COVID-19 Safety Management Plan (COVIDSafe Plan) Balwyn P.S. 8 -12- 2020

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, and outlines key health, safety and wellbeing hazards that schools should plan for. It links to the strategies described in the School Operations Guide and safety advice for on-site schooling in the context of coronavirus (COVID-19) issued by the Victorian Chief Health Officer, and the central and regional supports available. The latest Coronavirus (COVID-19) advice for schools is available here.

The COVID-19 Safety Management Plan (COVIDSafe Plan) is a prevention approach to coronavirus (COVID-19). In the event of a suspected or confirmed case the school should follow the advice and guidance set out in the School Operations Guide.

Principals must consult with their local Health and Safety Representative(s) and Health and Safety Committee(s) (if applicable) to implement the recommended controls to the maximum extent reasonably practicable. In the absence of a school Health and Safety Committee (HSC) or Health and Safety Representative, consultation must occur with school staff. Contact your Regional OHS Support Officer for assistance with local consultation if required. A draft agenda has been developed for HSC meetings to assist in facilitating consultation and identifying and managing risks.

COVIDSafe Roles and Responsibilities Posters must be displayed on the school's OHS noticeboard detailing the shared responsibility of health and safety in schools and the health and safety measures that should be applied in schools. Posters will be available in the communications support pack.

The coronavirus (COVID-19) advice for schools is evolving over time and therefore the OHS guidances and supports will be continually reviewed and updated as required.

Your local Regional OHS Support Officers and the Department's OHS Advisory Service continue to be available to provide support to your school, including in implementing the latest guidance, for suggestions on establishing effective controls, or difficulty accessing support resources.

The DET COVID-19 hotline (1800 338 663) is available for all Department staff, contractors and parents (8am to 6pm Monday to Sunday) 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 escalation for further supports when required. EduSafe reports are being monitored to ensure that support can be provided.

If you or your family need extra support, personalised over-the-phone or video counselling is available 24/7 through the Employee Assistance Program (EAP). This service is available to all 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 four key areas of risk ('hazard types'):

1

Supporting our workforce through expert health, safety and wellbeing services, and delivering on the *Safe and Well in Education Strategy* and *Framework*.

- Infectious Disease (Infection Prevention and Control)
- Working Alone, in Isolation or from Home
- Occupational Violence and Aggression
- Mental Health and Wellbeing

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. It is not feasible to achieve physical distancing at all times, for example, when caring for unwell students or students with complex needs. Local supplies of personal hygiene products may be limited. Misuse of hand sanitiser including ingestion	Refer to the School Operations Guide for advice on supporting physical distancing. Provide information, training and instruction on health hygiene. Refer to maintaining good health hygiene and guidance for face masks in schools, as well as DHHS guidance on face masks. Ensure staff complete the School infection prevention and control during coronavirus (COVID-19) elearn module. Contact the OHS Advisory Service for more detailed risk assessments if required in relation to students with complex needs. Refer to School Operations Guide for guidance on use of shared equipment and other school activities (e.g. playgrounds, shared resources and excursions). Refer to ChemWatch to access hand sanitiser safety data sheet. Ensure adequate supervision and safe storage of supplies.	Circulate the latest advice to parents (in multiple languages if appropriate), staff and students (where appropriate), including displaying on-site signage. Consult with staff, including through the HSR and/or HSC Committee (if applicable) about the implementation of controls. Discuss implementation issues for on-site service provision, including planning recesses and lunchtimes, use of alternate spaces to increase physical distancing and supervision of hygiene products. School staff should refer to the Department guidance for the use of personal protective equipment (PPE) in education to determine when additional PPE is required and for information on the correct and safe use of PPE. Display information and signage at school entrances and in communal

Supporting our workforce through expert health, safety and wellbeing services, and delivering on the *Safe and Well in Education Strategy* and *Framework*.

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Infectious Disease (Infection Prevention and Control) COVIDSafe Plan		Record the attendance of employees, students and visitors through visitor sign in, student attendance records and staffing records (attendance records for capital works should be managed by the principal contractor). Follow the advice in the School Operations Guide to minimise contact with delivery personnel. For information and training relating to the correct use of PPE, school staff should refer to the guidance for staff on the use of PPE in education settings. Staff are also encouraged to watch the education video on donning and doffing PPE. Refer to personal hygiene products, including sourcing and procurement tips for high demand items. Refer to the advice in the School Operations Guide with respect to outdoor air ventilation and use of outdoor spaces. .	areas such as staff rooms as reminders for staff to wear face masks when not teaching. Posters are available in the communications support pack. Conduct regular inspections of the workplace to check that recommended risk controls are implemented and working effectively. Use teaching strategies and communications resources to remind students to wear face masks (in accordance with the guidance in the School Operations Guide) and to practice good hand hygiene. Ensure contractor sign in requirements are followed by all visitors attending site. Escalate issues to the OHS Advisory Service if issues cannot be resolved locally. Schools are strongly encouraged to increase outdoor air ventilation whenever possible and to maximise the use of outdoor learning areas or environments.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Infectious Disease (Infection Prevention and Control) COVIDSafe Plan	Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.	Refer to the advice with respect to environmental cleaning services and access to cleaning supplies and services. For advice about the use of playgrounds please refer to School Operations Guide	Engage with local service providers for tailored implementation of cleaning arrangements at specific site/s.
	Vulnerable workforce (higher risk of serious illness).	Refer to the advice in the School Operations Guide	Ensure consultation with your staff, and incorporate into workforce planning.
	A suspected case may occur among staff and students	Refer to the managing suspected cases advice in the School Operations Guide. Also see the advice in the Operations Guide regarding management of unwell students and staff.	Circulate expectations to the school community, and communicate the protocols to staff. Refer to the communications support pack for resources to communicate with your school community. Stay in contact with affected staff or families remotely.
	A confirmed case (or a close contact of a confirmed case) may occur among staff, students or the school community.	Refer to the managing suspected cases advice in the School Operations Guide. Also see the advice in the Operations Guide regarding management of unwell students and staff.	Circulate expectations to the school community, and communicate the protocols to staff. Refer to the communications support pack for resources to communicate with your school community. Stay in contact with affected staff or families remotely.

Supporting our workforce through expert health, safety and wellbeing services, and delivering on the *Safe and Well in Education Strategy* and *Framework*.

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Infectious Disease (Infection Prevention and Control) COVIDSafe Plan	Non-DET contractors and their staff may need to enter school grounds to carry out work.	Refer to the advice in the School Operations Guide regarding visitors and contractors attending school sites	Schools should ensure contractors (such as CRTs) receive appropriate induction.
Infectious Disease (Infection Prevention and Control) COVIDSafe Plan **Local / Additional Hazards**	Overcrowding in the and Staffroom at recess, lunch break and other times of the day. Overcrowding in the Library – being used for Staff Meetings. Overcrowding in the Library – being used for Staff Meetings. Visitors appropriately accessing facilities in the Staffroom Preventing students from entering the Staffroom Students to continue to access designated entry gates for morning drop-off and staggered pick-ups for the remainder of 2020.	2m2 per person in the staffroom – with a maximimum of 9 staff members. 2m2 per person in the Library – with a maximimum of 8 staff members. No access allowed in the Mezzanine level Use of dishwasher prohibited / cutlery & crockery not to be left on or in the sink, or on the kitchen bench All staff and visitors to observe protocol re: last person to leave the staffroom to lock the door. Keeping the times consistent with the previous arrangements.	Spacing chairs and tables the meet the 2m2 per person in the Staffroom. Singage on Staffroom door Spacing of chairs and tables the meet the 2m2 per person in the Library Signage and physical barrier Singage in situ Dishwasher to remained physically shut If the last staff member / visitor is leaving the staffroom does not have a key, contact the Office for assistance – door is not be left unlocked when unattended. Parents / Care givers to be informed via Compass and other means of communication

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Working Alone, in Isolation or from Home * **No Local / Additional Hazards required**	The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).	Refer to working alone, in isolation or from home policy and procedure. This includes: • OHS guidance for working from home • ergonomic advice • tips for working from home safely and productively.	Promote the OHS advice and support (including EAP and wellbeing webinars) to staff.
	Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers.	Encourage staff to access the DET Virtual Gym and structure timetables (where possible) that allow staff to regularly stretch and move during the day.	Where possible, encourage and allow time for keeping active while working from home – i.e. times when staff are encouraged to stand up and stretch, or take a short break from their workstations.
	Increased isolation (on-site and/or at home) may increase risk of injury.	Advice and support (including ergonomic advice via videoconference) is available to all staff via the OHS Advisory Service.	Enable reasonable access to available school equipment.
	Exposure to family or gendered violence.	Assist staff in following the advice and support for employees exposed to family violence. Complete the Family Violence Module for Managers and Principals	Proactively plan with staff who have a known pre-existing injury. Establish protocols for regular check-ins with staff. Encourage staff to access the Working from Home Guide.
	* to be applied in conjuction with Mental Health and Wellbeing and Occpational Violence and Aggression hazard sections below		

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Occupational Violence and Aggression **No Local / Additional Hazards required**	Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other members of school community.	Refer to the Occupational Violence and Aggression Policy, which covers online and on-site behaviour. Consider whether any student supports, including Behaviour Support Plans, require revision in consultation with Student Support Services.	Ensure on-site staff are ready to manage the students that will be attending and that student supports, including Behaviour Support Plans, are up to date. If using a mask when working with students at risk of pulling it, use ones that will release easily, e.g. with hooks over the ears rather than ties around the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks.
	On-site violence, bullying or harassment by students, parents/carers, school staff or other members of school community.	Also, refer to Creating Respectful and Safe School Communities (including template Statement of Values), the Respect for School Staff local policy template, and resources available through Respectful Relationships and Schoolwide Positive Behaviour Support.	Set expectations for behaviour with the school community, and promote appropriate ways for parents to raise their concerns.
	Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online occupational violence and aggression from parents. Many parents/carers are likely to be anxious during this time.	Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to Coronavirus (COVID-19) advice for parents, carers and guardians, and to the communications support pack.	Discuss extra supports or strategies for staff who engage with anyone known to present a risk. Encourage staff to report incidents in eduSafe and IRIS as appropriate, de-brief, and seek escalated support (e.g. through EAP) if required.

Supporting our workforce through expert health, safety and wellbeing services, and delivering on the *Safe and Well in Education Strategy* and *Framework*.

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Occupational Violence and Aggression **No Local / Additional Hazards required**		Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team. Refer to the mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page, and the relevant policy and procedure.	

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Mental Health and Wellbeing **No Local / Additional Hazards required**	Leaders managing the anxiety and mental health of others – including students, staff and members of the school community	Refer to the mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page, and the relevant policy and procedure. Encourage staff to access the wellbeing webinars currently available. Refer to the Return to Work Coordinator Portal. Refer to the Principal Health and Wellbeing services on the OHSMS COVID-19 Employee support page. Refer to DET Flexible Work Policy. Refer to School Operations Guide Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their immediate family (aged 18 years and over).	Consult (check-in) with your staff on how they are feeling with the current situation, encourage managers to be flexible. Where working from home is required, establish communication processes. Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered (e.g. pre-recorded lessons). Allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars. Encourage staff to use EAP, for themselves and their immediate family, as well as the other supports and resources available. Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.
	Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.		
	Balancing non-work related demands (e.g. caring responsibilities).		
	Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.		
	Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment e.g. working from home.		
	Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).		
	Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.		

Supporting our workforce through expert health, safety and wellbeing services, and delivering on the *Safe and Well in Education Strategy* and *Framework*.

Updated 1 December 2020

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Mental Health and Wellbeing **No Local / Additional Hazards required**	Aggravation of stress caused by pre-existing conditions (e.g. existing mental health conditions, disabilities, vulnerable cohorts and staff on leave, including Workers' Compensation or sick leave, etc.).		