

COVID-19 Safety Management Plan (COVIDSafe Plan)

School Details (complete)	Details
Name of School	Oakleigh Grammar
Date COVIDSafe Plan last reviewed	10 July 2023
Name of health and safety representative (where relevant)	Peter Dickinson
Name of principal or delegate	Mark Robertson
School Health and Safety Committee details (where relevant)	Tim Grandy (Chair)

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** 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 \(education.vic.gov.au\)](#).

As the pandemic orders have ended, 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.

This plan should be read in conjunction with the Oakleigh Grammar's COVID-19 Policy.

If staff have any questions or concerns you are encouraged to speak with the First Aid Officer, HR Officer or Deputy Principal – Student Wellbeing & Operations,

Employees are encouraged 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. Issues should be reported to the OHS Committee Chair, Tim Grandy, HR Officer, Leanne Levy, or one of the Deputy Principals.

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
Infectious Disease (Infection Prevention and Control)	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.	<p>Infection prevention and control</p> <ul style="list-style-type: none"> All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell. 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"> Ventilation Recommending that face masks are worn Considering recommended density limits of the room or venue to maintain physical distancing 	<p>Infection prevention and control</p> <ul style="list-style-type: none"> Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate). Regular communication with staff, students & families regarding positive cases, testing, symptoms, when to stay at home.
		<p>Ventilation</p> <ul style="list-style-type: none"> Schools must ensure air purifiers are in use and are required to increase fresh air flow into indoor spaces whenever possible. 	<p>Ventilation</p> <ul style="list-style-type: none"> Use the How to use an air purifier fact sheet. Schools are encourage to use the Promoting airflow posters in classrooms
		<p>Vaccinations</p> <ul style="list-style-type: none"> Staff and students are strongly recommended to ensure they keep up-to-date with all recommended and available COVID-19 vaccinations. 	<p>Vaccinations</p> <ul style="list-style-type: none"> Staff are provided with paid time off to access vaccination appointments.
		<p>COVID-19 Testing</p> <ul style="list-style-type: none"> Free rapid antigen tests are still 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. It is recommended that students and staff who are symptomatic or are a household/social/close contact of someone who has COVID-19, use a rapid antigen test. 	<p>COVID-19 Testing</p> <ul style="list-style-type: none"> Schools can continue to be supplied with rapid antigen tests. Refer to COVID-19 Advice for Victorian Government Schools for the procedure. RATs need to be stored under 30 degrees Celsius. Schools should check the expiry dates before use and dispose of any expired RAT stock if required.

	<ul style="list-style-type: none"> • <u>Staff</u> are recommended to report a positive COVID-19 test result to their school on the day they receive a positive test result. • <u>Students</u> or their <u>parents</u> are recommended to report a positive result to their school by phone or written notification. • Refer to the COVID-19 Advice for Victorian Government Schools. 	
	<p>Face Masks</p> <ul style="list-style-type: none"> • 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 Face masks. • The Department of Health recommends that masks should be worn by a person with 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. 	<p>Face Masks</p> <ul style="list-style-type: none"> • School should check expiry dates before use and dispose of any expired masks if required.
	<p>Standard precautions</p> <ul style="list-style-type: none"> • All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell. • 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. 	<p>Standard precautions</p> <ul style="list-style-type: none"> • Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate). • 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. • 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).
	<p>Physical Distancing</p> <ul style="list-style-type: none"> • Staff and students shall practise physical distancing 1.5m to the extent that is reasonably practicable. 	<p>Physical Distancing</p> <ul style="list-style-type: none"> • Remind staff, students and visitors to maintain physical distancing from each other.
<p>A confirmed case of COVID-19 among staff and students</p>	<ul style="list-style-type: none"> • <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. • <u>Staff</u> should report the result of a positive test and request leave. Staff who report a positive result are recommended to 	<ul style="list-style-type: none"> • Refer to Guidance on providing a safe space for isolating unwell staff or students.

	isolate for a minimum of 5 days and not attend school during that period until their symptoms have resolved.	
Vulnerable workforce or students may be at higher risk of contracting the virus	<ul style="list-style-type: none"> • Schools must ensure students with medical needs have an up-to-date plan • Employees should seek advice from their medical practitioner about working onsite and any additional booster doses of vaccine they are recommended to receive. 	<ul style="list-style-type: none"> • Promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents/carers, and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites.

DE USEFUL CONTACTS

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