



COVIDSAFE PLAN STATEMENT:

Ballarat Grammar has developed this COVIDSafe Plan (Plan) to support all aspects of the School to safely return to campus, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19).

In successfully implementing this Plan, the School understands that a whole school approach by staff, parents, students and the broader school community is required. The School is also mindful of the impact that the COVID-19 pandemic has had on the School community including each individual's mental health and wellbeing. In implementing this plan, the School will continue to be mindful of each individual's physical and mental wellbeing and strive to provide a safe and supportive environment for its community.

Due to the unique school environment, the School has chosen to use a different template to the one provided by the Victorian Government to ensure the plan is able to support and be implemented by the whole School community.

The School has chosen to use the phrase 'Physical Distancing' as opposed to 'Social Distancing' as the School wants to ensure our community remains socially connected in these unprecedented times.

DETAIL:

Definitions

COVID-19 (Coronavirus) – is an illness caused by a virus that affects the respiratory system. Symptoms include but are not limited to fever, coughing a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

Physical Distancing – includes ways to stop or slow the spread of infectious diseases. It means less close contact between individuals.

Staff – includes any permanent, fixed-term or casual staff, including, but not limited to, Teaching Staff, Administration, Finance, School Assistants, Health Centre, ICT, Operations, Transport, CEEd, Psychologists, and BGS Educational Services Staff (WCPA, City Cite, Cleaning and Grammar Shop). In addition, any contractors onsite for emergency works would be considered in this category for the time they are at Ballarat Grammar.

PPE – means Personal Protective Equipment

Reasonably practicable – means that which is reasonably able to be done in relation to ensuring health and safety, considering, and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned;
- The degree of harm that might result from the hazard or the risk;
- What the person concerned knows, or ought to reasonably know, about:
 - The hazard or the risk; and
 - Ways of eliminating or minimising the risk;
 - The availability and suitability of ways to eliminate or minimise the risk; and





- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Part 1 – General Hygiene and Health

1. It is critical that anyone who is unwell should not attend any of the School's campuses.
2. All members of the School community are expected to practice good hand and sneeze/cough hygiene, this includes but is not limited to the following:
 - 2.1 Washing their hands frequently in accordance with the recommendations of the World Health Organisation (please refer to Annexure 1) with soap and water, before and after eating, after going to the toilet and at reasonable intervals.
 - 2.2 Cover their cough and sneeze with a tissue or use their elbow, dispose of tissues, and use alcohol-based sanitiser when moving between buildings or different areas of the school (please refer to Annexure 2); and
 - 2.3 Not touching their face.
3. The School will promote the following strategies (please refer to Annexure 3):
 - 3.1 Stay home if you become unwell. If you become unwell during the day, go home (via the Health Centre);
 - 3.2 Keep your distance - 1.5 metres apart where reasonably practicable;
 - 3.3 Wash or sanitise your hands when entering and leaving every building;
 - 3.4 Cover your cough or sneeze;
 - 3.5 Wear your face masks;
 - 3.6 Keep left and keep moving; and
 - 3.7 Be kind.

Part 2 – Attending campus

1. Prior to entering any building all individuals are required to sanitise their hands via the automated dispensers on the outside or just inside each buildings. As hands are the main pathways of germ transmission, it is the most important measure to avoid the transmission of harmful germs and prevent healthcare associated infections. Bathrooms and sanitising stations throughout the School also contain diagrams from the World Health Organisation demonstrating the recommended procedure for all individuals to wash hands and sanitise hands.
2. All individuals must sign in when they arrive at campus through the Services Australia QR code and a kiosk located at the entry points throughout the School, and sign out when they leave campus.
3. All individuals are required to adhere to Government requirements of producing evidence of their full vaccination status or a valid medical exemption to Reception or the Health Centre, as directed.
4. All individuals are requested to monitor their own temperatures and health.

Part 3 – Students

1. In line with the Victorian Government announcement from 1 November 2021 all students will return to full onsite learning
2. Staff will continue to work collaboratively with students and parents and/or carers to ensure all assessment tasks can be completed as required, and students are supported during their period of transition to be back on campus full time, whilst adhering to government recommendations.
3. The CEEd will continue to be open for Infant's and Toddlers, Kindergarten and Reception Programs and closely monitor the Department's requirements.





4. Prior to students attending school, parents and/or guardians will be required to sign a declaration confirming that they will not send their child or children to School if they are unwell.
5. Any student who presents with any symptoms suspicious of COVID-19 or other respiratory infection on campus will be sent to the Health Centre. The Health Centre will immediately ensure the following:
 - 2.1. The parents and/or guardians will be contacted and asked to immediately collect their child.
 - 2.2. The Health Centre will ensure that the student is provided with PPE as required and isolated in a single room until the child's parent and/or guardian arrives.
 - 2.3. The Health Centre will advise the parent and/or guardian that the student should get tested and to contact the National Coronavirus Helpline (1800 020 080) for further advice.
 - 2.4. An incident form will be completed online through the School's online incident reporting system outlining the incident.
3. All students will be encouraged to maintain physical distancing as far as reasonably practical.
4. All students will be required to wash or sanitise their hands upon arrival and throughout the day, particularly when entering and exiting common areas.
5. Health checks including, but not limited to temperature checks will be completed as required and at the discretion of the Health Centre. This may include if a student has visited an area under Stage 4 restrictions, or a lockdown or a designated outbreak area, or an area designated as a red or orange zone by the Victorian Government.
6. As far as reasonably practical, students will be zoned in areas for recess and lunch to avoid potential cross infection.
7. As far as reasonably practical, and weather permitting, students will be encouraged to spend time outside.
8. As far as reasonably practical, students will not be allowed to share belongings, to limit contact with surfaces.
9. All students will be required to follow Government requirements regarding the use of face masks.
10. Work experience and Structured Workplace Learning can recommence.

Part 4 – Staff

1. All staff who can work from home, must work from home and discuss the operational needs of their area with their line manager.
2. The School requires all staff, to be proactive in maintaining a sensible physical distance of at least 1.5 metres from any other individual at all times.
3. The School will provide a 2m² office space for each staff member required to be onsite.
4. Density limits of 1 person per 4 square metres apply to all staff areas such as staff lunchrooms and areas accessed by the public.
5. The Victorian Chief Health Officer has determined that the COVID-19 vaccination is mandatory for staff who work in Schools. All staff are required to adhere to this direction and the School's vaccination policy and be fully vaccinated by 29 November 2021 or provide a valid medical exemption. Evidence of vaccination should be emailed to Covidinfo@bgs.vic.edu.au.
6. The School requests that staff keep left and keep moving in doorways and walkways.
7. The School requests that staff adhere to displayed area limit signs in shared spaces and are especially aware of physical distancing in common areas such as staff rooms and respect each staff member's personal space and workspace.
8. All staff are required to use hand sanitiser upon entry and exit to all common areas.
9. In planning any care or teaching of students onsite, all staff are to consider programming to promote activities that are not constricted to one play area or promote contact.





10. As far as reasonably practical, staff will endeavour to ensure students do not queue up in lines. Should this occur, staff will encourage physical distancing and attempt to move students on to other activities.
11. All staff are encouraged to schedule lunch breaks at alternate times to eliminate groups of individuals using the kitchen and staff rooms at the same time.
12. All staff are encouraged to have meetings and lunch breaks via Zoom or if required in person outdoors, weather permitting.
13. All staff are required to thoroughly wash, dry and put away their dishes or preferably load them into a dishwasher after use.
14. Paper towel is to be used in common areas rather than tea towels.
15. The School will closely monitor Government recommendations regarding vulnerable members of staff and whether their medical professional advises that they should work remotely. Where possible, individual arrangements will be made with the staff member's Head of School or Manager. Staff may be requested to provide information regarding the vulnerable individual in order to implement the most appropriate and agreed risk mitigation strategy.
16. Any Staff member who presents with any symptoms suspicious of COVID-19 or other respiratory infection is required to leave campus via the Health Centre (or telephone the Health Centre), complete an incident report and are able to access personal leave via normal procedures until they are symptom free.
17. Any member of staff with any symptoms suspicious of COVID-19 or other respiratory infection is required to present for testing and/or follow Victorian Government Guidelines.
18. Staff are encouraged to download the COVIDSafe App and use in line with the recommendations of the Australian Government Department of Health whilst on campus.
19. Staff must follow any recommendations or requirements of the Australian Government Department of Health whilst on campus. This includes the use of face masks. The School will provide each staff member with a reusable mask and/or face shield and training on how to use it correctly.
20. Unless written permission is provided by the Headmaster, no member of staff is to travel wider than the local region for work related to their Ballarat Grammar work.
21. Staff are encouraged to be mindful of travelling to regions that are classified as orange or red under the Victorian Government's 'traffic light' system and are reminded that these classifications may change quickly.
22. Formal leave arrangements are not required for staff attending vaccination appointments, instead the member of staff should discuss with their line manager and for teaching staff their line manager and Daily Program Co-ordinator to take time off without loss of pay.
23. All staff will be required to read and understand this policy and be advised of any material changes.

Part 5 – Cleaning

1. The School will significantly increase the cleaning of the School premises.
2. All classroom surfaces will be cleaned in line, or more frequently than recommended by the School's Operations Guide.
3. To reduce the spread of viruses or germs, the School will ensure regular environmental cleaning of high touch surfaces and frequently used objects at regular intervals.
4. Regularly used common spaces will be cleaned at least twice a day.
5. Outdoor play equipment will be cleaned regularly when used throughout the day.
6. Specialty areas, such as Art and Science, may require the students and/or staff to clean surfaces and/or equipment before and after use.
7. Cleaning logs of shared spaces will be required to be completed by cleaning staff.





Part 6 – Buildings and Grounds

1. Common areas will be clearly labeled to provide an estimate of the maximum number of individuals are allowed in each space.
2. As far as is reasonably practical, visual reminders will be displayed in buildings to remind staff and students of physical distancing.
3. Clean perspex screens will be installed in designated spaces for additional protection.
4. As far as reasonably practical, and at reasonable intervals, the amount of fresh air and ventilation will be increased.
5. To limit access to the campus, perimeter gates not used as entry for staff and students will be locked, with a contact number provided for access, as required.

Part 7 – Parents and other Visitors to the School

1. Parents will generally be encouraged to drop their child off with the designated staff member on duty and not enter the School grounds, however are welcome on the campus as required.
2. Wherever possible, parent and/or guardian meetings should be conducted via Zoom.
3. Visitors are permitted onsite however must adhere to the following:
 - a. Upon entry use the Services Victoria QR code to check in to Ballarat Grammar
 - b. As per Government requirements show evidence that they are fully vaccinated or hold a valid medical exemption;
 - c. Up until the week commencing 22 November 2022 wear a facemask both indoors and outdoors

Part 8 – General

1. In the event of a suspected case of COVID-19 or a staff member or student displaying symptoms, staff must contact the Health Centre immediately. If necessary, the Health Centre will notify the Outbreak Management Team who will follow the School's Outbreak Management Plan (as per Annexure 4) and/or Standard Operating Procedure for a Confirmed Case.
2. If a member of the School Community is a suspected case or primary close contact and is required to test and isolate they are requested to email covidinfo@bgs.vic.edu.au in order that the School can monitor its exposure.
3. Staff and students will be required to maintain physical distance from each other at all times, where reasonably practical.
4. The School has a primary duty of care to ensure as far as is reasonably practical, the health and safety of its staff and students. This duty of care includes the following:
 - 3.1 Eliminating risk to health and safety, so far as is reasonably practical; and
 - 3.2 If it is not reasonably practical to eliminate risks to health and safety, to minimise those risks as is reasonably practical.The School will continue to adhere to Federal and State Government recommendations in order to adhere to this.
5. The School will continue to encourage staff to use open communication and communicate key messages with students, parents and the wider School community, on an ongoing basis as further advice and recommendations are received.
6. The School will continue its support and wellbeing program for staff and students to ensure members of the School community receive counselling and other pastoral support during these challenging times.
7. All deliveries are required to be left in the Founders' Wing Reception foyer and be contactless where possible.
8. All events, including sporting events can resume with strict CovidSafe practices approved by the relevant Head of School, Deputy Head or the Headmaster.





9. Camps and excursions can resume with CovidSafe practices.
10. The School pool is open for the School community.
11. The School pool and other facilities are expected to be open to external hirers from the week commencing 22 November 2021.
12. All face-to-face professional development and staff meetings can occur but are to be held remotely where possible.
13. Singing and playing wind and brass instruments can occur.
14. Playgrounds are able to be used.
15. School Libraries are able to be used for borrowing and as a learning space.
16. School tours can occur during this time provided visitor protocols are followed and access to classrooms is avoided.
17. CEEd and School transition days can occur.
18. Incursions can resume.
19. The School acknowledges that this Plan does not remove its requirements to fulfill its obligations under the Occupational Health and Safety Act 2004.

Part 9 – Review

1. This Plan will be reviewed on or before 15 October 2021 or when circumstances change.
2. Should anyone feel this Plan requires modification, please email Leah.Moneghetti@bgs.vic.edu.au.
3. Given the unprecedented and evolving nature of the pandemic and its impact on the School community and given that government advice and restrictions are changing frequently the School will review the control measures on a regular basis to ensure that they are working as planned.

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BALLARAT GRAMMAR SUMMARY

Key actions	From 1 November 2022	From 22 November 2022 <i>(dependant on Government advice at the time)</i>
Face masks indoors	YES Recommended for students in Prep to Year 2.	
Face masks outdoors	STAFF & STUDENTS- NO Only where physical distancing cannot be maintained VISITORS- YES	STAFF & STUDENTS- NO Only where physical distancing cannot be maintained VISITORS- NO
Working across multiple sites	YES However, it is recommended to minimise wherever possible.	YES However, it is recommended to minimise wherever possible.
Minimise cohort mixing: Stagger breaks and arrival and departure times	Recommended There are no prescribed requirements, however the school will take steps to minimise wherever possible.	
COVIDSafe routine cleaning	YES Deep cleaning not required	
Community use of school facilities	NO	YES With recommended precautions
External Hire of school facilities	NO	YES With recommended precautions
Visitors to schools	YES Yes, consistent with vaccination requirements and other health and safety controls including masks both indoors and outdoors.	YES Yes, consistent with vaccination requirements and other health and safety controls including masks indoors
Student placements for all years	YES	
Health, wellbeing, inclusion visits	YES	
School tours	YES School tours must retain facemasks whilst indoors and outdoors, avoid classrooms and align with public gathering limits and density requirements.	YES School tours must align with public gathering limits and density requirements.





Excursions	YES
Swimming and all other pool use	YES
Incursions	YES Visitor protocols apply to incursion providers.
School photos	YES Visitor protocols apply to photographers
Camps and overnight stays	YES
Assemblies and other events exclusive to staff and students from single school only	YES Outdoors where possible, must align with public gathering limits and density requirements
Formals, graduations, and other ceremonies (including events held off school premises and/or with parents/carers and other guests)	YES Must align with community settings
Kinder transition program	YES There is no requirement for parents to be vaccinated for this purpose.
State-wide transition day	YES
All interschool activities (such as debating and interschool sports)	YES
Singing, brass and woodwind classes and groups	YES Following recommended health advice.
Professional development and staff meetings (face to face)	YES Should be conducted online where practicable.





Annexure 1

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure: 40-60 seconds

0 Wet hands with water;

1 Apply enough soap to cover all hand surfaces;

2 Rub hands palm to palm;

3 Right palm over left dorsum with interlaced fingers and vice versa;

4 Palm to palm with fingers interlaced;

5 Backs of fingers to opposing palms with fingers interlocked;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 Rinse hands with water;

9 Dry hands thoroughly with a single use towel;

10 Use towel to turn off faucet;

11 Your hands are now safe.

Annexure 2

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds

1a Apply a palmful of the product in a cupped hand, covering all surfaces;

1b Rub hands palm to palm;

2 Rub hands palm to palm;

3 Right palm over left dorsum with interlaced fingers and vice versa;

4 Palm to palm with fingers interlaced;

5 Backs of fingers to opposing palms with fingers interlocked;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 Once dry, your hands are safe.

World Health Organization

Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2020

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Annexure 3

BALLARAT GRAMMAR
OUR SAFE COMMUNITY

- If you are sick, stay home. If you get sick during the day, go home (via the Health Centre)
- Keep your distance - 1.5 m apart
- Wash or sanitise hands before entering and when leaving every building
- Cover your cough or sneeze
- Be kind

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