PRESHIL

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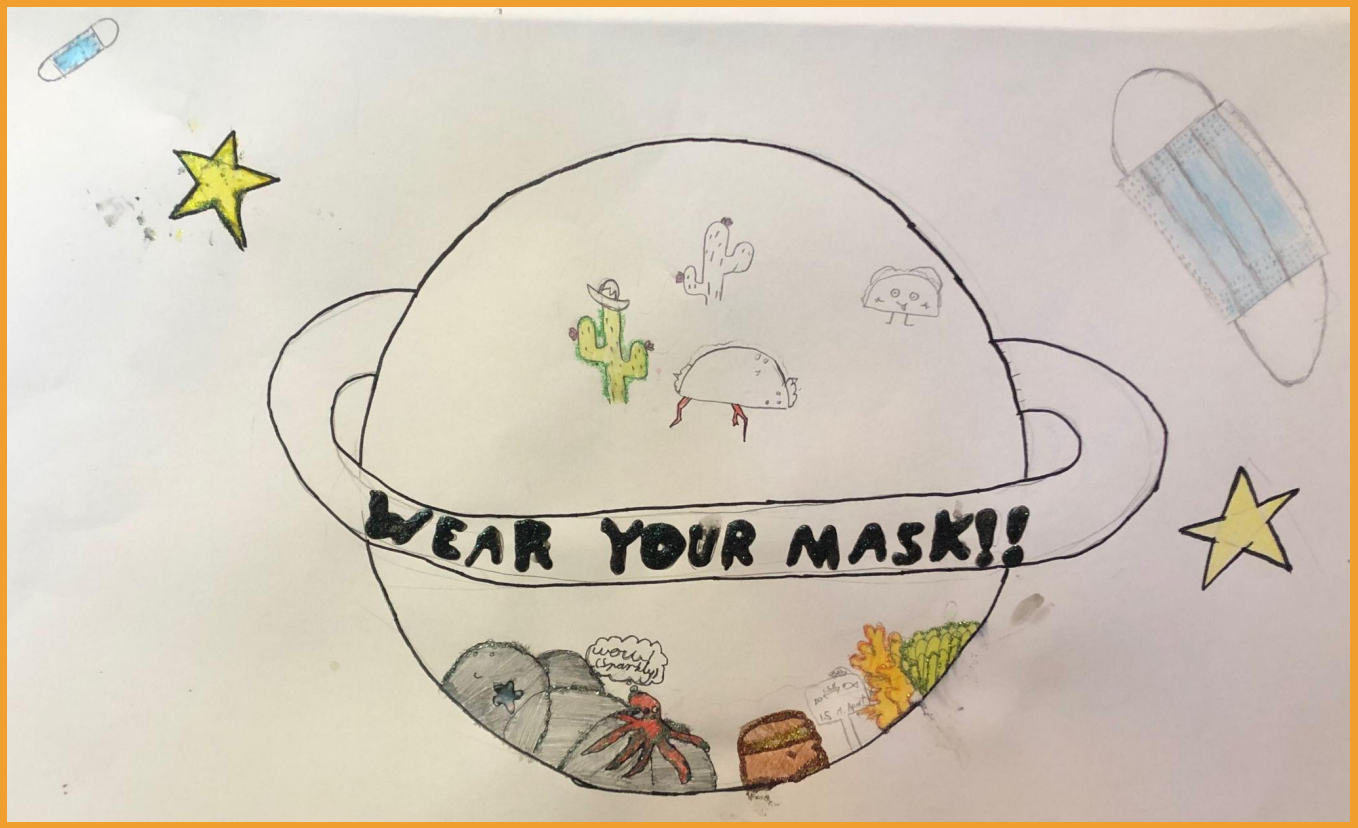
COVID SAFE PLAN



COVID Safe Plan

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School Details	Details
Preshil School	
Health and Safety Rep	Lynden Fielding Deb Wright
Principal	Josh Brody
School Health and Safety Committee	Chair: Mae Louise McGuinness

Key Summary

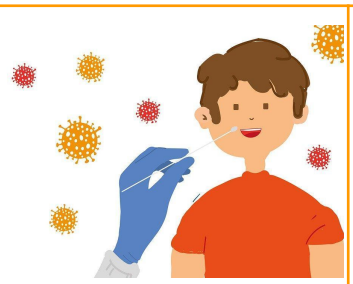
COVIDSafe measures have changed but all Victorian government schools are required to continue to implement important practices to reduce the risk of COVID-19 transmission.

Schools must continue to take the important steps of ensuring air purifiers are in use, external ventilation is maximised, good personal hygiene is encouraged and face masks continue to be made available for staff and students who wish to wear them.[1]

As the pandemic ends, 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 health and safety representatives, health and safety committees and school staff to implement the recommended controls to the maximum extent reasonably practicable.

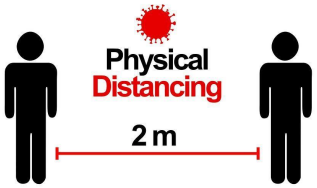
Employees are encouraged to report hazards, incidents, mental and physical injuries; to ensure timely and effective resolution of OHS issues.



Rapid Antigen Testing
Staff and students should continue to test for COVID if symptoms appear. Staff and students are advised to stay home until symptoms subside. There is no requirement for close contacts to stay home unless symptoms appear or they test positive. The 'how to' video communicates testing instructions for students and school staff including how to use the tests at home if symptomatic.

[1] School Operations Guide 13 October 2022

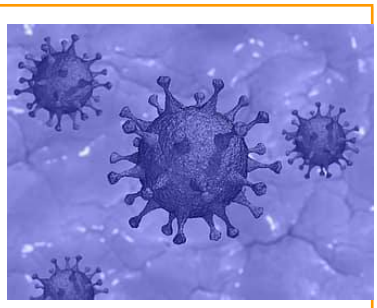
Ventilation
The School has purchased ventilators which are in operation throughout the school. Staff should ensure that ventilators are in use and that fresh air flow is maintained in indoor spaces throughout the day. As much as possible during summer doors and windows should remain open.



Physical Distancing
Consider density limits of the room and recommend physical distancing as much as possible. Staff and students shall practise physical distancing 1.5m to the extent that is reasonably practicable.

Large face to face meetings or events can go ahead but COVID Safe measures should be promoted and implemented including

Face Masks
Staff and Students who wish to wear face masks 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 Face masks.



Standard Precautions
All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell.

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.

Stay at Home
Students who return a positive result are recommended to isolate for a minimum of 5 days and not attend school until their symptoms have resolved.
Staff should report the result of a positive test and request special leave. Staff who report a positive result are recommended to isolate for a minimum of five days and not attend school during that period unless their symptoms have resolved.

Introduction

A combination of strategies is required to minimise the transmission risk. No simple strategy completely reduces risk and not every measure will be possible in all educational settings. Where some controls are not feasible, others should be enhanced. Strategies should also be adjusted over time in line wit the changing risk of transmission in the community.

All schools are required to create a COVID Safe Plan.

- This plan is designed to work with the School Operations Guide.
- The COVID Safe Plan outlines the key health and safety risks and links to the latest guidance.
- It sets out the approach for managing safety risks in schools in accordance with the minimum requirements for COVID Safe Plans.
- Schools must ensure that a copy of the COVID Safe Plan is available to provide to any authorised Officer or WorkSafe inspectors who request a copy.

Principals should ensure that staff are aware of their COVID Safe Plan.

Principals are encouraged to spend time in a staff meeting discussing the health and safety measures that are in place for the prevention of the spread of COVID 19. Principals must consult with their Health and Safety Rep and Health and Safety Committees (if applicable) to implement the health and safety guidance to the extent reasonably practicable and escalate unresolved issues.

Version

This is the latest version of the School COVID Safe Plan. The COVID Safe procedures outlined below will be in place at Preshil from *23rd October 2022* until such time that it is deemed no longer necessary or it is superseded by another plan based on recommendations from the Victorian Government Department of Education and Training.

COVID Safe Plan

Standard Precautions

All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell. ·

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.

Schools should consider infectious including in relation to COVID when conducting standard risk assessments for non classroom based activities and extra curricular activities (excursions, camps and overseas trips).

Management of Suspected Cases of COVID 19 in Schools

A 'suspected' or 'symptomatic' case means a person who displays COVID 19 symptoms.

If a staff member or student has any symptoms of COVID 19 they must isolate themselves immediately and get tested as soon as possible. If a staff member or student shows symptoms they will be sent home immediately.

If a child is not able to be picked up immediately they will isolate outside (preferably under cover) or in a room prepared for that purpose (within full view of a staff member for supervision purposes)[2]

Confirmed Case Among Staff and Students

Students who report a positive result are recommended to isolate for a minimum of 5 days and not attend school until their symptoms have resolved.

- In the event that someone in our community tests positive

[2] Refer to Guidance on providing a safe space for isolating unwell staff or students

- Staff and students should remain at home and not return to school if they remain symptomatic unless it is known that their symptoms are caused by an underlying health condition or medication.
- Parents should notify the School of a positive COVID result
- Staff should report the result of a positive test and request special leave. 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 [3].

Assemblies, Meetings, Events

Large face-to-face meetings or events can go ahead, but COVIDSafe measures should be promoted and implemented, including:

- Ventilation
- Recommending that face masks are worn
- Considering recommended density limits of the room or venue to maintain physical distancing

COVID Testing

The School continues to provide the community with Rapid Antigen tests. Staff and students should test if displaying any symptoms. The 'how to' video communicates testing instructions for students and school staff including how to use the tests at home if symptomatic.

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.

Face Masks

Staff and Students who wish to wear face masks 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 Face masks.
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.

Schools should check expiry dates before use and dispose of any expired masks if required.

Incursions, Excursions and Camps

- If possible in overnight accommodation students should be spread out as much as possible (2 - 3 per room)
- If possible staff members should have a single room to minimise the chance of infection.
- Students should carry individual water bottles at all times.
- Staff and students should wear masks inside and in a bus or public transport situation.
- If a student tests positive on camp parents are instructed to pick them up as soon as possible.
- Students and staff should carry their RAT tests with them and test twice weekly during camp.
- Camp staff should allocate 15 mins first thing in the morning to allow staff and students to test themselves.
- Students should be instructed to show a teacher should even a faint line appear at the T line. Teachers should ensure that the C is clearly visible (indicating a valid test).
- If a staff member or student tests positive they should immediately isolate at camp until they can be picked up by a parent or partner.
- If the camp has to be abandoned (because of the high number of cases) positive cases should be picked up by a parent or partner and the teacher in charge should organise bus transport home for the rest of the participants.
- The Teacher in Charge should notify the Head of Campus and the Principal as soon as possible

[3] Refer to COVID-19 Advice for Victorian Government Schools for reporting procedure and further guidance

should the situation be such that to continue the camp would become untenable.

- The Head of Campus and or the Principal will notify the parents. The school will arrange transport for the staff and students from camp.

Large Meetings or Events

Large face to face meetings or events can go ahead but COVID Safe measures should be promoted and implemented including

Outside School Hours Care (OSHC) Programs

Outside School Care programs can operate. The OSHC should have a COVID Safe Plan in place and should keep the school informed if there are any positive cases onsite.

Privacy - Health Information

Schools must treat health information, including an individual's vaccination status or diagnosed medical condition (including positive COVID 19 test results) in accordance with the Schools Privacy Policy.

Staff Absences

- Use normal staffing arrangements to cover staff absences. Grade splitting should be minimised to limit the mixing of students across cohorts. Where necessary as a temporary measure classes can be combined in a large space - for example, a hall where supervision requirements can be maintained by teachers and support staff.
- Engage CRTs and source past staff members who may be interested in returning to support the school during this time.

Staff Training

Ensure that staff complete the School infection prevention and control training. Any new staff or department staff working onsite in schools who has not completed the eLearn module School Infection Prevention and Control must complete the module as soon as possible. Staff may complete the training again as a refresher, at any time.

Staff

Staff have access to the school's Employee Assistance Program (EAP). This service is free for staff and confidential[4].

Vaccinations

Staff and Students are strongly recommended to ensure that they keep up to date with all recommended and available COVID 19 vaccinations.

Staff are provided with paid time off to access vaccination appointments

Ventilation

Schools must use air purifiers and are required to increase fresh air flow into indoor spaces wherever possible.

- Use the How to use an air purifier fact sheet.
- Schools are encourage to use the Promoting airflow posters in classrooms

Vulnerable Staff and Students

Schools must ensure students with medical needs have an up-to-date Student Health Support plan and accompanying condition-specific health management plan.
Employees should seek advice from their medical practitioner about working onsite and any additional booster doses of vaccine they are recommended to receive[5].
More frequent cleaning protocols will continue in line with relevant standards.

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[4] See COVID 19 Health Safety and Wellbeing Support for Schools page.

[5] **For more information refer to the COVID-19 Advice for Victorian Government Schools**

Visitors

All approved visitors to the school grounds must comply with physical distancing, face mask requirements (aged 8 and above). Any visitor entering a school building is asked to check in at Reception in the Arlington or BK campus.

FREQUENTLY ASKED QUESTIONS

1. **What happens if a student or staff member tests positive on a RAT?**
   If a student tests positive, they are required to remain at home and isolate for 5 days or until symptoms disappear.

   Parents should notify the relevant Head of Campus as soon as possible on the morning of the test:

   Arlington Head of Campus:
   cressida.batterham.wilson@preshil.vic.edu.au

   BK Head of Campus:
   karoline.kuti@preshil.vic.edu.au

   The Head of Campus will then notify the relevant staff and parents of the student group, maintaining privacy and confidentiality at all times.

2. **What happens if a student or staff member develop symptoms while on campus, camps or excursions?**
   They will be isolated in a COVIDSafe and comfortable location. Parents will be contacted and they will be asked to collect their child who will remain in isolation until they are collected.

3. **How do staff manage physical distancing for staff and students on bus or public transport?**
   School staff will ensure that physical distancing is maintained as much as possible. Students will not be able to eat on transport. If on a bus, the bus will take a break somewhere on route to allow them to run around and have something to eat.

4. **What is the protocol on mask wearing?**

   Staff and students are encouraged to wear a mask when physical distancing is not practicable or on public transport.

5. **Do students who have tested positive require a negative RAT before returning to school after their 5 day isolation period is complete?**

   As long the student is asymptomatic and continues to follow COVID Safe protocols at School they can return to campus.

6. **Will staff who have tested positive require a negative RAT before returning to school after their 5 day isolation period is complete?**

   As staff members are considered critical workers, they are allowed to return to School at the completion of their isolation period. However, if the staff member still has symptoms, they may prefer to isolate until their symptoms are resolved.

   On their return to school, staff are reminded to follow the COVID Safe protocol:,

   - physical distancing,
   - wearing masks,
   - maintaining good hygiene practices and ensuring that as much as possible they ventilate the areas in which they are working or better still work outside.

FURTHER INFORMATION

Further information relating to COVIDSafe Protocols, symptoms associated with COVID-19 and rapid antigen testing can be located via the Victorian Government Coronavirus website below: https://www.coronavirus.vic.gov.au/

If you have concerns or questions, please reach out to
Mae Louise McGuinness, Human Resources Manager, via email:
maelouise.mcguinness@preshil.vic.edu.au, **who is supporting COVID-19 compliance school wide.**

Please rest assured these COVID Safe protocols have been developed with the health, safety and wellbeing of our community at the forefront of our minds.