

COVID-19 Safety Plan 2021



As a School we must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. ***If any staff member or student has any symptoms of Covid, they must seek medical advice as to if they require a Covid test. These symptoms include temperature, cough, sore throat and bodily aches.*** More information and specific advice is available at nsw.gov.au

Business Details	
School: Catherine McAuley Catholic Primary School	Address: 90 Hill Street Orange NSW 2800
Plan Completed by: Mrs Robyn Petty - Acting Principal	
Approved by: Mrs Robyn Petty	

Requirement	Action
Wellbeing of staff, students, volunteers, visitors and parents	
Exclude staff, students, parents and other visitors who are unwell from the premises.	<ul style="list-style-type: none"> ● Signage at the front entrance of school ● Trace Monitoring (through Compass Visitor and QR Code) ● Note sent out to parents ● Notice included on the school website ● Sanitiser available and used within the school daily ● Any student or staff member showing flu-like symptoms are sent home and must produce a negative covid test result before returning
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> ● Information provided in a newsletter ● Documents posted on the WHS Notice Board ● Posters displayed around the building. ● Staff are informed through emails and Compass concerning health and cleaning requirements/procedures.
Communicate regularly with staff to remind them and to make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> ● Leave entitlements are available through payslips or through contacting HR at the CEDB ● Staff showing any symptom required to be tested as per NSW Health guidelines ● Regular updates as they arise at staff meetings and emails. ● Staff meeting agenda and minutes sent to all staff.

<p>Display conditions of entry for any customers or visitors (website, social media, entry points.)</p>	<ul style="list-style-type: none"> ● Visitors must fill in External Visitors Site Form before entering the school - NOTE: No visitors allowed on site during this current Lockdown (until Sept. 10 2021) unless in case of Emergency ● Visitors must sanitise before dealing with office staff. ● All visitors and staff must wear a mask whilst on school premises both indoors and outdoors.
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Requirement	Action
Physical distancing	
<p>Calculate the floor area in all open plan offices, meeting rooms to determine the maximum number of people who can safely occupy the space (one person per 4 square metres). Display signs at entrances with the maximum safe capacity for that space or room.</p> <p>Move or remove tables and seating as required.</p> <p>Reduce crowding wherever possible and promote physical distancing</p>	<ul style="list-style-type: none"> ● All students and Staff to enter school through the Front Office to ● Signs posted at the entrance to the staff room, meeting room, Hall, boardroom or other spaces detailing the maximum number of workers to occupy the space. ● Seating removed to enable physical distancing. ● Face to face parent-teacher interviews modified to accommodate Covid-19 Restrictions (Teleconferences held) ● Staff are encouraged to Social Distance during break times. ● NOTE: In line with Health Regulations, Staff numbers have been reduced to minimum on site during this current Lockdown (until Sept. 10 2021) unless in case of Emergency ● Staffroom - wipe table area and chairs after use with antibacterial wipes. ● Signage at school entrances. ● Notices sent out to parents via Compass and Facebook. ● Shared classes have surfaces cleaned thoroughly before the new staff member takes over the class. ● Staff are encouraged to ventilate rooms at all times. ● Staff are discouraged from gathering informally after school hours.
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)</p>	<ul style="list-style-type: none"> ● Seating removed to enable physical distancing ● Chair placement in the staffroom supports social distancing of 1.5m
<p>Use telephone or video for essential meetings where practical.</p>	<ul style="list-style-type: none"> ● Staff have been advised to use alternative medium for meetings, ● Technology is available ● Training has been provided ● Parent Teacher meetings are now conducted via telephone. ● Technology made available - zoom, shared drive, teleconference opportunities. ● Staff are trained in the use of technology for meetings.

<p>At times of lockdown as directed by NSW Health, staff, students & parents have limited access to school premises</p>	<ul style="list-style-type: none"> ● Staff numbers are reduced at times of lockdown and a roster is drawn up to cater for limited staff on school premises. ● All staff must wear a mask both indoors and out. ● Students move to remote learning where possible. Students of essential workers that attend school are spread across their stage with an appointed teacher. ● Parents and visitors are not allowed on school premises.
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<ul style="list-style-type: none"> ● Staff numbers are reduced at times of lockdown and a roster is drawn up to cater for limited staff on school premises. Rostered off teachers and support staff work from home.
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with disinfectant.</p>	<ul style="list-style-type: none"> ● There are glass partitions separating Office staff from members of the public. ● Hand sanitiser is available at the entrance to the office. ● All people entering the School building must wear a face mask.
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<ul style="list-style-type: none"> ● Delivery companies have been advised of contactless delivery requirements and procedure is in place ● Deliveries only to the front office area.
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<ul style="list-style-type: none"> ● Signage displayed at front of School regarding social distancing ● Note sent to parents in regards to social distancing when picking up students. ● Rescheduled events for later in the year to ensure no important events are missed ● Afternoon and morning routines embedded into the school to ensure safe practices for student and staff well-being
<p>Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the school.</p>	<ul style="list-style-type: none"> ● Orange Buslines communicated safety briefing in line with NSW Government transport.
<p>Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.</p>	<ul style="list-style-type: none"> ● Large and small school group activities outside of their Grade area eg Band, Assemblies, Liturgies and Masses are cancelled until further notices
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> ● encourage passengers and drivers to spread out, using front and back seats. ● workers should only handle their own tools and bags where possible have processes to clean the vehicle hand touch areas at the end 	<ul style="list-style-type: none"> ● Staff have their own transport to and from school.

<p>of each shift with a detergent/disinfectant</p> <ul style="list-style-type: none"> ● encourage workers to set the air-conditioning to external airflow rather than recirculation 	
Requirement	Action
Hygiene and cleaning	
<p>Adopt good hand hygiene practices.</p> <p>Clean frequently touched areas and surfaces several times per day</p>	<ul style="list-style-type: none"> ● Handwashing signage is posted near all bathrooms, school entrances and areas where meals are eaten ● Hand sanitiser, disinfectant or soap is available in every room ● Regular classroom reminders on exit and entry to classrooms for additional cleaning and sanitising of hands is given to staff and students.
<p>Ensure bathrooms are well stocked with hand soap and paper towels.</p>	<ul style="list-style-type: none"> ● Routine cleaning and stocking of bathrooms conducted daily. ● An electronic register is in place for front office sign in and out to minimise physical contact.
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<ul style="list-style-type: none"> ● Disinfectants and other sanitary solutions are not diluted ● Disinfectants are managed by the Schools Maintenance Staff in accordance with manufacturer's instructions.
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<ul style="list-style-type: none"> ● Hygienic work practises are employed at all times.
Requirement	Action
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<ul style="list-style-type: none"> ● All visitors to the school have to sign in to the school via Compass School Visitor Login and also by scanning the school's QR Code. ● A record of which staff members are working each day is kept, along with contact details. Details of which students are present at school each day are also kept. These details are kept for the required period of time. ● If visitors or maintenance personnel have to enter the building they must fill in and sign a COVID 19 safety sheet which records their details. ● Records retained as per CEDB guideline
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> ● Advice distributed to staff regarding the compulsory sign in to school via the school's QR Code ● Staff memo detailing location of app and link to direct download ● Above communication also included an end of term newsletter (leading into school holidays) encouraging use of App for movements in and around the state.

<p>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<ul style="list-style-type: none"> ● Staff are encouraged to do all with their power to remain covid safe and to follow all protocols and school covid expectations. ● Additional guidelines outlining information for action taken in the event of positive Covind-19 testing have been made availabl9e to staff.
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<ul style="list-style-type: none"> ● The school is guided by the CEDB, who in turn takes direction from NSW Health and appropriate Government bodies. The school will respond to any positive cases of Covid 19 according to procedures identified by these governing bodies.