



COVID Safe Plan

October 2021



The Kilmore International School

40 White Street, Kilmore, Victoria, 3764

W kilmore.vic.edu.au

T +61 3 5782 2211

E enquiries@kilmore.vic.edu.au

ABN 21 083 505 131 CRICOS 00671E

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Our COVIDSafe Plan

Our School

Business name:	The Kilmore International School (THE SCHOOL)
Site location:	40 White Street, Kilmore VIC 3764
Contact person:	Peter Cooper, Principal
Contact person phone:	03 5782 2211
Date prepared:	Updated 18/10/21 <i>following public health advice update 03/10/21</i>

Revision History

Version Number	Date	Reason for Update
1.1	23 August 2021	Alignment to updated public health advice
1.2	13 September 2021	Alignment to updated public health advice
1.3	5 th October 2021	Alignment to updated public health advice
1.4	18 th October 2021	Alignment to updated public health advice

COVIDSafe Roles and Responsibilities

COVIDSafe Check-in Marshall(s)	Name Student Services/Administration Staff Contact email reception@kilmore.vic.edu.au Phone 03 5782 2211
COVIDSafe Marshall(s)	Name Megan Laing, Deputy Principal/Head of Senior School Contact email megan.laing@kilmore.vic.edu.au Phone 03 5782 2211 Name Leanne Little, Deputy Principal/Head of Senior School Contact email leanne.little@kilmore.vic.edu.au Phone 03 5782 2211

Action to mitigate the introduction and spread of COVID-19

Hygiene	
<p>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 towel are available for staff.</p>	<p>Infrastructure to ensure an adequate supply of hand sanitiser, liquid soap, paper towel and disinfectant is available. Each building should have hand sanitiser and disinfectant wipes provided in entrances and occupied rooms.</p> <p>Supply is being checked at the start of each day.</p> <p>Cleaning staff arrangements to include COVIDSafe daily end-of-school-day routine cleaning of all buildings' surfaces, with a focus on high-touch surfaces using a hospital-grade disinfectant.</p> <p>Staff are being reminded to carefully place all paper towels, wipes and disposable personal protective equipment (PPE) in bins for cleaners to collect.</p> <p>Bin liners are being replaced daily or as required and, if reused, disinfected.</p> <p>Information has been provided to staff on washing hands or using hand sanitiser before and after moving between rooms or buildings, and after touching any doors via CompliSpace MainPage .</p> <p>Infrastructure to ensure an ample supply of > 60% alcohol-based hand sanitiser is available.</p> <p>For more information: Infectious Cleaning Guidelines.</p>
<p>Ventilation and increased air flow</p>	<p>Schools are required to increase fresh air flow into indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible. Staff and students should maximise the use of outdoor learning areas or environments wherever possible, including as an alternative to staff areas.</p> <p>Natural ventilation</p> <ul style="list-style-type: none"> • Keep all windows, doors and vents open as much as possible. • Keep these openings clear of any obstruction to air flow. • Door jambs should be used to keep doors open. • Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather. • Keep exhaust fans are to be used as much as possible. • Take measures to maintain thermal, noise and other comfort, such as flexible uniform and seating arrangements. <p>Mechanical ventilation</p> <ul style="list-style-type: none"> • Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible. • Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature should be disabled. • Air conditioning filters should be maintained according to maintenance plans, checked and cleaned with appropriate PPE.

- An additional measure schools may consider to further increase the utility of mechanical ventilation, where available and practicable, is to run systems when rooms are unoccupied, and ideally two hours before and after use of a space.

Use of fans

- Fans are only to be used with other natural and mechanical methods in place.
- Fans should not be used if a person with respiratory symptoms is in the room.
- If used, ceiling fans can be operated on the winter setting (where possible) and lowest speed.
- Other fans, such as pedestal fans, should not be directed to blow air from one person directly past another and should be set to the lowest speed.

Bathrooms, kitchens, and thoroughfares (hallways, corridors)

- All available mechanical and natural ventilation options in bathrooms and kitchens should be operated for as much of the day as possible.
- Maximise natural and/or mechanical ventilation in thoroughfares and minimise gathering in these spaces.
- The use of enclosed spaces with little or no ventilation should be minimised, and limit numbers in the space.

Poor outdoor air quality

- Monitor the VicEmergency App for risk warnings and advice on thunderstorm asthma, smoke and other events reducing outside air quality.
- Action to protect students during periods of poor outdoor air quality (such as smoke, thunderstorm asthma events) takes priority.
- Take steps to close windows and doors, set air conditioners to re-circulate air, and enhance other COVID safe behaviours and controls, including cohorting, reduced class density and staggering classes, face masks until risk is reduced as advised by public health or emergency services (through the VicEmergency App).
- Minimise using spaces that can't be ventilated with fresh outdoor air.
- Schools are encouraged to avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. Rotate the use of spaces that can be well ventilated if required.

Maximise the use of outdoor learning areas or environments

- Schools are encouraged to maximise the use of outdoor learning areas and environments.
- Prefer the use of an outdoor space over an indoor space as much as practicable.

Air purifiers

Air purifiers are advised to be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, school receptions and student centres, gymnasiums and music rooms.

<p>Face mask requirements for the School community</p>	<p>Please see coronavirus.vic.gov.au for the latest face mask requirements.</p> <p>For all school settings, the Victorian Chief Health Officer:</p> <ul style="list-style-type: none"> • Directs school staff and secondary school students aged 12 or older must always wear a face mask indoors and outdoors at school. • Directs school staff and secondary school students aged 12 or older must always wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. • Directs school staff to wear a face mask while teaching wherever practicable, except where removal of a face mask is necessary for effective communication. • Strongly recommends children under 12 years of age and students at primary school wear face masks when at school, attending an OSHC program, or when travelling to and from school on public transport, taxis or ride share vehicles. <p>There are a number of lawful reasons for not wearing a face mask, including for staff and students who are unable to wear a face mask due to the nature of their disability, medical or a mental health condition.</p> <p>A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements. Refusal to wear a mask is breach of the Victorian Chief Health Officer Directions.</p> <p>Staff and students unable to wear face masks</p> <ul style="list-style-type: none"> • Enhance other strategies to limit transmission aimed at the whole school or class, including reduced class density, outdoor learning and ventilation. • Staff members unable to wear face masks due to a valid exception should avoid providing supervision or care to students with COVID-19 symptoms. <p>Encouraging and motivating mask use in schools</p> <ul style="list-style-type: none"> • Model correct and positive mask wearing. Face mask compliance amongst staff, parents, carers and visitors is vital for encouraging students to wear face masks. Communicate to staff and visitors their responsibility and obligation to affirm a safe and positive environment for students when on school premises. • Reinforce key messages about the importance of face masks, why they are importance and how they contribute to reducing risk of COVID-19 transmission. Use posters, photos, videos, creative projects, social media and other activities to promote and model mask wearing by other staff, students and community members. • Motivate and praise students who wear face masks correctly. Ask staff and students why they don't want to wear masks. Think about sensory or discomfort issues as a reason for refusal, and consider adjustments to help improve fit or comfort, such a providing a surgical mask where available. • Engage, confirm with, and support students and their families with lawful exceptions for mask wearing, including those with disability, medical or a mental health condition.
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	<p>Face mask supplies in schools</p> <ul style="list-style-type: none"> Review their PPE supplies and ensure adequate supplies remain available in the event of a suspected or confirmed case of COVID-19, including appropriately sized masks for younger children. Encourage students, staff and contractors/visitors to bring their own face mask, and provide enough single-use face masks available for staff, students or visitors who do not have their own or for masks that get damaged/soiled or require replacement. Schools can buy PPE items as per the following: <ul style="list-style-type: none"> Surgical masks (SAFE2103, SAFE4053, SAFE4054, SAFE4056) and KN95 masks (SAFE4052, SAFE4053, SAFE4054) <p>More information</p> <ul style="list-style-type: none"> Schools must display information and signage at school entrances and in communal areas such as staff rooms encouraging staff and students to wear masks wherever they are required, including where physical distancing of 1.5m cannot be maintained. 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.
<p>Testing requirements for moving between metropolitan Melbourne and Restricted Areas.</p>	<p>Any staff and final year students moving between metropolitan Melbourne regional Victoria (excluding Restricted areas) will need to be double vaccinated or undertake COVID-19 testing within 72 hours after attending onsite (no more than twice in 7 days). Staff do not need to wait for a test result to work. This includes all workers, including direct employees, sub-contractors, volunteers and Casual Relief Staff.</p> <p>Testing is an important health and safety measure. While the testing obligations under the CHO directions are the responsibility of individual staff members in their individual capacity, schools have an important role in working with staff who cross boundaries of restricted areas to ensure that schools remain safe and healthy working environments. Schools should consider whether there are reasonably practicable steps that should be taken, based on their own staffing profiles, to assist staff meeting their testing obligations under the restrictions.</p> <p>These may include:</p> <ul style="list-style-type: none"> Communicating with staff about testing requirements; Requesting information about employees' testing; Schools are encouraged to exercise flexibility and use local arrangements to support staff in completing testing. If appropriate in the circumstances, or if concerned about non-compliance by staff, giving directions to employees not to attend work unless evidence of testing is produced. <p>As has been the case throughout the pandemic, if any staff present symptoms of COVID-19 they should not attend onsite and get tested and isolate immediately.</p> <p>Please refer to the School's COVID-19 Vaccination Policy on requirements being staff are no longer able to be onsite after the 25th October 2021, if unvaccinated without an exemption.</p>

<p>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>	<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 computers and desks between different users and at the end of the day. <p>If a person has been advised by the DH that they are considered a 'close contact' of someone with a confirmed case of COVID-19, they must:</p> <ul style="list-style-type: none"> • Notify the school or office, self-isolate and arrange to be tested • Not return to work until test results are obtained. <p>The DH will notify the school if a student is identified as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> • Liaise with the DH to confirm the student identified as a close contact is not attending school during quarantine and testing requirements • Send the student home if they are attending school. <p>For more information: School Operations Guide., Complispace Policy Staff and Students</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <p>For more information: School Operations Guide. Infectious Cleaning Guidelines.</p>
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), and ensure high-touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.</p> <p>Staff are being informed of the enhanced contractor cleaning arrangements and cleaning products.</p> <p>Staff are being encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</p> <p>Deep Cleaning Schools should close spaces that are not needed and only use the administrative and teaching spaces needed to maintain physical distancing requirements and effective learning conditions.</p> <p>To help us deliver any necessary deep cleaning, it's recommended that school staff working on site:</p> <ul style="list-style-type: none"> • keep desks neat and tidy • file important documents before leaving each day

	<ul style="list-style-type: none"> • take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks) • do not leave food or food containers out in the open (such as tea bags, biscuits, fruit, used cups, used cutlery) • store away shared and loose items (such as toys, musical instruments, and sporting equipment) • keep personal cutlery in a sealed container, not left out on a workstation. <p>For more information: Infectious Cleaning Guidelines DET - Cleaning Guidelines.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Cleaning contractor arrangements to include performing a thorough COVIDSafe routine clean of all buildings' surfaces at the end of each day and/or increased frequencies using a hospital-grade disinfectant.</p> <p>Staff are being encouraged to carefully place all waste and disposable PPE in bins for cleaners to collect.</p> <p>For more information: Independent Schools - Operations Guide</p>
<h2 style="color: #8B4513;">Operational Requirements</h2>	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Upon arrival at the campus or office, staff, students, visitors and contractors to be reminded to 'stay home if unwell'. They will be asked to confirm if they or anyone at home have:</p> <ul style="list-style-type: none"> • experienced fever or flu-like symptoms, such as coughing, sore throat and fatigue • experienced shortness of breath • been in close contact with someone who has returned from overseas in the last 14 days • been in close contact with someone with a confirmed case of COVID-19. <p>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 encouraged to self-isolate until they can be tested and receive the result.</p> <p>Staff and visitors are being reminded to remain hyper vigilant in maintaining good personal hygiene.</p> <p>For more information: Independent Schools - Operations Guideline.</p> <p>Schools Policy: Infectious Diseases (Students) Policy and First Aid Policy</p>
	<p>As part of the COVID-19 vaccination roll-out, all school staff and all students aged 12 and over are now eligible to receive a coronavirus (COVID-19) vaccine.</p> <p>Information about vaccines and eligibility can be found on the coronavirus.vic.gov.au website.</p>

<p>Staff and Student Vaccinations</p>	<p>Required vaccinations for school staff</p> <p>The Victorian Chief Health Officer has determined that COVID-19 vaccination will be mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs), pre-service teachers, and Out of School Hours Care staff.</p> <p>All staff who work in schools will be required to have a first dose of a COVID-19 vaccine by 18 October 2021 or be able to produce evidence of a vaccination booking within the following seven days.</p> <p>All staff are required to be fully vaccinated by 29 November 2021 unless a medical exemption applies. They will be required to show evidence of their vaccination status.</p> <p>Getting vaccinated is the best way to protect yourself, your colleagues and students and keep the whole school community safe. Getting vaccinated will help slow the spread of COVID-19 and prevent future outbreaks in our schools.</p> <p>Further details in relation to processes for checking vaccination status, and in relation to other adults attending onsite will be provided soon. Vaccination is not mandatory for students, however in alignment with health advice, vaccinations are strongly encouraged as the best way to protect individuals, families and school communities from further outbreaks and the spread of COVID-19.</p> <p>Flexible leave arrangements to attend appointments</p> <p>Flexible work arrangements can be accessed with the approval of the principal. Formal leave arrangements are not necessary to attend vaccinations appointments, rather an agreement between employee and manager to take time off without loss of pay. Staff can access up to half a day's paid release from duty to attend COVID-19 vaccine appointments. Principals should put arrangements in place that maximise the opportunity for all employees get the vaccine and schools are requested to exercise flexibility to enable staff to access vaccination appointments. Staff are requested to make appointments at times that minimise disruption to the educational program of the school and supports for students. Prior to their first appointment eligible employees should discuss attendance with their principal/manager. School-based employees are not required to access unpaid leave to access COVID-19 vaccination services.</p> <p>Within this framework, and where full school operations are able to be maintained, schools are encouraged to exercise flexibility and use local arrangements to support eligible staff to access COVID-19 vaccination services.</p> <p>Staff who have used other leave entitlements or who have taken unpaid leave to attend a vaccination appointment are to be recredited their leave entitlement or paid, consistent the entitlement to access up to half a day's paid release from duty.</p> <p>In circumstances where an employee becomes unwell following a COVID-19 vaccination, they may access personal leave.</p>
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	<p>For further information about how staff will be supported to receive a COVID-19 vaccination, contact the Schools People Services general HR phone line: 1800 641 943.</p> <p>Community vaccination pop-up clinics To support the uptake of vaccinations, 70 school-based vaccination pop-up clinics are being established in areas that need them most and where barriers to vaccination may exist. The pop-up clinics are providing access to COVID-19 vaccines in targeted areas for all eligible students, their families, staff and the local community. Approximately 70 school sites will be used across a range of Local Government Areas. The Department will contact selected schools directly.</p>
<p>Communal Work Areas</p>	<p>Common rooms and areas accessed by the public (reception areas) in each campus or office will be inspected and seating arrangements staggered to promote physical distancing in line with one person for every four square metres.</p> <p>Floor marking will be introduced to maximise physical distancing.</p> <p>Staff and visitors are being reminded to remain hyper vigilant in maintaining good physical distancing, at all times.</p> <p>Workstations, classrooms and reception areas will be reviewed and, wherever possible, reconfigured or modified to reduce the risk of person-to-person or person-to-surface transmission.</p> <p>Shields, barriers and signage will be considered as part of the control measures.</p> <p>Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.</p> <p>For more information:</p> <ul style="list-style-type: none"> • Independent Schools - Operations Guideline. • Health and safety advice for all Victorian schools. • DET - School Boarding Guidelines
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>Schools must implement actions to reduce the congregation of adults around the school and ease congestion. Schools can do this through strategies such as the use of multiple entry/exit points, creating spaces for egress in different areas of the school and appropriate signage to communicate expected behaviours.</p> <p>Schools must communicate the strategies in place to parents through local signage and school communications (e.g. letter and newsletter) to remind staff, students and families of the need for behaviours that support physical distancing.</p> <p>For more information: Independent Schools - Operations Guideline.</p>

<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff and adult visitors are being briefed to follow physical distancing rules:</p> <ul style="list-style-type: none"> • Remain at least 1.5 metres from other individuals wherever possible; follow the ‘one person per four square metres’ rule. • Only have one person in small work areas. • Avoid shaking hands, hugging or touching others. • Avoid large gatherings indoors. • Hold meetings outside in the open air if possible. • Always use good hand and cough/sneeze hygiene. • Eat lunch outside rather than indoors if possible. • Don’t share food or drinks in the workplace. • Practise the hygiene and cleaning protocols detailed in this plan. <p>All staff on site are trained in the ‘Coronavirus Information for Staff’ eLearn module via CompliLearn.</p> <p>For more information: Guidance on hygiene and physical distancing.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Visitors, contractors and delivery drivers are being advised to follow sign-in, physical distancing, hygiene and cleaning protocols detailed in this plan. Designated delivery areas are being clearly signposted at entry points to minimise contact.</p> <p>Staff and visitors are being reminded to remain hyper vigilant in maintaining good personal hygiene, at all times.</p> <p>For more information: Independent Schools - Operations Guideline.</p>
<p>Playgrounds and School Facilities</p>	<p>Playgrounds Playgrounds are open for school use and are available for community use after school hours only, in line with community settings.</p> <p>Use of school facilities by community and sports groups Use of school facilities by community and sport groups, such as ovals and pools, is permitted in regional Victoria (excluding restricted areas) if the use aligns with Department of Health restrictions for the relevant activity, including the application of required density limits. Use of facilities during school hours should ensure there is no mixing between those using school facilities and school staff and students (e.g. a swim school’s exclusive use of a school pool and changerooms. Use of school facilities by community and sports groups is not permitted in metropolitan Melbourne and other Restricted Areas.</p> <p>Secondary School Immunisation Program are essential services that can be delivered onsite in all schools.</p> <p>School bus services across the state will continue to operate as normal. Students are not required to check-in via a QR code service when travelling on private school buses or disability transport services, however school bus services are required to keep accurate records of students and staff (including drivers) accessing these services should this information be required for contact tracing. For more information, please see https://www.coronavirus.vic.gov.au/school-bus-services</p>

<p>Interschool activities, Sport and use of Pools</p>	<p>All interschool activities should be deferred or held remotely.</p> <p>Swimming pools Swimming and all other pool use in metropolitan Melbourne and other Restricted Areas cannot occur at this time Hydrotherapy pools can be accessed for the purpose of the provision of hydrotherapy services subject to the requirements of the Directions. Group hydrotherapy services are not permitted.</p> <p>Outdoor pools can be used in regional Victoria (excluding Restricted Areas):</p> <ul style="list-style-type: none"> • There is no limit on participant numbers where there is exclusive use of a pool facility by a single school at any one time for educational purposes • Where there is not exclusive use of a pool by a single school, the requirements of the Restricted Activity Directions apply. Schools should speak to swimming pool venues to determine how restrictions apply to the activity being undertaken. <p>Physical education and interschool sport Outdoor physical activity is permitted across Victoria. Outdoor and indoor physical activity is permitted in regional Victoria (excluding Restricted Areas).</p> <p>Where using an external sporting facility in regional Victoria (excluding Restricted Areas), density limits do not apply where there is exclusive use of the venue by single schools, however schools should continue to apply COVIDSafe principles to decision making, including avoiding interactions in closed spaces and physical distancing where practicable.</p>
<p>Camps and Excursions</p>	<p>All interschool activities should be deferred or held remotely.</p>
<p>School Event, Gatherings and Assemblies</p>	<p>School events, gatherings, assemblies, and non-essential meetings should be deferred or held remotely.</p>
<p>Singing, musical instruments</p>	<p>Singing and playing wind and brass instruments can occur in regional Victoria (excluding Restricted Areas) if Department of Health recommendations to reduce transmission risk are followed. Recommendations include moving outdoors, increasing ventilation, physical distancing of two metres between performers and five metres between performers and the audience, reducing the number of people, or reducing the length of time an activity is conducted. Further advice on ways to reduce risk can be found in DH guidance: COVID-19 transmission from air-circulating, wind-blowing devices and activities.</p>

	Singing, brass, woodwind classes and groups in metropolitan Melbourne and other Restricted Areas must be postponed or occur remotely during this time.
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Action to ensure effective record keeping

Record keeping	
Student Attendance	<p>All students are expected to attend onsite as their year levels return to onsite learning, unless they are formally registered as being home-schooled. Parent preference is not an approved absence reason. Schools should work closely with families that may be concerned about the return to on site learning with the support of regional staff.</p> <p>Attendance, both onsite and remote, must be recorded on SEQTA daily. For information on recording attendance during the period of remote learning</p> <p>Onsite supervision The learning program delivered onsite will be the same as the learning program delivered to students undertaking remote learning. Students attending onsite will be supervised by staff onsite but follow the teaching and learning program provided by their classroom teacher.</p> <p>Students attending onsite must be supervised at all times by staff with either current Victorian Institute of Teaching (VIT) registration or a Working with Children Check. Education Support staff can provide direct support to and supervision of students, provided they have access to support from a VIT registered teacher.</p> <p>Authorised worker permits for onsite supervision Parents and carers in metropolitan Melbourne and Restricted Areas can request onsite supervision for their child/ren in Category A only if they hold an authorised worker permit. Schools should make the updated onsite attendance form available to parents/carers who require onsite learning for their child/ren. A copy of a permit/s must be submitted as soon as practicable after issuance for those seeking Category A onsite supervision. A permit is not required for accessing onsite supervision under Category B.</p> <p>In rare circumstances a parent/carer does not need a worker permit. This includes law enforcement, emergency services or health care workers who carry employer-issued photographic identification. More information is available online.</p> <p>On the advice of our public health team, all workers – in Melbourne and regional Victoria – on the Authorised Worker list will require their first COVID-19 vaccine dose by 18 October in order to continue working onsite, and for their children to be eligible for on-site supervision.</p>

	<p>The role of schools in authorised worker permit compliance Schools are not responsible for confirming the validity of permits of Authorised Workers and will not face any penalty if they allow a student onsite in reliance of a parent’s Authorised Worker status, which subsequently turns out to be false. The onus is on the permit holder to attest to the permit conditions and eligibility, and any penalties that apply if this information is incorrect would be issued to the permit holder.</p>
<p>Staff Arrangements</p>	<p>It continues to be the principal’s responsibility to make the school-based decisions required to deliver education.</p> <p>Where year levels or cohorts of students are returning to onsite learning, the school staff who teach and support those students should resume normal duties. In metropolitan Melbourne, until 22 October, where teachers and support staff are not required onsite, they should work from home during the staggered return to onsite learning.</p> <p>In Regional areas, where teachers and support staff are not required onsite, they should work from home during the staggered return to onsite learning</p> <p>Some exceptions will continue to apply for medically vulnerable staff. Principals will need to ensure that there are sufficient staff onsite to run the school’s teaching and learning programs. Where additional staff are required, schools are strongly encouraged to engage Casual Relief Teachers (CRTs) wherever possible.</p> <p>Where additional school staff are required onsite, principals should consult their staff to identify those willing and able to work onsite. Schools should ensure staff are consulted with, and have input into, the ways work may be organised and allocated.</p> <p>If it is necessary to identify which staff are to work onsite either for a specified day or days or as part of a roster to meet the above requirements, the school should follow procedures determined at the school using the school’s consultative procedures.</p> <p>Staff work hours at home should be consistent with the attendance arrangements already in place at each school and determined in accordance with the school’s local consultative arrangements. Schools should communicate these hours of work to parents/carers and indicate that teachers and support staff are not required and will not necessarily be available to students or families/carers outside these hours.</p> <p>Staff working from home, including teachers and education support staff, will not visit or work in students’ homes. Working alone or in isolation from others presents risks to staff health and safety, including risks resulting from the home environment, and also risks to staff mental health.</p> <p>For schools other than specialist schools, if it is necessary to identify which staff are to work onsite either for a specified day or days or as part of a roster to meet the above requirements, the school should follow procedures determined at the school using the school’s consultative procedures or in the absence of local arrangements the following process should be used:</p>

	<ul style="list-style-type: none"> a. The principal will notify all staff they are seeking volunteers to be available to work onsite for a specified day or days or as part of a roster. b. If there are insufficient volunteers, Casual Relief Teachers (CRTs) should be engaged. If insufficient CRTs are available, the principal should approach their Senior Education Improvement Leader (SEIL) to establish if any staff from other schools in the network are available. c. Where it has been identified through (a) and (b) above, that there are insufficient staff to meet the needs of the school, the principal will provide an opportunity for the employees to provide reasons why they should not be considered for work onsite for a specified day or days or as part of a roster. d. The principal will take into account the overall work needs of the school and the submissions from individual employees in accordance with (c) above in determining which staff will be required to work onsite for a specified day or days or as part of a roster. e. The principal will make every effort to ensure that an employee is not identified to work onsite where there are compelling personal compassionate grounds pertaining to that employee. <p>School staff working onsite to support a school's supervision program are able to have their children attend their usual school for those days they are working onsite and where no other supervision arrangements can be made.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>COVID-19 related reporting is communicated to staff via a staff meeting. Staff are advised to notify the school principal or office manager remotely and complete an incident report form on Complispace – Incident Reporting. Medical advice and testing should be sought immediately.</p> <p>If a staff member is diagnosed with COVID-19, this must be reported to the DH and WorkSafe Victoria by calling 13 23 60.</p> <p>Staff must not return to work until medically cleared to do so.</p> <p>For more information: Independent Schools - Operations Guideline. Complispace OHS Program – Home Page</p>

Action to prepare for your response

Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>The Kilmore International School has considered:</p> <ul style="list-style-type: none"> • preparing for absenteeism of staff due to quarantine or self-isolation while waiting for test results • key dependencies • delivery of essential services • communications during a critical incident. <p>For more information:</p> <p>Independent Schools – Returning to School Resources</p>
<p>Prepare to assist the Department of Health (DH) with contact tracing, and providing staff and visitor records to support contact tracing.</p>	<p>Schools should close for an initial 24 hours to allow for identification and notification of primary close contacts (PCCs).</p> <p>Administration staff will be able to provide visitor, contractor, staff and student records from the period of 48 hours prior to the onset of symptoms in a suspected case of COVID-19 to the DH. This will assist with contact tracing should someone test positive.</p> <p>The school should use provided spreadsheet to complete the identification of Primary Close Contacts (PCCs) and forward the completed spreadsheet to the relevant local public health unit of DH when requested.</p> <p>In primary schools, PCCs are likely to be limited to those in the same class as the confirmed COVID-19 case. However, this will depend on the level of compliance with face-mask requirements and how much classes might have mixed.</p> <p>In secondary schools, where students may have mixed across different subjects on particular days, a year level may be classified as PCCs. However, this will again depend on the level of face-mask compliance, the degree of mixing across classes and year levels, and the time spent together.</p> <p>Schools should contact the identified PCCs and inform them that they should stay at home and get tested as soon as possible.</p> <p>DH will send an SMS to the PCCs advising them of their quarantine, testing and release dates (this may take some days).</p> <ul style="list-style-type: none"> • Primary school PCCs will be asked to isolate until they clear a Day 13 test. • Secondary school PCCs will be informed that if they are vaccinated, they should isolate for seven days and may be able to return to school after a Day 6 test, depending on local school arrangements. If the PCCs are unvaccinated, they will be required to isolate for 14 days and can return to school after a Day 13 test. Students will need to show evidence of their test and vaccination status when they return to school. <p>For more information: Independent Schools - Operations Guideline.</p>

<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>If a confirmed or suspected COVID-19 case has been in the workplace the School to contact their cleaning contractors and identify any high-touch areas where the case had been that will require additional cleaning.</p> <p>When any necessary cleaning has been arranged and PCCs identified and contacted, schools should then notify all other students they should return to school the following day. The school can reopen the following day without requiring further notification.</p> <p>There is no need to do a deep clean. Your routine clean is considered sufficient.</p> <p>For more information: Infectious Cleaning Guidelines</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>If a staff member or student is suspected of having COVID-19:</p> <ul style="list-style-type: none"> • isolate the person immediately • notify the school/office leadership team • 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 is received • in the case of a boarding student, they will be isolated in the boarding house away from the other boarders. • continue with enhanced cleaning regime until the outcome of the case is known • if the case is positive, facilitate a ‘deep’ clean of the facilities as per the Infectious Cleaning Guidelines • notify anyone potentially at risk to self-isolate and to also be tested. <p>To monitor close contacts, schools will now be advised if a student is identified by the DEPARTMENT OF HEALTH as a close contact of a person with COVID-19. The school will:</p> <ul style="list-style-type: none"> • liaise with the DH to confirm the student identified as a close contact is not attending school during quarantine and testing requirements • send the student home if they are attending school. <p>For more information: Independent Schools - Operations Guideline. Independent Schools – Returning to School Resources</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Follow Independent Schools – Returning to School Resources</p> <p>For all suspected COVID-19 cases, the employer will inform all staff not in close contact to be vigilant about the onset of symptoms.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>The school principal or delegate is aware of the requirement.</p> <p>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.</p>

<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<p>In accordance with advice from the DH, the DH and WorkSafe Victoria must be notified that the workplace is reopening.</p> <p>For more information: Independent Schools - Operations Guideline.</p>
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Learning and Teaching – Remote/Onsite

Staged Return	
Onsite learning: Regional Areas	<p>All dates below are subject to public health advice</p> <ul style="list-style-type: none">• From Monday October 4, Prep to Year 2 students and students in Units 3/4 VCE and final year VCAL and IB (year 11 and 12) will continue to attend onsite full time, as was the situation at the end of Term Three.• On Wednesday October 6, once the GAT is finished, all remaining Year 11s will return full-time.• From Monday October 11, a staggered return begins for other year levels. Years 3-4 and 8-9 will attend on Tuesdays and Wednesdays, Years 5-6 and 10 on Thursdays and Fridays, while Year 7s will be back five days a week.• From Friday, October 22, a students are expected to return to onsite learning Monday to Friday. <p>See schedule below for summary</p> <ul style="list-style-type: none">• Ungraded students with disability in specialist and mainstream schools should return to onsite learning with their year level equivalent cohort.• All students will resume onsite learning fulltime from 22 October, subject to public health advice.• Remote and flexible learning will be delivered to students on the days they are not onsite.• Any variation on the approach outlined above proposed by schools following staff consultation processes consistent with local consultative arrangements must be put in writing and approved by the respective Area Executive Director prior to any communication with their school community. Variations are only required where there is a demonstrated need.• For years that have not yet fully transitioned to onsite learning, on the days they are not onsite under the staggered return plan, all schools in regional Victoria will continue to provide remote and flexible learning except for students in the following categories who are eligible for onsite supervision and care:<ol style="list-style-type: none">1. Students in Prep to Year 2 and students in Units 3/4 VCE and final year VCAL and IB (year 11 and 12)2. Children who have been previously been attending because their parents/carers were considered authorised workers3. Children experiencing vulnerability, including:<ul style="list-style-type: none">• in out-of-home care• deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home• identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service)

- Where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable due to family stress, the school must provide onsite supervision for that student. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools.
- Ungraded students with disabilities in specialist and mainstream schools return to onsite learning with their year level equivalent cohort.

Summary

Key actions for schools	Metropolitan Melbourne and Restricted Areas	Regional Victoria
Face masks (see Face Masks in Schools)	YES – INDOORS AND OUTDOORS	YES – INDOORS AND OUTDOORS
Working across multiple sites	MINIMISE	MINIMISE
Minimise cohort mixing: Stagger breaks and arrival and departure times	YES	YES
COVIDSafe routine cleaning	YES	YES
Community use of school playground / outdoors	YES For school use Community use can occur out of school hours only.	YES For school use Community use can occur out of school hours only.
Community use of school facilities (indoors)	NO	YES
Libraries (for borrowing and as a learning space)	NO	YES
Visitors to schools	ESSENTIAL VISITS ONLY Visitors to school premises should be limited to essential school services and operations	ESSENTIAL VISITS ONLY Visitors to school premises should be limited to essential school services and operations
Student placements	YES Only for final year pre-service teacher placements (see APAW list) (Placements for all students can continue to occur in the <i>remote learning</i> environment at discretion of school)	YES All student placements (permitted at discretion of school)
Health, wellbeing, inclusion visits	ESSENTIAL VISITS ONLY	YES
School tours	NO	NO

Excursions	NO	NO
Swimming and all other pool use *Please refer to page 21 for separate advice on hydrotherapy pools	NO	YES
Incursions	NO	NO
School photos	NO	NO
Camps and overnight stays	NO	NO
Assemblies (whole school and year level), formals, graduations	NO	NO
Kinder transition program	TBC	TBC
Statewide transition day	TBC	TBC
All sporting activities (indoor, outdoor, contact and non-contact)	NO	YES
All interschool activities (such as debating)	NO	NO
Singing, brass and woodwind classes and groups	NO	YES Following recommended health advice
Professional development and staff meetings (face to face)	NO Should be conducted online or deferred	NO Should be conducted online or deferred

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

Signed



Name

Dr Peter Cooper

Date

5/10/2021

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may be required to provide the COVIDSafe Plan to the Department of Health (DH) or WorkSafe Victoria upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.

Date: 5/10/21

Date for review: 5/11/21