Business name:	Community College Gippsland (CCG) & ECG College (referred to as CCG for this plan)
Site location:	Leongatha Campus, Horn Street, Leongatha
Contact person:	Sue Geals
Contact person phone:	0400 509 984
Date prepared:	6/8/2020 – Revised 1/2/2022

This plan is subject to change in accordance with directions provided by the Department of Education, the Public Health Order Directions and the Operations Guide for Victorian Schools. CCG will implement the Victorian Governments Back-To-School Plan for ECG College.
Note: Volunteers are referred to as Staff Members for the purpose of this plan.

Guidance	Action to mitigate the introduction and spread of COVID-19
On campus attendance	
Mandatory **1. Staff** **On Campus attendance requirements**	All staff must provide evidence to CCG to enter the campus they are fully vaccinated or they hold a valid medical exemption. Any staff member who has high risk health needs are monitored on a case by case basis by their manager with an option to work from home where possible and dependent on their job requirements.
Mandatory **2. Students** **On Campus attendance** **(non-ECG College students)**	CCG will follow the Department directives for adult learners and onsite learning. Students may only attend CCG to participate in learning and assessment if they can verify they are: • fully vaccinated; or • under the age of 18 or medically exempt from vaccination; or • undertaking secondary school subjects; or • required to participate in hands-on, skills-based learning/assessments which cannot be conducted remotely. • Apprentices, trainees and/or students conducting work placements at a Specified Facility must be fully vaccinated and adhere to the relevant Orders. CCG staff complete initial vaccination checks on students upon entering the campus.

CCG Leongatha Campus Covid Safe Management Plan

Guidance	Action to mitigate the introduction and spread of COVID-19
Mandatory 3. <u>Visitors</u> to the Campus	CCG requires all visitors to the campus to provide evidence they are fully vaccinated or they hold a valid medical exemption. Visitors must comply with vaccination requirements, density limits, face mask requirements and QR code check-ins. A manual sign in process is provided for visitors who do not use the QR code process.

Guidance	Action to mitigate the introduction and spread of COVID-19
Testing and Reporting/Recording Results	
4. ECG College Staff and Students Rapid Antigen Testing (RAT) (Voluntary)	CCG will distribute RAT tests to ECG College staff/students/parents/carers/guardians as soon as CCG is provided with the tests. Tests will be completed at home by staff and students (twice weekly school days). Testing is voluntary but strongly encouraged by the CEO to support risk minimisation for the organisation.
5. All Staff and Students	All staff and students who start to display symptoms of COVID-19, or worked indoors at CCG during their infectious period or who receive notification of being a close contact while attending the campus must notify a CCG Director or Manager and leave immediately and get tested. CCG's response action will be dependent on the persons test result.
Responding to a Positive Test Result	
6. Positive test result response for a RAT	If staff or students receive a positive test result at any time, the individual must report the result to the Department of Health system website at: https://www.coronavirus.vic.gov.au/rapid-antigen-tests#report-a-positive-result-on-a-rapid-antigen-test. (Rapid antigen tests | Coronavirus Victoria) or via the coronavirus hotline at 1800 675 398. Reception or Management must be notified immediately. CCG will notify the Department of the confirmed case.

7. Positive case in the workplace	If CCG receives notification of a positive result a person who was on campus while infectious, CCG will identify and inform other workers/students who were in contact with the positive person as per the Contact Assessment Management Guidelines in Appendix 1. CCG will inform staff or students who are workplace contacts that they must adhere to the testing requirements for close contacts and exposed persons as listed on the Coronavirus website. They are required to: • use a rapid antigen test if they have symptoms, or get a PCR test if they can't access a rapid antigen test • strongly recommend using a daily rapid antigen test for 5 days if they don't have symptoms. If there has been 5 or more cases within a 7-day period, CCG will notify the department using the COVID-19 outbreak notification form located on the coronavirus website.
8. Recording Results	CCG will collect, record and store the following information: • a list of employees/students who have been notified that they may have been exposed, • the results of any COVID-19 test of those exposed persons (employees only).
9. Positive Case Isolation requirements:	All staff and students must adhere to the Departments guidelines regarding isolating. Currently all staff and students who test positive must isolate for 7 days and must not attend the campus during the isolation 7 day timeframe.
10. Returning to campus/on-site	Returning to campus is dependent on the type of contact and exposure level. Refer to Appendix 1
11. Essential worker exemption (ECG College Staff only)	Essential workers (Education) may be eligible for an exemption from close contact self-isolation requirements to attend CCG if they meet the specific criteria as listed on the coronavirus.vic.gov.au website and discussed with the CEO for approval prior to enacting the exemption.

Guidance	Action to prepare for your response
Business Continuity	
12. Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	CCG will continually review and update CCG's Covid Management Strategies in response to the Department Guidelines. CCG implements the following business processes to support continued delivery of Education to all students by: • Identifying the roles and responsibilities of all staff in key and teaching roles and having clear communications on covid management across each campus • Preparing for absenteeism of staff members required to quarantine or self-isolate and supporting onsite staff with additional supports where possible • Ensuring staff and students are prepared for remote delivery if required • Communicate with staff, parents, guardians and the wider CCG community including contractors in the event of a positive case
13. Prepare to assist DET/DHHS with contact tracing and providing staff and visitor records to support contact tracing.	CCG will assist any Department with contract tracing where required utilising the Campus Attendance Registers and current HR and LMS systems to support with information.
14. Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	The CEO or SMT will implement the Departmental cleaning guidelines dependent on the situation. The Campus attendance registers will support the decisions by the SMT on what cleaning is required and where.
15. Confirm that your workplace can safely re-open and workers can return to work.	The CEO will provide direction and in consultation DHHS when the Campus may re-open. The SMT will enact the internal Emergency Communication Tree process for informing all stakeholders of returning to work and campus opening.

Guidance	Action to mitigate the introduction and spread of COVID-19
Facilities and Physical Environment	
16. Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart.	Every room at all CCG campuses has clear signage of the maximum number of people allowed into each room. Each reception area has table barriers in place to ensure a minimum of 1.5 metres between people. Each office space is staffed with 1 employee only and in larger staff rooms all desks are spaced appropriately with the 4sqm rule. The rooms within the school teaching areas are able to space desks with the 2sqm rule.
17. Ventilation and airflow	- Individual rooms, offices and classrooms that have the option for opening windows will be open weather dependent. - Use of Heating/cooling air conditioners will be monitored to ensure airflow is maximised where possible. - Maximise the use of outdoor learning areas wherever practicable - Maximise ventilation of indoor spaces with outside air (for example, by opening windows and doors) where possible. - Minimise the use of indoor space that can't be ventilated with outside air - Air purifiers are installed in all classrooms
18. Physical distancing requirements between workstations or areas that are likely to create a congregation of staff.	Desks and tables in larger areas have been spaced accordingly with the 4sqm rule and staff are aware of social distancing requirements when using areas that may be accessed by a few people. Staff continually monitor areas where congregation may occur and provide direction to keep areas clear.
19. Minimise the build up of employees waiting to enter and exit the workplace.	The campuses have minimal issues with congregation as staff, visitors and students arrive and leave at different timeframes. Students enter and exit the campuses through different access areas dependent on their course of study.

20. Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	All staff, students and visitors are informed of social distancing requirements with posters and information displayed throughout all rooms and areas. Each campus has staff who complete rostered "space monitoring" duty when students are onsite to ensure distancing practices are adhered to.
21. Review delivery protocols to limit contact between delivery drivers and staff.	Delivery drivers and contractors are required to adhere to all standard distancing protocols with 'no-touch' practices implemented through technology.
22. Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Currently, all campus have all staff onsite and Covid safe practices are being implemented.
23. 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 current space ruling	All campuses and rooms have clear signage and room number limits that are visible to all. CCG implements the current spacing requirements as listed by the Department.
24. Density limits for events & gatherings	CCG will adhere to the most recent Departmental advice to density limits when implementing any /teaching/event/function/activity or gathering.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
25. 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.	CCG provides hand sanitiser at the entrance of all campuses. Paper towel, disposable gloves, cleaning spray and sanitiser are located in kitchens, classrooms and multi-use rooms supported with posters and information on the use of the products.

Mandatory **26. 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.**	All people who enter CCG campus facilities (except where exemptions apply) must wear a face mask indoors. Any person who does not have a face mask will be provided with a disposable face mask prior to entering if required. Additional PPE is allocated to staff who require use of the items.
27. 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).	CCG staff were provided with the Departmental link to the correct use and disposal of facemasks and regularly reminded to follow good hygiene practices. Clear signage on wearing facemasks is displayed around the campuses.
28. Replace high-touch communal items with alternatives.	Communal staff room/kitchen/student amenities areas are used for accessing food and drink only and have signage providing the permitted number of users in each area. Staff use their own mugs and water bottles that are not shared and are encouraged to use the sanitiser provided prior to using communal facilities. Individual students who attend campus are reminded of use of sanitiser prior to using kitchen facilities.
29. Provide and promote information to students, staff, parents, visitors and independent contractors on how to reduce transmission	Physical distancing and hygiene protocols are displayed at the campus through signage and posters Reinforce health and hygiene practises with students through discussion and use of promotional material

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
30. Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	All staff, visitors and students are required to clean and disinfect their individual workspace before and after use and each station. Work stations and ICT equipment are not shared. Contract cleaners are employed and complete cleaning in each campus regularly.

Guidance	Action to mitigate the introduction and spread of COVID-19
31. Ensure adequate supplies of cleaning products, including detergent and disinfectant.	All campuses are provided with cleaning products. The facilities manager monitors the products and ensures sufficient products are always available.

Guidance	Action to ensure effective record keeping
Record keeping	
Mandatory **32. Keep records of all people who enter the campus, including parents and guardians, casual staff, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.**	• The Service Victoria QR Code check in system is mandatory to record all visitors entering buildings on the campus • QR code check ins are not required to be used by staff or students, or by parents who are on site for drop off or pick up, but do not enter the buildings. • Staff attendance is monitored by normal employment contractual arrangements and detailed in HR3. • Visitors who do not use the QR code system are signed in manually. • ECG College students attendance is registered and logged in Compass and RTO students attendance is logged in Axcelerate.

This plan was developed on the 7/8/2020 and revised on the 1/02/2022

I, Sue Geals acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____   Date   1/02/2022

APPENDIX 1 COVID-19 Close Contact Assessment Management

CONTACT ASSESSMENT AND MANAGEMENT MATRIX

Case = a confirmed or probable case of COVID-19. Contact = any staff member or contractor who has contact with a confirmed or probable case of COVID-19 in a **non-household setting**.	**EXPOSURE EVENT RISK ASSESSMENT** An exposure event is contact with a confirmed or probable case of COVID-19 during their infectious period.[1] 1. The business conducts a risk assessment for each exposure event using the contact assessment and management matrix. 2. Individuals are identified as workplace contacts or low risk. 3. Individuals must follow the testing requirements for their assessed level of risk (low risk or contact).

Lower risk exposure scenario: Contact with a case in their infectious period that is: • face-to-face (<1.5m) and transient (<1 minute) OR • distanced (>1.5m) and any duration in a large (>100m²) indoor[2] or outdoors space *AND* • *does not meet the criteria for higher risk*	Higher-risk exposure scenario: Contact with a case in their infectious period that is: • face-to-face (<1.5m) and prolonged (>15 minutes) OR • direct physical contact (for example, shaking hands) OR • distanced (>1.5m) and very prolonged (>2 hours) in a small indoor space (<100m²)
Lower risk	**Workplace contact**

Masks correctly worn by the case and contact lowers the risk of exposure. Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure.

QUARANTINE AND TESTING REQUIREMENTS

Lower risk	Monitor for symptoms and do a rapid antigen (RA) test if symptoms develop (or PCR if RA not available).
Workplace contact	A workplace contact must have a RA test if they have symptoms (or PCR if RA test not available) and isolate until a negative result is returned. Daily RA testing for 5 days after contact notification is strongly recommended. There are no quarantine requirements and contacts may return to work if they are asymptomatic and RA test (or PCR if RA test not available) is negative. If a RA test is positive, contacts must notify the department and isolate for 7 days. Contacts must also notify the workplace if they have been at work during their infectious period..

THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING

[1] A case's infectious period should be taken 48 hours before onset of symptoms until release from isolation. If a case is asymptomatic, they should be assumed to be infectious from 48 hours before the initial positive test (refer to the Case, Contact and Outbreak Management Policy).

[2] Indoor space means an area, room or premises substantially enclosed by a roof and walls that are floor-to-ceiling or at least 2.1 meters high, regardless of whether the roof or walls or any part of them are permanent or temporary, or open or closed.

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