

## COVID-19 Safety Management Plan (COVIDSafe Plan)

School Details (complete)	Details
Name of School	Community College Gippsland, ECG Secondary College
Date COVIDSafe Plan last reviewed	15 July 2025
Name of health and safety representative (where relevant)	Rebekah Lee Executive Manager People Culture and Safety
Name of principal or delegate	Dale Gemmell CEO and Executive Principal
School Health and Safety Committee details (where relevant)	Rebekah Lee Executive Manager People Culture and Safety (Chair of OHS Committee)

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.

Employees are encouraged to report through the staff intranet 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
<b>Infectious Disease (Infection Prevention and Control)</b>	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.	<b>Safety Information and Training</b> <ul style="list-style-type: none"> <li>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"> <li>Ventilation</li> <li>Considering recommended density limits of the room or venue to maintain physical distancing</li> </ul> </li> </ul>	<b>Safety Information and Training</b> <ul style="list-style-type: none"> <li>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 risks or concerns, and/or to safeguard business continuity.</li> </ul>
		<b>Ventilation</b> <ul style="list-style-type: none"> <li>Schools are encouraged to use air purifiers and to increase fresh air flow into indoor spaces whenever possible, refer to the <a href="#">Ventilation and Air Purification Policy</a>.</li> <li>To reduce the risk of catching or passing airborne infectious diseases to others, schools: <ul style="list-style-type: none"> <li>are required to maximise fresh air flow into all indoor spaces (e.g., by opening windows and doors)</li> <li>should increase the use of outdoor learning areas wherever practicable</li> <li>should encourage the use air purifiers alongside natural and mechanical ventilation</li> <li>should minimise the use of indoor space that can't be ventilated with outside air.</li> </ul> </li> </ul>	<b>Ventilation</b> <ul style="list-style-type: none"> <li>Schools are encouraged to used factsheets and posters, with information on where and when to use air purifiers, and how to promote air flow in classrooms and schools: <a href="#">Ventilation and Air Purification: Resources   VIC.GOV.AU   Policy and Advisory Library</a></li> </ul>
		<b>Vaccinations</b> <ul style="list-style-type: none"> <li>Staff and students are strongly recommended to ensure they keep up to date with all recommended and available COVID-19 vaccinations.</li> </ul> <p>Vaccinations are the best way to protect individuals, families and school communities from the severe effects of COVID-19 and reduce the spread of the virus.</p>	<b>Vaccinations</b> <ul style="list-style-type: none"> <li>Staff and students are encouraged to keep up to date with Department of Health <a href="#">guidance</a></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<p><b>COVID-19 Testing</b></p> <ul style="list-style-type: none"> <li>It is recommended that rapid antigen tests (RATs) are used by students and staff who: <ul style="list-style-type: none"> <li>Have symptoms of COVID-19, no matter how mild. <ul style="list-style-type: none"> <li>Are a household or close contact of someone who has COVID-19</li> <li>Are a social contact of someone who has COVID-19.</li> </ul> </li> </ul> </li> <li>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.</li> <li><u>Students or their parents</u> are encouraged to report a positive result to their school by phone or written notification.</li> <li>Refer to the <a href="#">COVID-19 - School Operations</a>.</li> </ul>	<p><b>COVID-19 Testing</b></p> <ul style="list-style-type: none"> <li>Schools should check the expiry dates before use and dispose of any expired RAT stock if required.</li> </ul>
		<p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>Staff and students who wish to wear face mask should be supported to do so.</li> <li>Current advice from the Victorian government is available at <a href="#">Face masks</a>.</li> <li>The Department of Health recommends that masks should be worn by a person: <ul style="list-style-type: none"> <li>for at least 7 days has COVID-19 and: <ul style="list-style-type: none"> <li>needs to leave home</li> <li>is indoors, or</li> <li>cannot maintain physical distance</li> </ul> </li> <li>are a close contact and need to leave home</li> </ul> </li> </ul>	<p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>School should check expiry dates before use and dispose of any expired masks if required.</li> </ul>

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		<ul style="list-style-type: none"> <li>if visiting or working in a sensitive setting such as hospitals and aged care facilities.</li> </ul>	
		<b>Standard precautions</b> <ul style="list-style-type: none"> <li>All staff, students and visitors to schools should practice good hand hygiene, stay home if unwell, or go home as soon as possible after becoming unwell</li> <li>Parents of symptomatic students should be asked to collect their child from school and keep them home until they are no longer symptomatic.</li> <li>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 682 Activities Excursions and Camps Policy.</li> </ul>	<b>Standard precautions</b> <ul style="list-style-type: none"> <li>Circulate the latest health advice and requirements to staff, students and parents.</li> <li>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.</li> <li>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).</li> </ul>
		<b>Physical Distancing</b> <ul style="list-style-type: none"> <li>Staff and students should practise physical distancing 1.5m to the extent that is reasonably practicable.</li> </ul>	<b>Physical Distancing</b> <ul style="list-style-type: none"> <li>Encourage staff, students and visitors to maintain physical distancing from each other.</li> </ul>
	A confirmed case of COVID-19 among staff and students	<ul style="list-style-type: none"> <li><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.</li> <li>If well enough, students should be supported in the same way as students with an extended absence due to illness or injury, with learning material provided to support their continued learning.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <a href="#">COVID-19 - School Operations</a> for further guidance.</li> </ul>

## COVID-19: Intensive OHS Support

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	Vulnerable workforce or students may be at higher risk of contracting the virus	<ul style="list-style-type: none"> <li>Schools must ensure students with medical needs have an up-to-date Student Health Support plan and accompanying condition-specific health management plan.</li> <li>Employees should seek advice from their medical practitioner about working onsite and any additional booster doses of vaccine they are recommended to receive.</li> <li>For more information refer to the <a href="#">COVID-19 School Operations</a></li> </ul>	<ul style="list-style-type: none"> <li>Refer to the <a href="#">Health Care Needs</a> policy for further information on the student health support planning process.</li> </ul>
	Potential for breach of Privacy	<ul style="list-style-type: none"> <li>Schools must treat health information, including positive COVID-19 test results, in accordance with the CCG Privacy Policy.</li> <li>COVID-19 diagnoses are not to be shared or discussed unless the individual (or their parent/carer) provides consent, or unless schools are legally obliged or authorised to do so.</li> </ul>	<ul style="list-style-type: none"> <li>Further guidance on the handling of health care information can be found in the department's Privacy and Information Sharing Policy in the Health information guidance chapter on PAL, found here: <a href="#">Privacy and Information Sharing: Health information   VIC.GOV.AU   Policy and Advisory Library</a>.</li> </ul>