



## **COVIDSAFE PLAN STATEMENT:**

Ballarat Grammar has developed this COVIDSafe Plan (Plan) to support all aspects of the School to safely return to campus, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19).

In successfully implementing this Plan, the School understands that a whole school approach by staff, parents, students and the broader school community is required. The School is also mindful of the impact that the COVID-19 pandemic has had on the School community including each individual's mental health and wellbeing. In implementing this plan, the School will continue to be mindful of each individual's physical and mental wellbeing and strive to provide a safe and supportive environment for its community.

Due to the unique school environment, the School has chosen to use a different template to the one provided by the Victorian Government to ensure the plan is able to support and be implemented by the whole School community.

The School has chosen to use the phrase 'Physical Distancing Policy' as opposed to 'Social Distancing Policy' as the School wants to ensure our community remains socially connected in these unprecedented times.

## **DETAIL:**

### **Definitions**

**COVID-19 (Coronavirus)** – is an illness caused by a virus that affects the respiratory system. Symptoms include but are not limited to fever, coughing a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

**Physical Distancing** – includes ways to stop or slow the spread of infectious diseases. It means less close contact between individuals.

**Staff** – includes any permanent, fixed-term or casual staff, including, but not limited to, Teaching Staff, Administration, Finance, School Assistants, Health Centre, ICT, Operations, Transport, CEEd, Psychologists, and BGS Educational Services Staff (WCPA, City Cite, Cleaning and Grammar Shop). In addition, any contractors onsite for emergency works would be considered in this category for the time they are at Ballarat Grammar.

**PPE** – means Personal Protective Equipment

**Reasonably practicable** – means that which is reasonably able to be done in relation to ensuring health and safety, considering, and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned;
- The degree of harm that might result from the hazard or the risk;
- What the person concerned knows, or ought to reasonably know, about:
  - The hazard or the risk; and
  - Ways of eliminating or minimising the risk;
    - The availability and suitability of ways to eliminate or minimise the risk; and





- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

### **Part 1 – General Hygiene and Health**

1. It is critical that anyone who is unwell should not attend any of the School's campuses.
2. All members of the School community are expected to practice good hand and sneeze/cough hygiene, this includes but is not limited to the following:
  - 2.1 Washing their hands frequently in accordance with the recommendations of the World Health Organisation (please refer to Annexure 1) with soap and water, before and after eating, after going to the toilet and at reasonable intervals.
  - 2.2 Cover their cough and sneeze with a tissue or use their elbow, dispose of tissues, and use alcohol-based sanitiser when moving between buildings or different areas of the school (please refer to Annexure 2); and
  - 2.3 Not touching their face.
3. The School will promote the following strategies (please refer to Annexure 3):
  - 3.1 Stay home if you become unwell. If you become unwell during the day, go home (via the Health Centre);
  - 3.2 Keep your distance - 1.5 metres apart where reasonably practicable;
  - 3.3 Wash or sanitise your hands when entering and leaving every building;
  - 3.4 Cover your cough or sneeze;
  - 3.5 Wear your face masks;
  - 3.6 Keep left and keep moving; and
  - 3.7 Be kind.
4. The School will continue to follow health advice to help keep the School safe.

### **Part 2 – Attending campus**

1. Prior to entering any building all individuals are required to sanitise their hands via the automated dispensers on the outside or just inside each buildings. As hands are the main pathways of germ transmission, it is the most important measure to avoid the transmission of harmful germs and prevent healthcare associated infections. Bathrooms and sanitising stations throughout the School also contain diagrams from the World Health Organisation demonstrating the recommended procedure for all individuals to wash hands and sanitise hands.
2. All individuals (with the exception of full time teaching staff) must sign in when they arrive at campus through the Services Australia QR code and a kiosk located at the entry points throughout the School and sign out when they leave campus.
3. All individuals are requested to monitor their own temperatures and health.
4. All individuals are expected to monitor the current COVID- 19 exposure sites as published by Government.

### **Part 3 – Students**

1. In line with the Victorian Government announcement on Thursday 30 September 2021 students will have a staged return to onsite learning as follows:
  - a. From Monday 4 October, Prep- Year 2 and students completed a Unit  $\frac{3}{4}$  VCE and final year VCAL subject will continue to attend onsite full time.
  - b. All final year students will sit the GAT onsite on Tuesday 5 October 2021.
  - c. From Wednesday 6 October, all remaining Year 11 students will return to campus full time.





- d. From Monday 11 October, years 3, 4, 8 and 9 will attend on Tuesdays and Wednesdays and Years 5,6 and 10 will attend Thursdays and Fridays. Year 7's will return full time.
  - e. Remote learning in line with the Headmaster's letter to parents will continue for students when they are not onsite.
  - f. Onsite care and supervision will be provided for years that have not yet fully transitioned to onsite learning for children where both parents and or carers are considered authorised workers; and vulnerable children, including:
    - i. children in out-of-home care
    - ii. children deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home
    - iii. children 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)
2. For students completing learning at home, the parent and/or carer is responsible for the student's general safety at home or elsewhere.
  3. Staff will continue to work collaboratively with students and parents and/or carers to ensure all assessment tasks can be completed as required, whilst adhering to government recommendations and keeping in mind the wellbeing of the students.
  4. The CEEd will continue to be open for Infant's and Toddlers, Kindergarten and Reception Programs and continue to closely monitor the Department's requirements.
  5. Prior to students attending school, parents and/or guardians will be required to sign a declaration confirming that they will not send their child or children to School if they are unwell.
  6. Any student who presents with any symptoms suspicious of COVID-19 or other respiratory infection on campus will be sent to the Health Centre. The Health Centre will immediately ensure the following:
    - 2.1. The parents and/or guardians will be contacted and asked to immediately collect their child.
    - 2.2. The Health Centre will ensure that the student is provided with PPE as required and isolated in a single room until the child's parent and/or guardian arrives.
    - 2.3. The Health Centre will advise the parent and/or guardian that the student should get tested and to contact the National Coronavirus Helpline (1800 020 080) for further advice.
    - 2.4. An incident form will be completed online through the School's online incident reporting system outlining the incident.
  3. All students will be encouraged to maintain physical distancing as far as reasonably practical.
  4. All students will be required to wash or sanitise their hands upon arrival and throughout the day, particularly when entering and exiting common areas.
  5. Health checks including, but not limited to temperature checks will be completed as required and at the discretion of the Health Centre. This may include if a student has visited an area under Stage 4 restrictions, or a lockdown or a designated outbreak area, or an area designated as a red or orange zone by the Victorian Government.
  6. As far as reasonably practical, students will be zoned in areas for recess and lunch to avoid potential cross infection.
  7. As far as reasonably practical, and weather permitting, students will be encouraged to spend time outside.
  8. As far as reasonably practical, students will not be allowed to share belongings, to limit contact with surfaces.





9. All students will be required to follow Government requirements regarding the use of face masks.
10. Students living in metropolitan Melbourne or a restricted area but attending the School will be able to attend onsite learning with their year level, consistent with the conditions/ restrictions in place. Year 12 students must be double vaccinated or undertake twice weekly COVID-19 PCR testing to help keep the School safe.
11. Work experience and Structured Workplace Learning can recommence.
12. 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 vaccine. 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.

#### **Part 4 – Staff**

1. All staff who can work from home, must work from home.
2. The School requires all staff, to be proactive in maintaining a sensible physical distance of at least 1.5 metres from any other individual at all times.
3. The School will provide a 2m<sup>2</sup> office space for each staff member required to be onsite.
4. Density limits of 1 person per 4 square metres apply to all staff areas such as staff lunchrooms and areas accessed by the public.
5. The School requests that staff keep left and keep moving in doorways and walkways.
6. The School requests that staff adhere to displayed area limit signs in shared spaces and are especially aware of physical distancing in common areas such as staff rooms and respect each staff member's personal space and workspace.
7. All staff are required to use hand sanitiser upon entry and exit to all common areas.
8. In planning any care or teaching of students onsite, all staff are to consider programming to promote activities that are not constricted to one play area or promote contact.
9. As far as reasonably practical, staff will endeavour to ensure students do not queue up in lines. Should this occur, staff will encourage physical distancing and attempt to move students on to other activities.
10. All staff are encouraged to schedule lunch breaks at alternate times to eliminate groups of individuals using the kitchen and staff rooms at the same time.
11. All staff are encouraged to have meetings and lunch breaks via Zoom or if required in person outdoors, weather permitting.
12. All staff are required to thoroughly wash, dry and put away their dishes or preferably load them into a dishwasher after use.
13. Paper towel is to be used in common areas rather than tea towels.
14. The School will closely monitor Government recommendations regarding vulnerable members of staff and whether their medical professional advises that they should work remotely. Where possible, individual arrangements will be made with the staff member's Head of School or Manager. Staff may be requested to provide information regarding the vulnerable individual in order to implement the most appropriate and agreed risk mitigation strategy.
15. Any Staff member who presents with any symptoms suspicious of COVID-19 or other respiratory infection is required to leave campus via the Health Centre (or telephone the Health Centre), complete an incident report and are able to access personal leave via normal procedures until they are symptom free.
16. Any member of staff with any symptoms suspicious of COVID-19 or other respiratory infection is required to present for testing and/or follow Victorian Government Guidelines.





17. Staff are encouraged to download the COVIDSafe App and use in line with the recommendations of the Australian Government Department of Health whilst on campus.
18. Staff must follow any recommendations or requirements of the Australian Government Department of Health whilst on campus. This includes the use of face masks. The School will provide each staff member with a reusable mask and/or face shield and training on how to use it correctly.
19. Unless written permission is provided by the Headmaster, no member of staff is to travel wider than the local region for work related to their Ballarat Grammar work.
20. Staff are encouraged to be mindful of travelling to regions that are classified as orange or red under the Victorian Government's 'traffic light' system and are reminded that these classifications may change quickly.
21. All staff who reside in Melbourne or a restricted area, are required to contact [Leah.Moneghetti@bgs.vic.edu.au](mailto:Leah.Moneghetti@bgs.vic.edu.au) to organise an authorised worker permit.
22. Staff moving between Metropolitan Melbourne and regional Victoria are required to be fully vaccinated with this vaccination status sent to the Health Centre or undertake twice weekly COVID-19 PCR testing as required by the School's Operational Guide to help keep schools safe. Further information regarding these requirements can be required from the Risk, Compliance and Culture Department.
23. In line with the Victorian Chief Health Officer's determination, all staff, pre-service teachers, contractors and volunteers will be required to have a first dose of COVID-19 by 18 October 2021 or be able to produce evidence of a vaccination booking within the following seven days. All staff, pre-service teachers, contractors and volunteers will be required to be fully vaccinated by 29 November 2021 unless a medical exemption applies. Evidence of vaccination status but be forwarded to the Health Centre at [health@bgs.vic.edu.au](mailto:health@bgs.vic.edu.au).
24. Formal leave arrangements are not required for staff attending vaccination appointments, instead the member of staff should discuss with their line manager and for teaching staff their line manager and Daily Program Co-ordinator to take time off without loss of pay.
25. All staff will be required to read and understand this policy and be advised of any material changes.

### **Part 5 – Cleaning**

1. The School will significantly increase the cleaning of the School premises.
2. All classroom surfaces will be cleaned in line, or more frequently than recommended by the School's Operations Guide.
3. To reduce the spread of viruses or germs, the School will ensure regular environmental cleaning of high touch surfaces and frequently used objects at regular intervals.
4. Regularly used common spaces will be cleaned at least twice a day.
5. Outdoor play equipment will be cleaned regularly when used throughout the day.
6. Specialty areas, such as Art and Science, may require the students and/or staff to clean surfaces and/or equipment before and after use.
7. Cleaning logs of shared spaces will be required to be completed by cleaning staff.

### **Part 6 – Buildings and Grounds**

1. Common areas will be clearly labeled to provide an estimate of the maximum number of individuals are allowed in each space.
2. As far as is reasonably practical, visual reminders will be displayed in buildings to remind staff and students of physical distancing.
3. Clean perspex screens will be installed in designated spaces for additional protection.
4. As far as reasonably practical, and at reasonable intervals, the amount of fresh air and ventilation will be increased.







5. To limit access to the campus, perimeter gates not used as entry for staff and students will be locked, with a contact number provided for access, as required.
6. The School pool can be used for exclusive Ballarat Grammar use for educational purposes.

### **Part 7 – Parents and other Visitors to the School**

1. Parents will generally be required to drop their child off with the designated staff member on duty and not enter the School grounds.
2. Wherever possible, parent and/or guardian meetings should be conducted via Zoom.
3. Only essential visitors are permitted onsite without the permission of the Headmaster.

### **Part 8 – General**

1. In the event of a suspected case of COVID-19 or a staff member or student displaying symptoms, staff must contact the Health Centre immediately. If necessary, the Health Centre will notify the Outbreak Management Team who will follow the School's Outbreak Management Plan (as per Annexure 4)
2. Staff and students will be required to maintain physical distance from each other at all times, where reasonably practical.
3. The School has a primary duty of care to ensure as far as is reasonably practical, the health and safety of its staff and students. This duty of care includes the following:
  - 3.1 Eliminating risk to health and safety, so far as is reasonably practical; and
  - 3.2 If it is not reasonably practical to eliminate risks to health and safety, to minimise those risks as is reasonably practical.The School will continue to adhere to Federal and State Government recommendations in order to adhere to this.
4. The School will continue to encourage staff to use open communication and communicate key messages with students, parents and the wider School community, on an ongoing basis as further advice and recommendations are received.
5. The School will continue its support and wellbeing program for staff and students to ensure members of the School community receive counselling and other pastoral support during these challenging times.
6. All deliveries are required to be left in the Founders' Wing Reception foyer and be contactless where possible.
7. All events, including sporting events that cannot be held remotely are to be postponed.
8. No camps or excursions can take place at this time.
9. All face to face professional development and staff meetings are postponed or to be held remotely.
10. Singing and playing wind and brass instruments can occur in line with Government Requirements.
11. Playgrounds are able to be used.
12. External hiring of School Facilities is not available at this time, however will continue to be closely monitored.
13. School Libraries are able to be used for borrowing and as a learning space.
14. No School tours can occur during this time.
15. No incursions can occur during this time.
16. The School will continue to increase fresh air flow into indoor spaces whenever possible,
17. The School acknowledges that this Plan does not remove its requirements to fulfill its obligations under the Occupational Health and Safety Act 2004.

### **Part 9 – Review**

1. This Plan will be reviewed on or before 3 November 2021 or when circumstances change.





2. Should anyone feel this Plan requires modification, please email Leah.Moneghetti@bgs.vic.edu.au.
3. Given the unprecedented and evolving nature of the pandemic and its impact on the School community and given that government advice and restrictions are changing frequently the School will review the control measures on a regular basis to ensure that they are working as planned.

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### Annexure 1

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

**⌚ Duration of the entire procedure: 40-60 seconds**

<b>0</b>  Wet hands with water;	<b>1</b>  Apply enough soap to cover all hand surfaces;	<b>2</b>  Rub hands palm to palm;
<b>3</b>  Right palm over left dorsum with interlaced fingers and vice versa;	<b>4</b>  Palm to palm with fingers interlaced;	<b>5</b>  Backs of fingers to opposing palms with fingers interlocked;
<b>6</b>  Rotational rubbing of left thumb clasped in right palm and vice versa;	<b>7</b>  Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;	<b>8</b>  Rinse hands with water;
<b>9</b>  Dry hands thoroughly with a single use towel;	<b>10</b>  Use towel to turn off faucet;	<b>11</b>  Your hands are now safe.

	<b>World Health Organization</b>	<b>Patient Safety</b> A World Alliance for Safer Health Care	<b>SAVE LIVES</b> Clean Your Hands
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### Annexure 2

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

**⌚ Duration of the entire procedure: 20-30 seconds**

<b>1a</b>  Apply a palmful of the product in a cupped hand, covering all surfaces;	<b>1b</b>  Rub hands palm to palm;	<b>2</b>  Rub hands palm to palm;
<b>3</b>  Right palm over left dorsum with interlaced fingers and vice versa;	<b>4</b>  Palm to palm with fingers interlaced;	<b>5</b>  Backs of fingers to opposing palms with fingers interlocked;
<b>6</b>  Rotational rubbing of left thumb clasped in right palm and vice versa;	<b>7</b>  Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;	<b>8</b>  Once dry, your hands are safe.

	<b>World Health Organization</b>	<b>Patient Safety</b> A World Alliance for Safer Health Care	<b>SAVE LIVES</b> Clean Your Hands
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### Annexure 3

**BALLARAT GRAMMAR**  
OUR SAFE COMMUNITY

	If you are sick, stay home. If you get sick during the day, go home (via the Health Centre)
	Keep your distance - 1.5 m apart
	Wash or sanitise hands before entering and when leaving every building
	Cover your cough or sneeze
	Be kind



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