

COVID Safe plan

Our COVID Safe Plan

Business name:	Good News Lutheran College
Site location:	580 Tarneit Road, Tarneit 3029
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff and students.	<ul style="list-style-type: none"> • Provide hand sanitiser stations at the corner directly opposite the door of each learning space. Sign the station and the hand sanitiser appropriately. Also includes tissues and a bin with a lining under each one. • SEQTA message on notice board and prominent signage on hand hygiene for staff and students • Handwashing signs to be displayed in all toilets • Provide hand sanitising stations in Reception, staffroom and work areas
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Room temperature and air ventilation to be monitored and where possible, centrally controlled • Windows open, where possible, and doors chocked open for airflow and minimising handle contact
Ensure all staff wear a face mask 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"> • Identify face coverings and PPE required for the workplace • All staff and students in Years 7 – 12 must wear face masks on College grounds, except during direct instruction teaching (medical certificate required if unable to wear a mask). Prep - Year 6 may wear a mask if they choose. • All first aid staff provided with adequate PPE (aprons/shields/mask/gloves) • Monitor use of face coverings in all staff, unless a lawful exception applies
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).	Training provided by: <ul style="list-style-type: none"> • Demonstration • Signage • SEQTA message displayed in notices • Video demonstration
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment • Single user workspaces (phone/computer stationary) • Provide staff with their own personal equipment to label with their name • 72-hour protection spray used on high touch surfaces

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> Environmental cleaning occurs three times daily (includes toilets, playgrounds and door handles) 72-hour protection cleaner used, every night, on all touch points and computer laboratory equipment
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> Identify which products are required for thorough cleaning Monitor supplies of cleaning products and regularly restock
Physical distancing and limiting workplace attendance	
<p>Non-teaching staff or vulnerable workers that can work from home, are able to request permission to work from home.</p>	<ul style="list-style-type: none"> Consider working arrangements, where possible, to enable working from home During Stage 4, all staff and students who can work from home must work from home
<p>The College is aware of staff members that are working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> Employees to declare that they are working across multiple worksites Direct staff to restrict movements whilst on campus During Stage 4 staff should not work on multiple sites
<p>The College monitors the number of suspected cases among staff and students.</p>	<ul style="list-style-type: none"> Staff and students, through Reception, report to the Principal that they have symptoms and are being tested. They can return to campus once they show a 'not detected' result.
<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 and students may be randomly temperature checked Teachers and supervisors identify students showing symptoms of being unwell Staff/students identified as being symptomatic are isolated (Sick Bay 2), primary contact is contacted to collect. Senior students are isolated in the SAC room monitored by Circulation Desk and primary contact person is contacted to collect them. Request visitors to call from their car, if possible
<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"> Screens installed in Reception and Finance areas Staff on campus have designated work areas that meet physical distancing requirements and space capacity. Staff to check their workspaces.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> Congregation areas in Reception, at the Canteen and on access footpaths have markings to provide minimum physical distancing guides
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> Identify workstations that need to be modified Reconfigure workstations so that employees do not face one another

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build-up of students waiting to enter and exit the College.	<ul style="list-style-type: none"> • Students exit at staggered times through a number of exits • All staff have access to multiple entrances and exits • Student arrival times are already staggered
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> • Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> • Establish contactless delivery or invoicing • Display signage for delivery drivers • Identify designated drop off areas
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> • Yard duty roster developed to ensure that we are providing adequate care
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 .	<ul style="list-style-type: none"> • Restricted access to the grounds for the general public • Signs direct deliveries to front doors where appropriate phone numbers are available
Record keeping	
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.	<ul style="list-style-type: none"> • Teaching Staff attendance is monitored by Daily Organiser. Auxiliary staff attendance is monitored by the appropriate Line Manager • External contractors, recorded in Reception using iPads that are regularly sanitised • Company of delivery drivers recorded • Staff contact details are kept up to date • Provide information on protocols for collecting and storing information • QR Code supports sign in
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • Staff reminded about meeting OHS requirements, including recording information about any incidents
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> • Business continuity plan developed • Supervision roster includes backup duties to cover any absence • Critical Incident Policy – pandemic specific and Notification of Positive Case Process developed and trialled for implementation, if required. This includes plans to communicate with parents, suppliers and stakeholders in the event of a positive case. • Processes established for vacating premises and managing perishable stock
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Daily Organiser will obtain list of names for staff close contacts • Administration Coordinator will collect names of student close contacts and compile a list with residential addresses and contact phone numbers • Administration Coordinator will also collect visitor records • (further information and key responsibilities of Critical Incident Team is included in the Notification of Positive Case Process)
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"> • Closure or part closure of the College and/or implementation of other control measures, will be on the advice of DHHS • Implement a process for deep cleaning and disinfection of all College areas

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • Isolate suspected staff member in designated isolation space. The staff member must wear a mask and be physically distanced. Any support staff in attendance will wear full PPE. • Communicate with the employee about the requirement to self-isolate and be tested • Make arrangements to transfer an unwell staff member from the premises to go home or get tested • Outline responsibility and process for entering details into relevant OHS system <p>For a confirmed positive test, Implement Notification of Positive Case Process document.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • Contacts data list is maintained • Letter for staff prepared for suspected case • Letters for staff and parents are prepared for confirmed case • Voice message for phones prepared for immediate closure
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Principal (or delegate) has the responsibility to notify DHHS and WorkSafe Victoria immediately
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • Follow the process for confirming that a workplace is safe to reopen, in line with advice from DHHS • Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite • Principal (or delegate) has the responsibility to notify DHHS and Worksafe that the site is reopening

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

Signed 

Name Fiona McAuliffe

Position Principal

Date 25/2/2021