

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Tombolo Academy Limited
 Site location: 451 Bluff Road, Hampton, Vic 3188
 Contact person: Anne Jackson
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 Date prepared: 10 September 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<p>Hand sanitising stations placed throughout the campus, including but not limited to:</p> <ul style="list-style-type: none"> • at temperature testing station (upon arrival) • in every classroom • at reception • at building entrances • along major internal and external walkways <p>Adequate supplies of hand wash and paper towels placed in every bathroom</p> <p>Bins in every classroom, bathroom and throughout the campus for disposal of paper towels and sanitising wipes</p> <p>Hand washing posters and signs placed throughout the campus</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Where reasonably practicable:</p> <ul style="list-style-type: none"> • air conditioning units are checked and set for optimum air flow • windows are opened to enhance air flow • internal doors will remain open to enhance air flow
<p>In areas or workplaces where it is required, ensure all staff wear a face covering 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.</p>	<p>Face masks mandated to be worn onsite by all staff and students (excluding teachers while teaching and students with an exemption when a clear face protector may be used) https://www.dhhs.vic.gov.au/face-coverings-covid-19</p> <p>Onsite training on the safe use of face mask to all staff and students</p> <p>Safe use of face masks communicated to all staff, students and families</p>

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	<p>Adequate supply of face masks owned by the School to provide to staff and students unable to source their own face masks</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>Online training to all staff on hand and cough hygiene, including how to wash and sanitise hands correctly</p> <p>Onsite training on the safe use of face masks</p> <p>Safe use of face masks communicated to all staff, students and families</p> <p>'What Should I do' infographic providing guidance and reinforcing the importance of not attending work if unwell, getting tested and quarantining</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Student kitchens remain closed</p> <p>Locker bays remain closed</p> <p>Staff encouraged to bring their own cups, coffee mugs, utensils, tea and coffee for personal use or use disposable cups and utensils provided by the School</p> <p>Where practicable, shared coffee and condiments to be replaced with single serve sachets</p> <p>Where practicable, bring personal items home to wash or use staff kitchen spaces and wipe down and sanitise hands before and immediately after use</p> <p>Food preparation prohibited in all kitchen spaces</p> <p>Staff kitchen areas only accessible for amenities, no gathering of staff</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Where practicable, engage the same onsite cleaner to come onsite each day and ensure that this cleaner does not work at other sites</p> <p>Dedicated onsite cleaner to routinely clean and wipe high touch surfaces and bathrooms throughout the day</p> <p>Cleaner instructed to Immediately clean the surfaces and spaces occupied by a staff member or student that leaves the School during the day due to presenting COVID like symptoms</p> <p>Cleaning schedule and map prepared by Principal and issued to onsite cleaners</p> <p>Play equipment regularly wiped down by cleaner throughout the day</p> <p>End of day cleaning</p>

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Cleaning supplies provided to cleaners by an independent supplier ensuring that quality of detergent and disinfectants are not compromised</p> <p>Cleaning products and supplies regularly monitored and restocked by independent supplier</p> <p>Cleaning products and supplies checked weekly by Business Manager</p>

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<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>Work From Home policy in place</p> <p>Essential and non-essential roles identified with staff performing essential roles asked to work from home while staff performing non-essential roles have been stood down for lockdown phase</p> <p>IT support, resources and equipment provided to staff to assist with working from home (laptops, monitors, office chairs, etc)</p> <p>Only staff with Permits issued by the School will be able to work onsite</p> <p>Worker Permits restricted to essential support staff (IT, maintenance,) senior management and teachers required to supervise vulnerable children and children of permitted workers in the Permitted Workers Program</p> <p>Staff permitted to come onsite for one last time prior to an industry lockdown to ensure that they have all the required resources to work from home</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Staff working in other locations will disclose and discuss on an individual basis with the Principal to ensure that cross site working does not occur</p> <p>Permitted workers' program further confined to just the Nazareth Hall and east wing of the campus</p> <p>Lock all unoccupied building spaces on campus to discourage movement around campus</p> <p>Provide access to adequate bathrooms around campus and lock up all other bathrooms to minimise unnecessary cleaning requirements and reduce occupied spaces if contact tracing and deep cleaning is required</p> <p>Induction training conducted by Risk, Compliance and Policy Manager for all staff working in the Permitted Workers' Program, going over the COVIDSafe plan and to answer any questions</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>Temperature screening and daily check-in assessment form required to be completed by Permitted Workers onsite (teaching and non-teaching) and documented in the attendance register prior to the commencement of work. Staff with temperatures in excess of 37.5degrees will be sent home.</p> <p>Temperature screening and daily check-in assessment form required to be completed by parent / guardian and submitted to the supervising teacher onsite prior to entry into the east wing for the commencement of care</p>

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	<p>Temperature screening and daily check-in assessment form required to be completed by cleaner and submitted to the Business manager on the attendance sheet at the workshop prior to the commencement of work</p> <p>Call in sick procedures in place to enable unwell staff rostered to be onsite to remain at home and notify the School</p> <p>Relief staff available to replace unwell staff</p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p>Where practicable, all Permitted Workers to work in separate offices while onsite</p> <p>Where practicable, workstations for supervising teachers to be set up in separate rooms within the east wing</p> <p>All class spaces allocated in accordance with minimum required density quotient of one person per 4 sqm</p> <p>Class tables and chairs reconfigured to ensure 1.5m apart between students</p> <p>Fixed seating arrangement for students</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings placed in spaces that are likely to create congestion such as entry areas and corridors</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Where practicable, all Permitted Workers to work in separate offices while onsite</p> <p>Where practicable, workstations for supervising teachers to be set up in separate rooms</p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>Only School authorised Permitted Workers allowed onsite, reducing the number of employees onsite to between 6 – 8 people ensuring that the build-up of employees waiting to enter, and exit will be minimal</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staggered break times, to reduce usage of common areas at the same time</p> <p>Employees are required to wear a face mask while interacting with other employees in all school settings</p>

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Review delivery protocols to limit contact between delivery drivers and staff.	<p>Contactless delivery protocols in place, with all deliveries placed in a designated drop off and pick up point on campus.</p> <p>Drop off and pick up signage displayed at reception for delivery drivers.</p>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<p>Staggered break times, to reduce usage of common areas at the same time</p> <p>Where practicable, staff are encouraged to minimise time on breaks in shared facilities with others</p>
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.	<p>The maximum occupancy of each class in the east wing is displayed in the room</p>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>All Permitted Staff onsite must sign in and sign out via the sign in sheet</p> <p>All parents of children eligible for the Permitted Workers Program must manually sign their child in and out at the east wing entrance using their own pen or School provided pen that is wiped in between use.</p> <p>All cleaners must have their temperature taken at the reception and manually sign in on the attendance register, wiping down the allocated pen before and after use</p> <p>All manual sign in sheets will be destroyed after 28 days</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>All Permitted Staff onsite are trained to report any safety incident to the Business manager or via the Incident Notification Form in the Complispace Assurance portal</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	

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<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>COVID-19 response plan in place in the event of a confirmed case is reported during school hours or out of school hours</p> <p>COVID-19 response plan communicated to staff and parents</p> <p>Critical incident management team in place and roles and responsibilities assigned</p> <p>Task cards for individual critical incident management team in place</p> <p>Communication templates in place</p> <p>Bulk messaging system set up</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>Staff sign in records</p> <p>Manual sign in registers available for staff, students and cleaners</p> <p>Contact tracing spreadsheet from DHHS available for use when required</p> <p>Contact tracing locations limited to east wing, senior management offices, IT room, staff room, first aid room, and any used bathrooms and kitchens.</p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>Deep cleaning contractor available upon request</p> <p>Obtain deep cleaning certificate from cleaning contractor</p> <p>Deep cleaning limited to occupied spaces – senior management offices, IT room, staff room, first aid room, and any used bathrooms and kitchens.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>COVID-19 response plan in place in the event of a confirmed case is reported during school hours</p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>COVID-19 response plan in place in the event of a confirmed case is reported during school hours or out of school hours</p> <p>COVID-19 response plan communicated to staff and parents</p> <p>Critical incident management team in place and roles and responsibilities assigned</p> <p>Task cards for individual critical incident management team in place</p> <p>Communication templates in place</p> <p>Bulk messaging system set up</p> <p>No visitors onsite</p> <p>All individuals on the paper attendance registers to be notified</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>COVID Incident Notification Form available on Worksafe Victoria website</p> <p>Notification to be made by the principal in consultation with the Business Manager</p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>Reopening of the School in the event of confirmed case of COVID-19 is subject to the following conditions:</p> <ul style="list-style-type: none"> • Clearance from DHHS / DET or in consultation with ISV • Completion of deep cleaning and issuance of deep cleaning certificate • Notification of incident to Worksafe Victoria within 24 hours of being aware of the confirmed case • All close contacts being notified, asked to quarantine for 14 days, and the provision of a negative test result completed on or after day 11 of last known exposure with the person diagnosed with COVID-19 before being permitted to return to work / school <p>The person (staff or student) diagnosed with COVID-19 must provide a clearance letter from DHHS before being permitted to return to school</p> <p>Principal to notify DHHS and Worksafe Victoria the planned reopen date and have the details documented in writing</p>

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

Signed



Name: Anne Jackson

Date 10 September 2020