

Covid Safe Plan

Muhammadiyah Australia College



Endorsed	19/09/2021
Amended	06/12/2021
Endorsed by	Principal
Next review	19/09/2022

Hygiene	
Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<ul style="list-style-type: none"> • The College must ensure an adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant supplied. Each building should have hand sanitiser and disinfectant wipes made available at entrances and occupied rooms. • Supply is checked at the start and end of each day. • Daily cleaning contractor arrangements to include performing a thorough clean of all building surfaces using a hospital grade disinfectant. • Staff are being reminded to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect. • Bin liners are replaced daily or as required and if reused, disinfected. • Information has been provided to staff on washing hands or using hand sanitizer 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 supplied.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Group activities have been rearranged to occur outdoors or in large indoor spaces where possible. • Staff are being encouraged to open windows & doors to promote airflow wherever possible.
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.	<ul style="list-style-type: none"> • Staff are being briefed on the use of face mask requirements for the workplace including wearing during yard duty. Staff are allowed to remove their mask when teaching or speaking to a hearing impaired person. • Monitor use and maintain a record of lawful exceptions • For more information: COVID-19 face mask guidance
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>All staff are being briefed on infection control precautions:</p> <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 the notebook & desk between different users and at the end of the day. • Wear a mask outside home, except when teaching or driving. • If a person has been advised by DHHS that they are considered a 'close contact' with someone with a confirmed case of COVID-19, they MUST: <ul style="list-style-type: none"> ○ Notify the Principal, self-isolate & arrange to be tested. ○ Do not return to work until test results are obtained.
Replace high-touch communal items with alternatives.	<p>Briefings are being provided to staff on the following:</p> <ul style="list-style-type: none"> • To clean all commonly touched or shared equipment (indoors and outdoors) between each use, whenever possible. • 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. • 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 <70°C).

Cleaning	
Guidance	Action to mitigate the introduction and spread of COVID-19
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes. Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Daily cleaning contractor arrangements include performing a thorough clean of all building surfaces using a hospital grade disinfectant. Staff are being encouraged to carefully place all waste & disposable PPE in bins for cleaners to collect.

Physical distancing and limiting workplace attendance	
Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> Negotiations with staff are being undertaken to arrange for most non-teaching & administrative activities to be performed at home instead of the workplace when this is operationally practical. Arrangements are being put in place to ensure that staff are not required to work from School, except where it is essential.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>Upon arrival at the college, staff, students, visitors and contractors will be reminded to 'stay home if you are unwell'. They will be asked to confirm if they or anyone at home has the following symptoms:</p> <ul style="list-style-type: none"> Fever or flu-like symptoms, such as coughing, sore throat and fatigue? Shortness of breath? Have they, or anyone at home, been in close contact with someone who has returned from overseas in the last 14 days? Have they or anyone at home been in close contact with someone with a confirmed case of COVID-19? 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 will be encouraged to self-isolate until they can be tested & receive the results. Staff & visitors are to be reminded to remain <u>hyper-vigilant in maintaining good personal hygiene.</u>
Configure communal work areas so that there is no more than one staff per four square meters of enclosed workspace, and staff are spaced at least 1.5m apart. Also consider installing screens or barriers.	<ul style="list-style-type: none"> Staff and visitors are to be reminded to remain hyper-vigilant in maintaining good physical distancing, at all times. Staffroom seating and tables have been packed up during this period to deter staff from gathering in communal areas For more information: health and safety advice for schools reference
Minimise the build up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Arrival and departure times for students will be staggered using multiple entry/exit points to minimise the risk of transmission where possible Students will be encouraged to maintain physical distancing arrangements from adults on site. Parents picking up/dropping off students will be separated from the students before and after school

<p>Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunch breaks).</p>	<ul style="list-style-type: none"> ● Staff and adult visitors are being briefed to follow physical distancing rules: ● Remain at least 1.5 metres from other individuals wherever possible which is one person per 4 square metre rule. ● Organise to only have one person in small work areas. ● Avoid shaking hands, hugging or touching others. ● Avoid large gatherings indoors. ● Hold essential meetings by Zoom etc ● Always use a good hand and cough/sneeze hygiene. ● Do not share food or drinks in the workplace ● Follow the hygiene and cleaning protocols detailed in this Plan. ● For more information: https://www.dhhs.vic.gov.au/staying-safe-covid-19 ● DHHS Hygiene & Physical Distancing Guide - https://www.dhhs.vic.gov.au/staying-safe-covid-19
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> ● Visitors, contractors and delivery drivers are being advised to follow sign in, physical distancing, hygiene and cleaning protocols detailed in this Plan. ● Staff, volunteers and visitors are being reminded to remain hyper-vigilant in maintaining good personal hygiene, at all times.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> ● Rosters will be reviewed to maximise temporal and physical distancing between staff and students. ● Reduce mixing amongst different year levels where possible
<p>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 ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> ● Approved DHHS signage for Schools will be placed in clear and visible locations to promote physical distancing and good hygiene practices. ● Parents will be actively prevented from entering the school during drop off/pick up times. ● A strict drop off and pick up arrangement for Foundation and Grade 1 students.

Record keeping

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>COVID-19 Vaccinations requirement for all staff, contractors and volunteers</p>	<ul style="list-style-type: none"> • All staff, volunteers and visitors working on school sites must have received COVID-19 vaccinations when attending on site or are medically exempted persons with respect to COVID-19 vaccinations. • The College is using QR Code system or paper base sign in to collect vaccination information from volunteers and visitors who are working on school sites. The college will record the following information: <ul style="list-style-type: none"> ○ the name of the worker or individual accessing the site ○ their vaccination status ○ who sighted the evidence ○ the date the evidence was sighted ○ the nature of that evidence that has been provided (for example, COVID-19 vaccine digital certificate, immunisation history statement, or medical exception letter or certificate).
<p>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.</p>	<ul style="list-style-type: none"> • At the beginning of work each day, administration staff will check that visitor, contractor, staff and student sign in records are updated for contact tracing purposes. • Upon arrival at the School/Office all visitors, contractors, staff and students will be asked to confirm that they do not have: <ul style="list-style-type: none"> ○ A fever or flu-like symptoms, such as coughing, sore throat and fatigue? ○ shortness of breath? ○ Been in close contact with someone returning from overseas or a COVID-19 hotspot, in the last 14 days? ○ Been in close contact with someone with a confirmed case of COVID-19? ○ Are not currently required to be in isolation ○ The sign in process includes reference to maintaining the confidentiality of records in accordance with the Privacy Act 2014
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • COVID related reporting is communicated to staff via a staff meeting. • Staff are advised to notify the College Principal and complete an incident report form • Seek medical advice and testing immediately. • If a Staff member is diagnosed with COVID-19, it must be reported to DHHS and WorkSafe Victoria by calling 13 23 60. • Staff must not return to work until medically cleared to do so.

Preparing response to a suspected or confirmed COVID-19 case

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>The college has considered:</p> <ul style="list-style-type: none"> • preparing for absenteeism of staff due to quarantine or self-isolation whilst waiting for test results. • key dependencies. • delivery of essential services • communications during a critical incident.

Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> Administration staff will be able to provide visitor, contractor, staff and 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.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> If a confirmed or suspected COVID-19 case has been in the workplace, deep cleaning will take place in accordance with DHHS guidelines. College will follow direction provided by DHHS regarding partial or full school closure
Prepare for how you will manage a suspected or confirmed case in a staff member during work hours.	<p>If a staff member or student is suspected of having COVID-19 symptoms:</p> <ul style="list-style-type: none"> isolate the person immediately notify the college Principal 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 received Facilitate a 'Deep' clean of the facilities Notify anyone potentially at risk to self-isolate and to also be tested.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> For all suspected COVID-19 cases, the Principal will inform all staff not in close contact to be vigilant about the onset of symptoms.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> College Principal 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.
Confirm that your workplace can safely re-open and workers can return to work.	<p>In accordance with advice from the DHHS</p> <ul style="list-style-type: none"> DHHS and WorkSafe must be notified that the workplace is reopening.

For more information please refer to <https://is.vic.edu.au/compliance/coronavirus-covid-19/>

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