> <p>For more information: See current version of the School Operations Guide on CEVN.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Workstations at the site do not face each other and are more than 1.5m apart. See below for more detail.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).</p>	<p>Staff are expected to follow the advice on safe social distancing as set out on social distancing posters.</p> <p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> Remain at least 1.5 metres from other individuals wherever possible; follow the 'one person per four square metres' rule. Only have one person in small work areas. Avoid shaking hands, hugging or touching others. Avoid large gatherings indoors. Hold meetings outside in the open air if possible. Always use good hand and cough/sneeze hygiene. Eat lunch outside rather than indoors if possible. Don't share food or drinks in the workplace. Practise the hygiene and cleaning protocols detailed in this plan. Staff rooms should be closed except for access to tea/coffee/food making facilities. <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: Guidance on hygiene and physical distancing.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Deliveries are made via the main Office, deliveries are left at the front gate and are signed off by staff outside. Hand sanitising to take place after the receipt of each delivery</p> <ul style="list-style-type: none"> Visitors, contractors and delivery drivers are being advised to follow sign-in using QR code, physical distancing, hygiene and cleaning protocols detailed in this plan. Delivery drivers given verbal instructions through our communication system/speaker near the front officer door to clearly explain our schools procedures to minimise contact. Staff and visitors are being reminded to remain hypervigilant in maintaining good personal hygiene, at all times. <p>For more information: School Operations Guide.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> ● Remote learning to continue - seek clarification from MACs if remote learning continues if the school is closed due to COVID. ● The Whole school or 'bubbles' within schools may be closed if there's an outbreak, this will be based on DHHS + MACS advice. <p>All letters for community prepared and held on school google shared drive</p> <ul style="list-style-type: none"> ● preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results ● key dependencies ● delivery of essential services ● communications during a critical incident. <p>For more information:</p> <ul style="list-style-type: none"> ● Coronavirus Reactive Closure: Steps for Principals ● Coronavirus: School Closure – Reactive Communications Pack.
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>ICON admin package allows for fast communication to families. The employer/manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors.</p> <p>– Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DHHS. This will assist with contact tracing should someone test positive.</p> <p>For more information: See current version of the School Operations Guide on CEVN.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> ● If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning to take place in accordance with DHHS guidelines. ● The school will follow directions provided by the DHHS regarding partial or full school closure. <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Identify an appropriate area to isolate staff members Communicate with the employee about the requirement to self-isolate and be tested Employer will request that an employee undergo a COVID-19 test and self-isolate.</p> <p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> ● isolate the person immediately ● notify the school/office leadership team ● complete an incident report form ● make arrangements for the person to travel home and to be tested. Advise them to self-isolate until the test result is received ● continue with enhanced cleaning regime until the outcome of the case is known ● if the case is positive, facilitate a 'deep' clean of the facilities as per the Infectious Cleaning Guidelines ● notify anyone potentially at risk to self-isolate and to also be tested. <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"> ● liaise with the DHHS to confirm the student identified as a close contact is not attending school during quarantine and testing requirements ● send the student home if they are attending school. <p>For more information:</p> <ul style="list-style-type: none"> ● See current version of the School Operations Guide on CEVN. ● Coronavirus Reactive Closure: Steps for Principals ● Coronavirus: School Closure – Reactive Communications Pack.

<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</p> <ul style="list-style-type: none"> Follow the Coronavirus Reactive Closure: Steps for Principals and Coronavirus: School Closure – Reactive Communications Pack. For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Principal or delegate to notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</p> <ul style="list-style-type: none"> The school principal or delegate is aware of the requirement. If a staff member is diagnosed with COVID-19, it must be reported to WorkSafe Victoria by calling 13 23 60 or completing the online form.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>DHHS and WorkSafe must be notified that the workplace is reopening.</p> <p>Principal or delegate needs to request that the worker (with a suspected or confirmed case), produce medical documentation that states that the worker does not have COVID-19, before returning to the worksite - must be an official notification.</p> <ul style="list-style-type: none"> In accordance with advice from the DHHS, the DHHS and WorkSafe Victoria must be notified that the workplace is reopening. <p>For more information: See current version of the School Operations Guide on CEVN.</p>

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

Signed _____

Name _____

Date _____

Appendix 1

Staged return to onsite learning for schools (This plan changed on Sunday 17th of October, 2021)

Metropolitan Melbourne

		Phase A: From Tuesday 5 October	Phase B: From Monday 18 October	Phase C: From Tuesday 26 October	Phase D: From Friday 5 November
Metropolitan Schools	Prep	Online Learning	Monday – Wednesday	Monday - Wednesday	√
	Year 1-2	Online Learning	Thursday – Friday	Thursday – Friday	√
	Year 3-4	Online Learning	Online Learning	Tuesday – Wednesday	√

Year 5-6	Online Learning	Online Learning	Thursday – Friday	√
Year 7	Online Learning	Online Learning	√	√
Year 8-9	Online Learning	Online Learning	Tuesday – Wednesday	√
Year 10	Online Learning	Online Learning	Thursday – Friday	√
Year 11	Online Learning	Online Learning	√	√
Year 12 (VCE Units 3/4 and final year VCAL and IB)	√	√	√	√

Remote and flexible learning will continue to be delivered to students on the days they are not attending onsite.

Students living in metropolitan Melbourne but attending school in regional Victoria, or vice versa, will be able to attend onsite learning with their year level, consistent with the conditions / restrictions in place at the designated school setting.

Staff and final year students in this situation, however, must be double vaccinated or undertake twice weekly COVID-19 PCR testing to help keep our schools safe.

Vulnerable children and children of people on the authorised provider and authorised worker list are able to continue attending onsite.

Ungraded students with disabilities in specialist and mainstream schools return to onsite learning with their year level equivalent cohort.

The settings above are indicative only and are subject to change. They are indications based on the presently available public health evidence (including epidemiological evidence). All future directions will be made on the basis of public health evidence (including epidemiological evidence) as it exists at the time the directions are made. Based on the evidence at that point in time, the Chief Health Officer (or other authorised officer) must consider the directions to be reasonably necessary to protect public health, give proper consideration to human rights under the Charter of Human Rights and Responsibilities 2006 (Vic), and make decisions that are compatible with human rights under the Charter.