



## **COVIDSAFE PLAN STATEMENT:**

Ballarat Grammar has developed this COVIDSafe Plan (Plan) to support all aspects of the School to continue to implement important practices to reduce the risk of coronavirus (COVID-19) transmission. This COVIDSafe Plan applies to the Mount Rowan and Forest Street campuses as well as the boarding community.

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.

## **DETAIL:**

### **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.
3. The School will promote the following strategies:
  - 3.1 Stay home if you become unwell. If you become unwell during the day, go home;
  - 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 when indoors, when you cannot physically distance or if you are a close contact; and
  - 3.6 Be kind.

### **Part 2 – Attending campus**

1. All individuals must sign in when they arrive at a campus through the Ballarat Grammar sign in kiosk located at the entry points throughout the School and sign out when they leave campus.
2. Parents and/or carers and visitors are permitted onsite however must be met by a designated staff member who will be responsible for ensuring the visitor is aware of the requirements once they are onsite and upon entry use the Ballarat Grammar kiosk to check in to the School (with the exception of the CEEd and Junior School pick up and drop off).
3. It is the responsibility of the supervisor or visitor contact to ensure the visitor adheres to all requirements. All visitors are required to adhere to Government requirements and risk mitigation strategies that the School has in place.
4. All individuals are requested to monitor their own temperatures and health.

### **Part 3 – Testing**

1. The School will continue to provide Rapid Antigen Tests to staff and students as required. Use is recommended when staff and/or students are symptomatic and can be collected from Reception points or from the Compliance Department.
2. Any positive results and close contacts must be reported through the COVID-19 Information Page on Nexus. Students and/or their parents and/or carers and staff are responsible for any further reporting requirements in line with Government requirements.
3. The CEEd will notify relevant individuals, as required by the Department, that there has been a positive case in the CEEd community and that they should monitor for symptoms via email.

### **Part 4- Students**

1. Staff will continue to work collaboratively with students and parents and/or carers to ensure all work can be completed as required, and that students are supported during any period of isolation, whilst





adhering to the Victorian Department of Health recommendation of isolating for 5 days and to not attend School until they are no longer symptomatic.

2. Any Middle or Senior School student who presents with any symptoms suspicious of COVID-19 or other respiratory infection on campus will be sent to the Health Centre and Junior School students will be sent to the Junior School Reception. The Health Centre or the Junior School Reception will immediately contact the students' parents and/or carers and ask that they remain home until they are no longer symptomatic.

### **Part 5 – Staff**

1. All staff are required to work onsite in line with the Victorian Government's guidelines for Schools except for staff would be symptomatic or are following the Victorian Government's recommendation to isolate. Any arrangements to work from home need to be discussed with the individual's line manager and consider the staff member's circumstance and the operational needs of their area.
2. All staff will be briefed by the Headmaster and Heads of School at the staff days at the start of the term regarding the risk mitigation strategies in place. Any further updates will be provided through Headmasters briefing and/or Nexus as required.
3. The School requests that staff are especially aware of physical distancing in common areas such as staff rooms and respect each staff member's personal space and workspace.
4. A staff member who reports a positive result will be recommended to isolate for five days and not attend school during that period and/or until they are no longer symptomatic, in line with the Victorian Government's recommendation.
5. Staff and students are strongly recommended to ensure they keep up to date with all recommended and available COVID-19 vaccinations.

### **Part 6 – General**

1. The School will return to "business as usual" cleans but increase as required based on risk to the area and case numbers.
2. Disinfectant Wipes and spray bottles will be made available in community areas or high touch services, which staff will be encouraged to use when leaving any space.
3. Advice and guidance will be sought from the Grampians Public Health Unit as required by the School.
4. As far as reasonably practical, the amount of fresh air and ventilation will be increased, with air purifiers placed around the School. The School will monitor any risk of airflow on high pollen days and communicate with staff as required.
5. 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:
  - 5.1. Eliminating risk to health and safety, so far as is reasonably practical; and
  - 5.2. If it is not reasonably practical to eliminate risks to health and safety, to minimise those risks as is reasonably practical.
  - 5.3. The School will continue to adhere to Federal and State Government recommendations in order to adhere to this.
6. 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.
7. 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 as necessary.
8. The School will continue to follow the Victorian Government requirements regarding events and complete risk assessments as necessary.
9. The School acknowledges that this Plan does not remove its requirements to fulfill its obligations under the Occupational Health and Safety Act 2004.

### **Part 7 – Review**

1. This Plan will be reviewed on a termly basis or when circumstances change.
2. Should you feel this Plan requires modification, please email [Leah.Moneghetti@bgs.vic.edu.au](mailto:Leah.Moneghetti@bgs.vic.edu.au).

