COVID-19 Safety Plan
For
GUILFORD YOUNG College

Date 2 November 2020

WHS Representative: Rebecca Curran

Amendments

Version	Date of Issue	Amendments
1st Draft	15 May 2020	
2nd Draft	20 May 2020	– Correction to Section 7 – paragraph 4 – Addition to Section 11 – 3rd paragraph
3rd Draft	26 May 2020	– Adjustment to Section 11 – playgrounds – Inclusion to Section 11 – bus cleaning
4th Draft	11 June 2020	– Inclusion of Section 3 – Compliance – Expansion of Section 4 – Risk assessment – Adjustment to Section 5 – Vulnerable people, inclusion of requirement for a risk assessment – Modification to Section 6 – Respiratory illness symptoms, emphasis placed on flu -like symptoms – Inclusion of Section 9 – Sport – Inclusion of Section 10 – Use of external venues – Adjustment to Section 13 – Communication, instruction and training, inclusion to training video link – Appendix A – CET Workplace COVID Safe Checklist, streamlining – Inclusion of new Appendix B – CET Vulnerable Staff Risk Assessment – Inclusion of new Appendix C- COVID-19 / Flu / Cold Symptoms & Non-Contact Infrared Thermometer Use – Modification to Appendix D – removal of playground cleaning requirement, inclusion of cleaning advice regarding science classes, inclusion of musical instrument cleaning guidance
5th Draft	30/06/2020	– Section 3 Compliance – updated – Section 6 Respiratory illness symptoms – greater focus placed on staff / students with flu like symptoms – Section 7 COVID-19 testing, quarantine and self-isolation – requirement for self-isolation following a referred COVID-19 test deleted – Section 8 Physical distancing and ventilation – inclusion of ventilation, deletion of venue density rule of 4m^2 per adult in school staff rooms and offices, adjustment of venue density rule for TCEO – offices – now 2m^2 per adult, deletion of parent /carer exclusion from schools

		− Section 9 Sport – inclusion of SATIS requirements − Section 11 Cleaning and hygiene – modified − Appendix A CET Workplace COVID Safe Checklist - updated to reflect further relaxation of restrictions as per Stage 3 of government's Roadmap to Recovery − Appendix D Cleaning and hygiene – cleaning requirements reduced
6th Draft	26th October 2020	− Section 3 Compliance - Public Health Direction Management of Premises No. 5, 23 October 2020 − Section 4 Risk assessment - Public Health Direction Management of Premises No. 5, 23 October 2020 − Section 4 Risk assessment – Vulnerable People − Section 7 COVID-19 testing, quarantine and self-isolation – member of staff or student has been referred for a COVID-19 test − Section 10 use of external venues - Public Health Direction Management of Premises No. 5, 23 October 2020 − Section 12 Emergency response COVID19 infection – CET's COVID-19 Response Plan − Appendix B – CET Vulnerable Persons Risk Assessment – list of critical conditions updated as per AHPPC advice − Appendix E – CET COVID-19 Response Plan added

1.   Introduction

Until such time as the threat of serious illness arising from COVID-19 infection to vulnerable populations in our community is eradicated CET will be required to maintain a range of physical distancing and hygiene measures in its workplaces.

Further to the above, the Tasmanian Government has introduced a COVID-19 Safe Workplaces Framework which sets out COVID-19 management requirements for workplaces as they re-open or expand their business activities during the pandemic, while ensuring the health and safety of all Tasmanians.

The Framework encompasses industry specific guidelines and minimum management standards. Developed in-conjunction with Public Health, the minimum management standards require a workplace to:

- Manage the risks of a person contracting or spreading COVID-19 in the workplace
- Implement and maintain a cleaning schedule across the workplace.
- Have good hygiene procedures and practices (such as washing and/or sanitising of hands).
- Ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace.
- Make sure physical distancing requirements are met by workers, contractors and others entering, leaving or moving around the workplace.
- Provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by the workers.
- Provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.

Hence, the purpose of this COVID-19 Safety Plan is twofold, to:
- support adequate COVID-19 risk mitigation in CET workplaces; and
- assist CET staff to comply with the requirements of the COVID-19 Safe Workplaces Framework.

Each CET workplace must implement CET's COVID-19 Safety Plan and the associated checklist (Appendix A – CET Workplace COVID Safe Checklist) must be completed on a weekly basis.

2.   Responsibility

Responsibility for the implementation of this plan and weekly utilisation of CET's Workplace COVID Safe Checklist (Appendix A) primarily lies with the relevant CET workplace manager e.g. principal, supported by their designated workplace WHS officer.

3.   Compliance

The requirements set out in this plan have been drawn from the following regulatory instruments and sources of advice:
- Public Health Direction Workplace COVID Plan No. 1, 14 June 2020
- Public Health Direction Management of Premises No. 5, 23 October 2020
- Worksafe Tasmania – COVID-19 Safe Workplaces Framework
- Worksafe Tasmania – COVID Safe Workplace Guidelines School Education Industry
- the Tasmanian Government's Roadmap to Recovery
- the Tasmanian Governments Coronavirus website:
  - o Schools and childcare

     o Testing for COVID-19
     o Quarantine
     o Sector Workplace Guidelines
− Australian Government Department of Health – Coronavirus (COVID-19) advice for people with chronic health conditions
− Australian Health Protection Principal Committee's (AHPPC) statements
− Safe Work Australia – COVID-19, How to clean and disinfect your workplace
− Safe Work Australia – Vulnerable person risk assessment

4. Risk Assessment

The risks associated with COVID-19 that are pertinent to CET include:
- student transmission;
- adult transmission;
- impact of infection on people with a co-morbidity; and
- impact of community transmission on a school.

Students
AHPPC advice published on 24 April 2020 regarding the level of COVID-19 risk in schools - *AHPPC continues to note that there is very limited evidence of transmission between children in the school environment; population screening overseas has shown very low incidence of positive cases in school-aged children.*

This understanding is reflected in Public Health Direction Management of Premises No. 5 of 23 October 2020 which permits a school to undertake such activities that are necessary for the normal business of the school. Furthermore, schools are not subject to any limit regarding the number of students who may gather to engage in a normal school activity.

Staff
AHPPC advises that adults in the school environment should practice room density measures, where practicable, (such as in staff rooms) given the greater risk of transmission between adults.

Vulnerable people
The Australian Government's Department of Health advises that there is a higher risk of serious illness for some people if they are infected with the virus.

People at high risk of severe illness from COVID-19 are those:

- 70 years of age or over
- have had an organ transplant and are on immune suppressive therapy
- have had a bone marrow transplant in the last 24 months
- are on immune suppressive therapy for graft versus host disease
- have blood cancer e.g. leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years)
- are having chemotherapy or radiotherapy.

People at moderate risk of severe illness from COVID-19 are those with:

- chronic renal (kidney) failure
- heart disease (coronary heart disease or failure)
- chronic lung disease (excludes mild or moderate asthma)
- a non-haematological cancer (diagnosed in the last 12 months)

- diabetes
- severe obesity with a BMI ≥ 40 kg/m2
- chronic liver disease
- some neurological conditions (stroke, dementia, other) (speak to your doctor about your risk)
- some chronic inflammatory conditions and treatments (speak to your doctor about your risk)
- other primary or acquired immunodeficiency (speak to your doctor about your risk)
- poorly controlled blood pressure (may increase risk – speak to your doctor).

There is limited evidence available to assess the risk to pregnant women.

For further details regarding vulnerable people see Section 5.

Community transmission
At present with zero active cases in Tasmania the risk of community transmission of COVID-19 is extremely low and is likely to remain so until the relaxation of border controls and travel restrictions. Nevertheless, this level of risk could change very quickly given the highly contagious nature of COVID-19.

Hence, CET staff need to remain vigilant to the possibility of an infected person within a school community and the attendant ramifications.

5. Vulnerable People

6. Respiratory Illness Symptoms – COVID-19, Colds and Flu

The Tasmanian Government has expanded its COVID-19 testing program and is now encouraging people to seek a COVID-19 test referral from a GP or the Public Health Hotline should they have any of the following:
- a fever
- runny nose
- cough
- sore/itchy throat
- shortness of breath

Any member of staff or student with flu-like symptoms (fever, coughing, sore throat, fatigue, aches & pains) should be directed to go home until no longer contagious as determined by a registered medical practitioner.

Fever is not a common symptom for colds. Sneezing, however, is a common symptom of a cold but not for the flu. For further information regarding COVID-19 / flu / cold symptoms see Appendix C.

Your school has been provided with an infrared thermometer(s) to be used to check the temperature of staff, students or others on the site who may be displaying flu-like symptoms. See Appendix C for infrared thermometer operating instructions.

Schools are not expected to conduct wide-scale temperature screening of students or staff as there is limited evidence to demonstrate the value of such checks.

7.   COVID-19 Testing, Quarantine and Self-Isolation

Staff must advise their Principal or relevant CET Director as soon as it is practical that a Public Health authority has directed them to undergo COVID-19 testing or to self-isolate.

Similarly, staff must advise their Principal or relevant CET Director as soon as it is practical of their COVID-19 status upon receipt of test results or the 14-day self-isolation period has expired without the person showing any symptoms of COVID-19 infection.

Where a member of the immediate household of a member of staff or student has been referred for a COVID-19 test by a GP or Public Health, that member of staff or student does not need to self-isolate unless the person who is tested returns a positive result.

Where a member of staff or student has been referred for a COVID-19 test by a GP or Public Health, then that member of staff or student must not attend their school or any other CET premises until they have received their result and it is confirmed as negative.

Should the person who has been tested return a positive result then all members of the household must not enter a CET school or CET premises until the member of the household with the COVID-19 infection has been informed by Public Health it is safe for that person to return to their usual activities, and other members of the household have completed their 14-day self-isolation period without developing COVID-19 symptoms or have been cleared by Public Health.

Should any member of staff or a student or any member of their immediate household be directed by Public Health to undergo a COVID-19 test as part of a contact tracing program such as the NW cluster investigations, then all members of the household including the member(s) of staff or student(s) must not enter a CET school or CET premises until the person(s) required to undertake testing has been informed by Public Health it is safe for that person(s) to return to their usual activities.

Should any member of staff or a student or any member of their immediate household be diagnosed as being infected with COVID-19 then all members of the household including the member(s) of staff or student(s) must not enter a CET school or CET premises until:
   a. The person(s) required to undertake screening or testing has been informed by public health authorities it is safe for that person(s) to return to their usual activities.
   b. Other members of the household have completed their 14-day self-isolation period without developing COVID-19 symptoms or have been cleared by public health authorities.

8.   Physical Distancing

Of all the COVID-19 infection prevention measures physical distancing in combination with good ventilation, increasing the amount of fresh air available indoors by opening windows or adjusting air conditioning, is the most effective.

It is a paramount requirement for all staff and other adults engaged in the conduct of permissible school activities (see SOC 13.20) as well as TCEO staff to strive to adhere to physical distancing requirements.

The AHPPC has advised (24 April 2020) that the 'venue density rule' is not appropriate or practical in classrooms or corridors, nor is maintaining 1.5m between students. However, it is critical that:
   ● school staff must continue to practice 1.5m physical distancing where practicable amongst each other (such as in staff rooms and offices).
   ● schools shall strive to ensure staff and parents / carers maintain 1.5m separation where practicable;

- schools should deploy signage to encourage appropriate COVID safe behaviour by adults; and
- TCEO staff must continue to practice 1.5m physical distancing where practicable and the venue density 2m^2 per person rule (such as in staff rooms and offices).

9. Sport

Sports carnivals and inter school competition are permissible as guided by the Australian Institute of Sport Framework for Rebooting Sport. Also, there are no restrictions on students participating in a community sport organised by a sport association / federation / league which has recommenced a weekly teams / inter club competition. If a team of students is using the school name and colours has entered one of these competitions then the school should satisfy itself that the competition is being run in accordance with the association's / federation's / league's COVID-19 management guidelines.

In preparation for return to sport in Term 3, SATIS has indicated that schools will be required to submit COVID-19 Safety Plans upon team nominations for Term 3 sports. SATIS has also issued the following supporting documents:
- SATIS COVID-19 Safety Plan template - this template has been adopted from the Australian Institute of Sport template and accommodates both a sport and venue plan, for example you can fill out for Basketball and the gymnasium on the one plan. Note that the template requires filling out for Level B and C of the AIS framework, and whilst we may be past Level C when we resume sport, it is prudent in the case of another outbreak we have plans in place for Level B.
- SATIS Return to Sport Guidelines
- SATIS Delegates COVID return to sport checklist - this checklist is a guide to assist you in returning to SATIS sport. It does not need to be returned to SATIS.

Please contact SATIS for the above documents.

10. Use of External Venues

Schools wishing to use external venues such as indoor sporting facilities and outdoor council operated sports grounds will need to take into account the following:
- Public Health Direction Management of Premises No. 5, 23 October 2020
- Framework for Rebooting Sport in a COVID-19 Environment, Australian Institute of Sport, 15 May 2020

11. Cleaning and Hygiene

Staff must take personal responsibility for hand hygiene. Of all the COVID-19 hygiene measures, hand hygiene is the most effective. A properly disinfected surface or object can only be regarded as free of contamination whilst it has not been touched or coughed upon.

Achieving compliance with WHS requirements includes:
- Ensuring adequate cleaning / hygiene materials are provided to staff and students.
- Active engagement of all school staff in the maintenance of appropriate cleaning and hygiene standards in the school environment.
- Where necessary, expanding the scope of the services provided by school cleaners.

To reiterate, it is the clear expectation of CET that schools will comply with the COVID-19 cleaning and hygiene practices set out in Appendix D (Cleaning and Hygiene).

12.   Emergency Response - COVID-19 Infection

CET's response to the identification of confirmed COVID-19 case in a CET workplace will be guided by CET's COVID-19 Response Plan (Appendix E).

13.   Communication, Instruction and Training

Each CET workplace is required to provide information and instruction to people who attend that workplace about how they are to comply with physical distancing, cleaning and hygiene requirements.

To refresh or reaffirm understanding regarding COVID-19 infection control encourage staff to access https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training. This link provides access to a 30-minute video produced by the Australian Department of Health

Comply with communication, instruction and signage requirements detailed in CET's Workplace COVID Safe Checklist – Appendix A (CET Workplace COVID Safe Checklist).

Please see the signage examples located on the COVID-19 Resources page on your school CETKP site.

14.   Monitoring and Supervision

Comply with the monitoring and supervision requirements detailed in CET's Workplace COVID Safe Checklist – see Appendix A (CET Workplace COVID Safe Checklist).

15.   Records

Create and securely store records of all COVID-19 related management actions and initiatives undertaken in the workplace. In particular:

- Relevant SOCs
- Workplace newsletters
- Communication to staff and parents
- Health and Safety Committee meeting minutes
- Minutes of staff consultation meetings
- Completed weekly checklists
- All other pertinent records

Appendix A

CET WORKPLACE COVID SAFE CHECKLIST

EXAMPLE ONLY - please use Assurance Version. Designated workplace WHS officer to complete weekly.

Topic	✔	X	Actions	Close out of action
CET COVID-19 Safety Plan				
Workplace manager e.g. Principal has an up-to-date copy of the CET COVID-19 Safety Plan				
Staff briefed on key requirements of plan				
Workplace entry				
All staff are aware that persons who are unwell or subject to an isolation order are not enter the premises				
Hygiene	✔	X	Actions	Date
Protocols and signage are in place to ensure that adults and children regularly wash hands				
Protocols and signage are in place to encourage adults and children to avoid touching their eyes, nose and mouth				
Procedures are in place to ensure young students are supervised regarding required hygiene practices				
Canteens are following strict hygiene practices in food preparation				
Cleaning	✔	X	Actions	Date
The school's cleaning procedure includes daily cleaning of high touch surfaces				
Cleaning / disinfecting of frequently used objects such as computers, photocopiers and music equipment				
Cleaning of toilets at the end of each day				
Adequate supply of sanitizer and cleaning products and these products are distributed throughout the school for use by staff and students				
Physical Distancing - Staff	✔	X	Actions	Date
Work arrangements have been adjusted to allow for physical distancing				

	✔	X	Actions	Date
for adults of at least 1.5 metres where practicable				
'Zoom meetings' used when appropriate				
Physical Distancing – Parents/Carers and Visitors	✔	X	**Actions**	**Date**
Sign in / sign out and contact details to be recorded by all visitors to the venue e.g. assembly hall, with this information stored securely for a period of 21 days. The provision of hand sanitiser and appropriate COVID safe signage at venue entry points. Key message to visitors - if feeling unwell, it is important not to be in attendance.				
Drop off and pick up arrangements that facilitate physical distancing between parents and staff				
Signage and communication to parents to encourage parents to maintain physical distancing to staff				
Signage / processes in place to ensure physical distancing requirements for visitors to the school				
Admin staff briefed about any questions or guidance they need to provide to visitors and have access to appropriate resources				
Physical Distancing – Students	✔	X	**Actions**	**Date**
Designated space(s) for children to wait for collection if they become unwell with cold or flu-like symptoms				
Responding to a Confirmed or Suspected Case	✔	X	**Actions**	**Date**
The leadership team are aware of the processes to be undertaken in the event of a suspected or confirmed case				
Supporting Staff	✔	X	**Actions**	**Date**
Public Health and CET advice about COVID-19 communicated to staff				
Staff understand requirements to stay home if they are unwell				
Staff aware of the COVID -19 resources available on CETKP				
Staff aware of different options for wellbeing support including the Employee Assistance Program				
Communication with the Community	✔	X	**Actions**	**Date**
Regularly communication with the school community about physical				

	✔	X	Actions	Date
distancing, hygiene practices, changes to school operations etc.				
Parents provided with alternate means on how they can get in touch with the school other than just dropping in				
First Aid	**✔**	**X**	**Actions**	**Date**
First Aid officers are aware of the revised procedures for administering first aid in schools				

Workplace WHS officer name:

Date of completion:

Signature:

Appendix B

CET VULNERABLE STAFF RISK ASSESSMENT

To be completed by employee and line manager then endorsed by relevant principal / director

WHS regulations require Catholic Education Tasmania to ensure staff who are vulnerable to serious illness were they to be infected with COVID-19 participate in a risk assessment to determine if it is reasonably practicable to manage their risk of infection in a CET workplace.

At work / want to return to work - CET staff who have any of the health condition(s) or receive any of the medical treatments listed in the table below or who are aged 70 years and older are considered vulnerable and must, together with their line manager, complete this risk assessment and request a medical clearance from their medical practitioner. The completed risk assessment and medical clearance (if provided) must be submitted to the relevant Principal / Director for endorsement and placement on personnel file.

Not at work / want to work at home – these staff must either (a) provide a medical certificate, where the issuing medical practitioner has made a reasonable assessment of the risk of infection based on extent of COVID-19 infection in the community at the time of issue, which expressly confirms the medical condition(s) and advises against their attendance in their normal CET workplace(s) due to having one or more of the conditions listed in the form below or (b) obtain an exemption from the Director: People and Culture. In obtaining a medical certificate / an exemption the person must provide their medical practitioner / the Director: People and Culture with a completed CET Vulnerable Staff Risk Assessment.

Section 1 - Employee details

Name:

Workplace:

Role:

Contact No:

Section 2 - Employee health details

Confirmation of current status of critical conditions / treatments that increase risks associated with a Covid-19 infection. (Select where applicable)

70 years of age or over ☐

Chronic health conditions:
1. poorly controlled hypertension   1. ☐
2. have had an organ transplant and are on immune suppressive therapy   2. ☐
3. have had a bone marrow transplant in the last 24 months   3. ☐
4. are on immune suppressive therapy for graft versus host disease   4. ☐
5. have blood cancer e.g. leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years)   5. ☐
6. are having chemotherapy or radiotherapy.   6. ☐
7. chronic renal (kidney) failure   7. ☐
8. heart disease (coronary heart disease or failure)   8. ☐
9. chronic lung disease (excludes mild or moderate asthma)   9. ☐
10. a non-haematological cancer (diagnosed in the last 12 months)   10. ☐
11. diabetes   11. ☐

12. severe obesity with a BMI ≥ 40 kg/m2		12. ☐
13. chronic liver disease		13. ☐
14. some neurological conditions (stroke, dementia, other) (speak to your doctor about your risk)		14. ☐
15. some chronic inflammatory conditions and treatments (speak to your doctor about your risk)		15. ☐
16. other primary or acquired immunodeficiency (speak to your doctor about your risk)		16. ☐
17. poorly controlled blood pressure (may increase risk – speak to your doctor)		17. ☐

Other (Description):

None of the above
☐

Section 3 – Employee confirmations	Yes / No	Comments
Are you aware of your CET's personal hygiene and facilities / equipment cleaning requirements?		
Are you aware of CET's workplace exclusion requirements for COVID-19 testing, close contacts and confirmed cases of infection?		
Are you aware of CET's workplace physical distancing requirements for adults?		

If unsure of any of the above requirements request a copy of CET's COVID-19 Safety Plan[1]

1 - CET's COVID-19 Safety Plan – see COVID-19 resources section on CETKP

Section 4 - Line Manager (or Principal)	Yes / No / NA	Comments
Can the employee's role be performed in accordance with CET's workplace physical distancing requirements for adults?		
Does the employee's role require situations where close contact with students is unavoidable?		
Is it practicable to modify work arrangements to address the potential for breaches of the physical distancing requirements?		

COVID-19 / FLU / COLD SYMPTOMS &
NON-CONTACT INFRARED THERMOMETER USE

Australian Government

Coronavirus
(COVID-19)

COVID–19: IDENTIFYING THE SYMPTOMS

SYMPTOMS		COVID-19 Symptoms range from mild to severe	COLD Gradual onset of symptoms	FLU Abrupt onset of symptoms
Fever		Common	Rare	Common
Cough		Common	Common	Common
Sore Throat		Sometimes	Common	Common
Shortness of Breath		Sometimes	No	No
Fatigue		Sometimes	Sometimes	Common
Aches & Pains		Sometimes	No	Common
Headaches		Sometimes	Common	Common
Runny or Stuffy Nose		Sometimes	Common	Sometimes
Diarrhea		Rare	No	Sometimes, especially for children
Sneezing		No	Common	No

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY
For more information about **Coronavirus (COVID-19)** visit **health.gov.au**

Your school has been provided with an infrared thermometer(s) to be used to check the temperature of staff, students or others on the site who may be displaying symptoms consistent with COVID-19 / influenza - please see attached Australian Government guideline regarding COVID-19 / flu / cold symptoms.

Schools should not conduct wide-scale temperature screening of students or staff as there is limited evidence to demonstrate the value of such checks.

Infrared Thermometer Instructions

Please read the operating manual provided for full instructions.

Operating Procedure:

- To turn the thermometer on press the "Measure" button.
- Press the mode (M) button to select mode (adult, infant or   object). Note ear mode will automatically come on when the probe cover is removed but use of the thermometer in this mode is note recommended in the school setting as it is not a non-contact method.
- Before using the thermometer ensure the forehead is free from dirt, sweat and hair.
- Point the thermometer at the middle of the forehead, with a distance of 1-3 cm.
- Press the measure button for 1 second and then release.
- The temperature will be displayed on the screen, with a coloured background – green – no fever, orange – low fever, red – probable high fever.

Notes:

- A forehead measurement is an indicative reading. The measured forehead temperature is generally 0.5□C lower than the actual body temperature.
- A child's normal temperature can range from 35.5□C to 37.5□C.
- The thermometer should be stored at room temperature.
- Do not hold the thermometer for long periods as it is very sensitive to ambient temperature.
- Wait at least 10 seconds between each measurement.
- Do not use in a drafty/windy area.
- The unit will turn off automatically after 10 seconds.
- The probe can be cleaned with an alcohol wipe.

Appendix D

CLEANING AND HYGIENE

Cleaning:
- Clean at least daily or between users if shared[1] electronic equipment e.g. iPads, touch screens, etc. Refer to manufacturer's recommendations or if no manufacturers recommendations use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment.
- Clean + disinfect at least daily[1] frequently used high-touch surfaces such as benchtops, desks, doorknobs, taps, and hand rails with a detergent solution or detergent/disinfectant wipes.
- Clean toilets at least daily[1].
  1 - Safe Work Australia 30 April 2020.

Hygiene:
- Wash hands with soap and water for 20 seconds or use hand sanitiser, when entering school, and at regular intervals throughout the day:
  - particularly before and after eating, and after going to the toilet
  - for younger students, this may include having a regular handwashing schedule
- Cover coughs and sneezes with one's elbow or a tissue.
- Avoid touching one's eyes, nose and mouth.
- Do not permit sharing food or drink.
- Close communal water fountains/bubblers.
- Promote strictest hygiene amongst food preparation (canteen) staff and their close contacts

Hand sanitiser advice
To reduce the risk associated with alcohol-based sanitisers, it is advised that if given the option, you should always wash your hands with soap and water versus using hand sanitiser. It's not only safer but if done correctly for at least twenty seconds it is much more effective in controlling COVID-19.

If using alcohol-based hand sanitiser the following precautions should be undertaken:
- Remember that alcohol-base hand sanitiser is flammable and should be handled with caution.
- Do not apply excessive amounts of sanitiser
- Do not use near any ignition sources when you apply hand sanitiser.
- Ensure storage of flammable liquids in a safe manner and maintain methods for quick exits in case of fire.

Kindergarten:
With respect to COVID-19 cleaning and hygiene practices in a kindergarten setting, kindergarten staff are advised to prioritise their personal hygiene and to implement the required cleaning and hygiene practices with respect to cleaning of surfaces and hygiene of students where practical.

Playgrounds / Sporting Equipment:
Use of play / sport equipment by children in a school setting is unlikely to appreciably increase the risk of exposure to COVID-19. Schools that allow access to play / school provided sport equipment should implement the following precautions:

- Ensuring children wash their hands in soap and water (or apply alcohol-based hand sanitiser) before and after using play / school provided sport equipment. Signage should be displayed reminding children to wash/sanitise hands.

Buses:
Buses used to bring students to and from school must be cleaned twice per day using a commercial-grade pH neutral detergent (not acid or alkaline)
- Cleaning to take place after the AM and PM services and to focus on high volume touchpoints, such as handrails
- Records must be taken each time bus is cleaned

 Note: There is no requirement for additional cleaning of bus exteriors

Library Books:
There is currently no evidence of transmission of COVID-19 through books/paper. Therefore, schools are permitted to allow the borrowing of library books.

Public Health advises that there is no longer a requirement for schools to quarantine or wipe down books or materials that have come in from off site.

As always promote hygiene by encouraging library users to wash/sanitise their hands before and after handling books.

Science classes:
Handwashing before and after practical work.

Maintain current procedures regarding equipment and hand wash facilities. Wash in soap or detergent hard materials such as safety glasses between each use. Follow standard washing protocols for protective clothing such as lab coats. The risk of transmission from fabric/clothing is very low.

Musical instruments:
General - please note: brass and woodwind instruments (including recorders) should not be shared. Disinfectants do not remove dirt, so mouthpieces and instruments must be cleaned thoroughly before using such products.

Instrument Hygiene
Washing your hands before and after using an instrument is a critical first step to instrument hygiene. Basic soap and water can also be highly effective in reducing the number of harmful bacteria and viruses on instruments simply by carrying away the dirt and oil that they stick to. Individuals can maintain the overall cleanliness of an instrument via the use of cleaning rods, cotton sticks, mouthpiece brushes, etc., use of these items is necessary to prevent build-up of residue within the instrument. These pieces of equipment should be single use, or specific to the instrument designated to the individual.

Certain cleaning products that can be used on the mouthpiece should not be used around the pads associated with a woodwind instrument's keys (e.g. flute, clarinet, saxophone, etc.).

Mouthpieces
Adhering to the following procedures will help support to keep mouthpieces and instruments clean and safe for continued use.

Cleaning the Flute Head Joint
1. Use a cotton stick saturated with denatured, isopropyl alcohol, carefully clean around the embouchure hole.

2. Mouthpiece cleanser can also be used on the flute's lip plate.
3. Using a soft, lint-free silk cloth inserted into the cleaning rod, clean the inside of the headjoint.
4. Do not run the headjoint under water as it may saturate and eventually shrink the headjoint cork.

Cleaning Bocals
1. Bocals should be cleaned regularly with a bocal brush, mild soap solution, and running water.
2. English Horn bocals can be cleaned with a pipe cleaner, mild soap solution, and running water. Be careful not to scratch the inside of the bocal with the exposed wire ends of the pipe cleaner.

Cleaning Hard Rubber and Ebony Mouthpieces
1. Mouthpieces should be swabbed and cleaned after each use.
2. Select a small container that will accommodate the mouthpiece vertically and place the mouthpiece, tip down, into the container.
3. Fill the container just past the window of the mouthpiece with a solution of 50% water and 50% white vinegar or hydrogen peroxide. Protect clarinet mouthpiece corked tenons from moisture.
4. After the mouthpiece has soaked for fifteen minutes, use an appropriately sized mouthpiece brush to remove any calcium deposits or other residue from inside and outside surfaces. This step may need to be repeated if the mouthpiece is excessively dirty.
5. Rinse the mouthpiece thoroughly and then saturate with disinfectant solution. Place on paper towel and wait one minute.
6. Wipe dry with paper towel.
7. Note: Metal saxophone mouthpieces can be cleaned with hot water, mild dish soap (not dishwasher detergent), and a mouthpiece brush. Disinfectant solution is also safe for metal mouthpieces.

Cleaning Saxophone Necks
1. Cotton sticks are available to clean the inside of the saxophone neck. However, many saxophonists use a flexible bottlebrush and toothbrush to accomplish the same results.
2. The saxophone neck should be cleaned and swabbed after each use.
3. Use the bottlebrush with mild, soapy water to clean the inside of the neck.
4. Rinse under running water.
5. Disinfectant solution may be used on the inside of the neck if desired. Place on paper towel for one minute.
6. Rinse again under running water, dry, and place in the case.

Cleaning Brass Instrument Mouthpieces
1. Mouthpieces should be cleaned after each use.
2. Use a cloth soaked in warm, soapy water to clean the outside of the mouthpiece.
3. Use a mouthpiece brush with warm, soapy water to clean the inside.
4. Rinse the mouthpiece and dry thoroughly.
5. Disinfectant solution should be used on the mouthpiece at this time. Place on paper towel for one minute.
6. Wipe dry with paper towel.

For additional guidance please refer to the Cleaning Guideline located on the COVID-19 Resources page on your school CETKP site.

For schools who are yet to have access to the new CETKP site, these resources can be accessed here (or on the Principal's Portal; user name: cet user; Password: Welcome1).

Appendix E - Response Preparations

Responsible	Action
People and Culture Directorate – Marketing and Communications	Resolve staffing administration – clarify leave provisions. Prepare scripts e.g. social media, web page and intranet posts; school letter scripts, advice for staff regarding school closures.
Risk, WHS & Compliance	Planning and preparedness for school closure under direction from Public Health.
Leadership Team	Continuity Planning: • Identify key personnel and processes that are critical for CET functioning. • Identify possible teams to manage critical processes. • Identify current CET priorities that can be deferred if COVID-19 impacts escalate.
Principals	Review cleaning contracts in anticipation of needing to undertake cleaning following positive COVID-19 case • What do existing contracts provide for – are variations needed. • Facilities may be able to assist with information about additional contract cleaners.
Corporate Services	• Clarify cost impacts.

Risk, WHS & Compliance	Liaise with Public Health on:
	• Immediate action on receipt of positive result e.g. should affected groups be moved etc.
	• Immediacy for school closures – noting duty of care.
	• Cleaning at sites
	  - What is required – what to clean, cleaning method or agents/supplies.
	  - Public Health inspection after cleaning.
	  - Can the site be used again for other than scheduled services e.g. can teachers who are not home isolated go to the school to do work/collect resources etc.
	• Can staff who work at multiple sites, once cleared of home isolation requirements i.e. not needed, be able to continue working at other schools.
	• Will evidence of medical clearance be provided for completed tests, completed home isolation periods.

ICT with support from Learning and Teaching	• Develop options and priorities for on-line delivery of learning programs