

COVID-19 Safety Management Plan (COVIDSafe Plan)

School Details (complete)	Details
Name of School	Community College Gippsland, t/a ECG Secondary College
Date COVIDSafe Plan last reviewed	4 June 2024
Name of health and safety representative (where relevant)	Peter Quinlan Workplace Manager
Name of principal or delegate	Dale Gemmell CEO and Executive Principal
School Health and Safety Committee details (where relevant)	Peter Quinlan Workplace Manager

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** outlines the key health and safety risks, and links to the latest guidance. The COVIDSafe Plan also links to the strategies described in the [COVID-19 - School Operations](#) and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). The latest Coronavirus (COVID-19) advice for schools is available at [COVID-19 advice for schools \(education.vic.gov.au\)](#).

The [COVID-19 - School Operations](#) provides detailed advice and guidance about these controls and supports, and should be read together with this COVIDSafe Plan. The [coronavirus \(COVID-19\) advice for schools](#) is evolving over time and the [OHS guidance and supports](#) will be continually reviewed and updated as required.

As the pandemic orders have ended, the shift is to public health recommendations and individual responsibility. Health and safety obligations remain. Employers will support employees and others to meet these recommendations. Employees have a duty while at work to take reasonable care of their own and others' health and safety.

The National COVID-19 hotline ([1800 020 080](tel:1800020080)) is available 24/7 for any questions, queries, or concerns. Employees may also access the guidance at [COVID-19 Advice Line - FAQs](#).

Employees are encouraged to report through the college website any hazards, incidents and mental and physical injuries; to ensure effective and timely resolution of OHS issues; as well as to escalate issues for further support when required.

This plan covers the key risk of COVID-19 infectious disease ('infection prevention and control').

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<p>Infectious Disease (Infection Prevention and Control)</p>	<p>Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.</p>	<p>Safety Information and Training</p> <ul style="list-style-type: none"> • Large face-to-face meetings or events can go ahead, but COVIDSafe measures should be promoted and implemented, including: <ul style="list-style-type: none"> ○ Ventilation ○ Considering recommended density limits of the room or venue to maintain physical distancing 	<p>Safety Information and Training</p> <ul style="list-style-type: none"> • Meeting organisers may decide to change an in-person event to a virtual event, or offer a virtual option, based on the participants or any particular risks or concerns, and/or to safeguard business continuity.
		<p>Ventilation</p> <ul style="list-style-type: none"> • Schools should use air purifiers are in use and are required to increase fresh air flow into indoor spaces whenever possible, refer to the Ventilation and Air Purification Policy. • To reduce the risk of catching or passing airborne infectious diseases to others, schools: <ul style="list-style-type: none"> ○ are required to maximise fresh air flow into all indoor spaces (for example, by opening windows and doors) ○ should increase the use of outdoor learning areas wherever practicable ○ should use air purifiers alongside natural and mechanical ventilation ○ should minimise the use of indoor space that can't be ventilated with outside air. 	<p>Ventilation</p> <ul style="list-style-type: none"> • Use the How to use an air purifier fact sheet. • Schools are encouraged to use the Promoting airflow posters in classrooms
		<p>Vaccinations</p> <ul style="list-style-type: none"> • Staff and students are strongly recommended to ensure they keep up to date with all recommended and available COVID-19 vaccinations. 	<p>Vaccinations</p> <ul style="list-style-type: none"> • Staff and students are encouraged to keep up to date with Department of Health guidance

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<p>COVID-19 Testing</p> <ul style="list-style-type: none"> Consider taking RAT before attending a workplace, including schools, sensitive settings or visiting people at higher risk of severe illness, if experiencing symptoms and/or have come into contact with a positive case. It is recommended that students and staff who are symptomatic or are a household/social/close contact of someone who has COVID-19, use a rapid antigen test. <u>Students or their parents</u> are encouraged to report a positive result to their school by phone or written notification. Refer to the COVID-19 - School Operations. <p>Face Masks</p> <ul style="list-style-type: none"> Staff and students who wish to wear face mask should be supported to do so, and schools should continue to make face masks available for staff, students and visitors. Current advice from the Victorian government is available at Face masks. The Department of Health recommends that masks should be worn by a person who has COVID-19 for at least 7 days after a positive test and close contact of someone who has tested positive for COVID-19 when leaving home. <p>Standard precautions</p> <ul style="list-style-type: none"> All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell. Schools should consider infectious disease risks, including in relation to COVID-19, when conducting the standard risk assessment for non-classroom-based activities and extra-curricular activities, refer to the Excursions Policy 	<p>COVID-19 Testing</p> <ul style="list-style-type: none"> Schools can continue to be supplied with rapid antigen tests. Refer to COVID-19 - School Operations for the procedure. Schools should check the expiry dates before use and dispose of any expired RAT stock if required. <p>Face Masks</p> <ul style="list-style-type: none"> School should check expiry dates before use and dispose of any expired masks if required. <p>Standard precautions</p> <ul style="list-style-type: none"> Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate). All staff, students and visitors to schools should practice good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing, or using the toilet.

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			<ul style="list-style-type: none"> When planning extra-curricular activities, plan for the risks that may arise and the controls that you will implement if they do (e.g. a staff member or student tests positive to COVID-19).
		<p>Physical Distancing</p> <ul style="list-style-type: none"> Staff and students should practise physical distancing 1.5m to the extent that is reasonably practicable. 	<p>Physical Distancing</p> <ul style="list-style-type: none"> Encourage staff, students and visitors to maintain physical distancing from each other.
	A confirmed case of COVID-19 among staff and students	<ul style="list-style-type: none"> <u>Students</u> who report a positive result are recommended to isolate for a minimum of 5 days and not attend school until their symptoms have resolved. Staff who report a positive result are recommended to isolate for a minimum of 5 days and not attend school during that period until their symptoms have resolved. 	<ul style="list-style-type: none"> Refer to COVID-19 - School Operations for further guidance.
	Vulnerable workforce or students may be at higher risk of contracting the virus	<ul style="list-style-type: none"> Schools must ensure students with medical needs have an up-to-date Student Health Support plan and accompanying condition-specific health management plan. Employees should seek advice from their medical practitioner about working onsite and any additional booster doses of vaccine they are recommended to receive. For more information refer to the COVID-19 School Operations 	<ul style="list-style-type: none"> The Medical Advisory Service is a specialised support service for principals to help them fulfil their responsibilities in relation to employee health. Refer to the Health Care Needs policy for further information on the student health support planning process.

USEFUL CONTACTS

Support Area	Phone
National COVID-19 Hotline	1800 020 080
Incident Support and Operations Centre (ISOC)	1800 126 126
OHS Advisory Service	1300 074 715 or safety@education.vic.gov.au