



# **COVID-19 Safety Plan**

**Date 27 April 2021**

**Version 9**

**WHS Representative:  
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## Amendments

Version	Date of issue	Amendments
1 <sup>st</sup>	15 May 2020	
2 <sup>nd</sup>	20 May 2020	<ul style="list-style-type: none"> <li>– Correction to Section 7 – paragraph 4</li> <li>– Addition to Section 11 – 3<sup>rd</sup> paragraph</li> </ul>
3 <sup>rd</sup>	26 May 2020	<ul style="list-style-type: none"> <li>– Adjustment to Section 11 – playgrounds</li> <li>– Inclusion to Section 11 – bus cleaning</li> </ul>
4 <sup>th</sup>	3 June 2020	<ul style="list-style-type: none"> <li>– Inclusion of Section 3 – Compliance</li> <li>– Expansion of Section 4 – Risk assessment</li> <li>– Adjustment to Section 5 – Vulnerable people, inclusion of requirement for a risk assessment</li> <li>– Modification to Section 6 – Respiratory illness symptoms, emphasis placed on flu -like symptoms</li> <li>– Inclusion of Section 9 – Sport</li> <li>– Inclusion of Section 10 – Use of external venues</li> <li>– Adjustment to Section 13 – Communication, instruction and training, inclusion to training video link</li> <li>– Appendix A – CET Workplace COVID Safe Checklist, streamlining</li> <li>– Inclusion of new Appendix B – CET Vulnerable Staff Risk Assessment</li> <li>– Inclusion of new Appendix C- COVID-19 / Flu / Cold Symptoms &amp; Non-Contact Infrared Thermometer Use</li> <li>– Modification to Appendix D – removal of playground cleaning requirement, inclusion of cleaning advice regarding science classes, inclusion of musical instrument cleaning guidance</li> </ul>
5 <sup>th</sup>	26 June 2020	<ul style="list-style-type: none"> <li>– Section 3 Compliance – updated</li> <li>– Section 6 Respiratory illness symptoms – greater focus placed on staff / students with flu like symptoms</li> <li>– Section 7 COVID-19 testing, quarantine and self-isolation – requirement for self-isolation following a referred COVID-19 test deleted</li> <li>– Section 8 Physical distancing and ventilation – inclusion of ventilation, deletion of venue density rule of 4m<sup>2</sup> per adult in school staff rooms and offices, adjustment of venue density rule for TCEO offices – now 2m<sup>2</sup> per adult, deletion of parent /carer exclusion from schools</li> <li>– Section 9 Sport – inclusion of SATIS requirements</li> <li>– Section 11 Cleaning and hygiene – modified</li> </ul>

6 <sup>th</sup>	26 October 2020	<ul style="list-style-type: none"> <li>– Appendix A CET Workplace COVID Safe Checklist - updated to reflect further relaxation of restrictions as per Stage 3 of government’s Roadmap to Recovery</li> <li>– Appendix D Cleaning and hygiene – cleaning requirements reduced</li> <li>– Section 3 Compliance - Public Health Direction Management of Premises No. 5, 23 October 2020</li> <li>– Section 4 Risk assessment - Public Health Direction Management of Premises No. 5, 23 October 2020</li> <li>– Section 4 Risk assessment – Vulnerable People</li> <li>– Section 7 COVID-19 testing, quarantine and self-isolation – member of staff or student has been referred for a COVID-19 test</li> <li>– Section 10 use of external venues - Public Health Direction Management of Premises No. 5, 23 October 2020</li> <li>– Section 12 Emergency response COVID19 infection – CET’s COVID-19 Response Plan</li> <li>– Appendix B – CET Vulnerable Persons Risk Assessment – list of critical conditions updated as per AHPPC advice</li> </ul>
7 <sup>th</sup>	12 March 2021	<ul style="list-style-type: none"> <li>– Appendix E – CET COVID-19 Response Plan added</li> <li>– Key aspects summary added</li> <li>– Section 1 shortened</li> <li>– Section 1 updated: Public Health Direction – Workplace COVID Plan No. 2 issued 18 December 2020</li> <li>– Section 1 updated: Workplace COVID Safe Checklist must be completed on a fortnightly basis.</li> <li>– Section 3 updated: <ul style="list-style-type: none"> <li>○ Public Health Direction Workplace COVID Plan No. 2, 18 December 2020</li> <li>○ Public Health Direction Management of Premises No. 10, 18 December 2020</li> </ul> </li> <li>– Section 4 Risk Assessment updated with inclusion of AHPPC advice published on 3 February 2021</li> <li>– Section 4 Community transmission adjusted</li> <li>– Section 6 Colds, flu and hay fever updated</li> <li>– Section 9 Camps added</li> <li>– Section 11 Contact tracing added</li> <li>– Section 12 Celebrations and social events added</li> <li>– Section 14 Travel added</li> <li>– Section 19 Records updated</li> </ul>
8 <sup>th</sup>	26 April 2021	<ul style="list-style-type: none"> <li>– Section 2 updated: fortnightly completion of checklist</li> </ul>

- Section 11 Collection of Contact Details updated
- Section 16 Regional and state-wide lockdown planning added

## Key aspects summary

- Each CET workplace must implement CET's COVID-19 Safety Plan (this document).
- The CET Workplace COVID Safe Checklist must be completed on a fortnightly basis.
- Schools are able to undertake such activities that are necessary for the normal business of a school.
- Schools are not subject to any limit, apart from building occupancy limits, regarding the number of students who may gather to engage in a normal school activity.
- Atypical school activities involving visitors such as a school fair are required to be managed under the government's A Framework for COVID-19 Safe Events and Activities in Tasmania.
- Collection of visitor details for contact tracing purposes:
  - Visitors such as parents and carers can enter a classroom / office for up to 15 minutes before having to provide contact details.
  - School events e.g. a concert, that involve visitors being close proximity to each other need to have online facilities for the collection of contact details.
- Physical distancing:
  - Staff to practice room density measures, where practicable (such as in staff rooms)
- Strive to ensure staff and parents / carers maintain 1.5m separation where practicable.
- Deploy signage to encourage appropriate COVID safe behaviour by adults.
- Excursion accommodation arrangements limited to 50% capacity
- No interstate student travel
- Interstate staff business travel requires TCEO approval
- Daily cleaning of surfaces touched at high frequency by both staff and students.
- Ensure adequate supplies and distribution of hand sanitiser - of all the COVID-19 cleaning and hygiene measures hand hygiene is the most effective.
- Promote personal hygiene and cough and sneeze etiquette.
- Staff and students to stay home if they are unwell with a respiratory illness.

## **1. Introduction**

The Tasmanian Government has introduced a COVID-19 Safe Workplaces Framework which sets out COVID-19 management requirements for workplaces.

Furthermore, Public Health Direction – Workplace COVID Plan No. 2 issued 18 December 2020 requires CET to implement the measures set out in the Direction including the documentation of those measures in a COVID-19 safety plan.

Hence, the purpose of this COVID-19 Safety Plan is twofold:

- To support adequate COVID-19 risk mitigation in CET workplaces.
- To 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 Workplace COVID Safe Checklist (Appendix A or online version accessible via CETKP) must be completed on a fortnightly basis.

## **2. Responsibility**

Responsibility for the implementation of this plan and fortnightly utilisation of CET's Workplace COVID Safe Checklist (Appendix A / CETKP) 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 Management of Premises No. 10, 18 December 2020
- Public Health Direction Contact Tracing No. 3, 15 December 2020
- Public Health Direction Workplace COVID Plan No. 2, 18 December 2020
- WorkSafe Tasmania – COVID-19 Safe Workplaces Framework
- WorkSafe Tasmania – COVID Safe Workplace Guidelines School Education Industry
- the Tasmanian Government's Roadmap to Recovery
- 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 3 February 2021 regarding the level of COVID-19 risk in schools - *With COVID Safe plans and principles in place and health systems ready to quickly identify and respond to cases, schools remain safe places. Students and staff at risk should feel reassured to work and learn onsite and enjoy the benefits of doing so.*

This understanding is reflected in Public Health Direction Management of Premises No. 10 of 18 December 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  $\geq 40$  kg/m<sup>2</sup>
- 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.

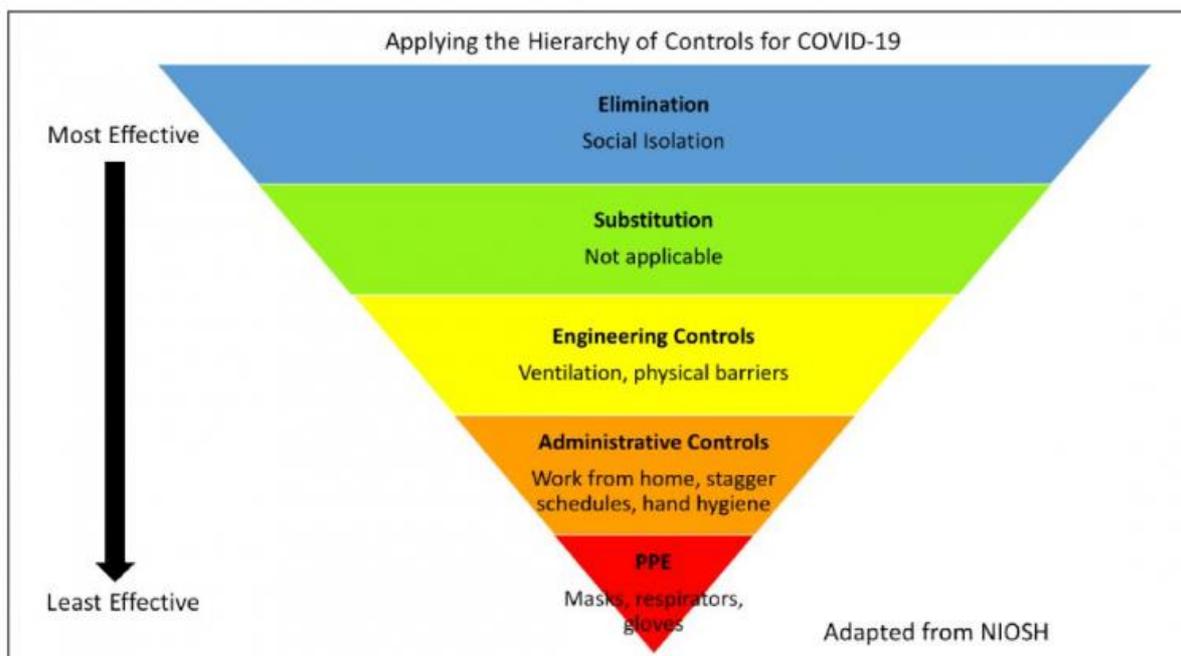
### *Community transmission*

At present with zero active cases in Tasmania the risk of community transmission of COVID-19 is extremely low. Nevertheless, this level of risk could change very quickly given interstate travel and 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**

Our duty of care requires CET to protect vulnerable persons in the workplace. The WHS Act 2012 requires us to use the highest level of control that is reasonably practicable as per the Hierarchy of Control – see below:



WHS regulations require CET to ensure staff who are vulnerable to serious illness if they are 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.

CET staff who have any of the health condition(s) or receive any of the medical treatments listed in the risk assessment form in Appendix B or who are aged 70 years and older must, together with their line manager, complete a risk assessment using the form provided in Appendix B and request a medical clearance from their doctor. The completed risk assessment and medical clearance (if provided) must be submitted to the relevant Principal / Director for endorsement and placement on personnel file.

With respect to the attendance of students who are subject to any of the above conditions or treatments there is no formal requirement to obtain a medical clearance. Instead, it is recommended the focus be on seeking the provision of appropriate medical advice in instances where schools are not already aware of the student's medical condition. Schools are encouraged to work with parents / carers to ensure that appropriate support is provided to meet the students' needs, taking into account the medical advice that has been provided.

## **6. Colds, flu and hay fever**

Staff and students should not attend school if they feel unwell with cold or flu-like symptoms including:

- fever
- runny nose
- cough, sore/itchy throat or
- shortness of breath

Staff and students should stay home and phone their GP or the Public Health Hotline on 1800 671 738 for a referral to be tested for COVID-19.

For further information regarding COVID-19 / flu / cold symptoms see Appendix C.

Hay fever can produce symptoms similar to those of a cold or flu:

- runny, itchy or blocked nose
- sneezing
- itchy, sore and watery eyes
- a cough.

Staff and students experiencing hay fever symptoms, even mild symptoms, should get tested for COVID-19. They should also stay home and not attend school while they wait for their test results.

Staff and students can return to school if they have had a test for COVID-19 while they had symptoms and the result was negative,

## **7. Physical distancing and ventilation**

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 as well as TCEO staff to strive to adhere, where practicable, 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 continue to practice 1.5m physical distancing where practicable amongst each other (such as in staff rooms and offices).

- schools strive to ensure staff and parents / carers maintain 1.5m separation where practicable;
- schools deploy signage to encourage appropriate COVID safe behaviour by adults; and
- TCEO staff continue to practice 1.5m physical distancing where practicable and the venue density 2m<sup>2</sup> per person rule (such as in staff rooms and offices).

## 8. Cleaning and hygiene

Staff must take personal responsibility for hand hygiene. Of all the COVID-19 cleaning and 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 CET COVID-19 safety requirements includes:

- complying with the COVID-19 cleaning and hygiene practices set out in Appendix D
- 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; and
- where necessary, expanding the scope of the services provided by school cleaners

## 9. Camps

Public Health has issued the following requirements regarding school camps:

- *The 2m<sup>2</sup> rule within premises including dormitories.*
- *COVID Safe behaviours such as hand hygiene, cough etiquette and social distancing should be encouraged*
- *A camp COVID safety plan is developed and implemented*
- *a person is appointed as the person to be contacted in respect of the camp*
- *students and staff should be advised not to attend if they have symptoms and a protocol developed for a student who develops symptoms while on camp (i.e. access testing)*
- *a register of all attendees should be kept and provide to Public Health where requested*
- *contingency plans considered if a camp needs to be cancelled both before or during the camp due to a change in restrictions imposed in the state*
- *the camp, and the premises where the camp is held, complies with each obligation, requirement, restriction or condition that applies to the gathering or premises under a direction made under the Act*

## 10. 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.

SATIS has indicated that schools are required to submit COVID-19 Safety Plans upon team nominations for 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.

## **11. Collection of contact details**

Schools are required to facilitate the collection of visitor e.g. parents and carers, contact details where visitors spend more than 15 minutes in close proximity to each other at a school event such as a concert.

From 1 May 2021 it will be mandatory for schools to facilitate the collection of visitor details using a location specific QR code and the Check in Tas app as per the following specifications:

- Applies to school events attended by visitors for more than 15 minutes.
- Applies to non-school events held on school grounds / premises that require an event COVID safety plan.
- Applies to those visitors who have attained the age of 16 years.
- The school must have a location specific QR code which is compatible with the Check in Tas app.
- The QR code must be displayed in prominent locations accessible to visitors.
- Visitors must scan the school's QR code using the Check in Tas app.
- QR code screening locations are to be supervised to ensure scanning of the QR code by visitors.
- For those visitors that do not have a phone or the Check in Tas app, the school must provide an electronic means of accessing the Check in Tas app.
- The school must refuse entry to those unwilling to provide the required information.
- Contact details are not to be recorded using pen and paper except when there is no internet coverage and hence the Check in Tas app cannot be used.

Does not apply to volunteer activities such as parent help. However, volunteers are still required to complete the normal sign in process.

## **12. Celebrations and social events**

Public Health has developed some clear guidance to allow celebrations and social events to occur on school sites.

These events are permitted but will need to be held in accordance with current Public Health directions. This means that it will be required that these events are undertaken within the venue density requirements (one person per 2 square metres, up to a maximum of 250 people) of the site on which they are planned to be held.

Dancing will be able to occur, however all events will need to adhere to the requirement to have two separate areas for eating/drinking and dancing.

COVID safe behaviours including hygiene measures and visitor screening will need to be applied to such events.

Celebrations taking place off site will need to comply with the venue's COVID Safety plan.

### **13. 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. 10, 18 December 2020
- Framework for Rebooting Sport in a COVID-19 Environment, Australian Institute of Sport, 15 May 2020

### **14. Travel**

No interstate student travel is permitted nor is interstate staff business travel unless approved by the TCEO.

Staff travelling for private reasons should be aware that travellers to Tasmania, including returning residents, need to provide their contact and travel details before entering the state, to help manage the risk of COVID-19 at Tasmania's borders.

Tasmania's border entry conditions depend on where a traveller has spent time prior to their day of arrival.

Areas are assessed as either low, medium or high-risk based on Public Health advice.

In brief, travellers who have only spent time in a low-risk area in the 14 days prior to arrival in Tasmania are not required to quarantine on arrival, whereas travellers from a medium risk area will be required to quarantine. Travellers who have been in a high-risk area (other than transiting) are likely to be prevented from entering Tasmania.

### **15. 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 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.

## **16. Regional or state-wide lockdown planning**

Public Health have in place plans for the application of a short, sharp lockdown to act as a circuit breaker on transmission and to support contact tracing should COVID-19 transmission be detected in the community.

Such a lockdown may be applied to a regional area only and possibly be accompanied by restrictions placed on the movement of people into and out of the area in lockdown.

The requirements for schools within a lockdown area are as follows:

- K-10 schools are defined as essential, and they will be open for children who need to go to them.
- Year 11-12 students will transition to learning at home.

- Face masks of a surgical standard will be required to be worn by staff and those students aged 12 years and older when attending a CET school. Primary school students including those aged 12 attending a CET primary school are exempt from the face mask requirement.
- All other requirements outlined in this plan will continue to apply.

## **17. 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).

## **18. 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.

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

## **19. Monitoring and supervision**

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

## **20. Records**

Collected contacted details must be kept for 28 days.

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 the CETKP Assurance Version. Designated workplace WHS officer to complete fortnightly.

Topic		X	Actions	Close out of action
<b>CET COVID-19 Safety Plan</b>				
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				
<b>Workplace entry</b>				
All staff are aware that persons who are unwell or subject to an isolation order are not enter the premises				
<b>Hygiene</b>		X	<b>Actions</b>	<b>Date</b>
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				
<b>Cleaning</b>		X	<b>Actions</b>	<b>Date</b>
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				
<b>Physical Distancing - Staff</b>		X	<b>Actions</b>	<b>Date</b>
Work arrangements have been adjusted to allow for physical distancing for adults of at least 1.5 metres where practicable				
'Zoom meetings' used when appropriate				
<b>Physical Distancing – Parents/Carers and Visitors</b>		X	<b>Actions</b>	<b>Date</b>
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				
<b>Physical Distancing – Students</b>		X	<b>Actions</b>	<b>Date</b>
Designated space(s) for children to wait for collection if they become unwell with cold or flu-like symptoms				
<b>Responding to a Confirmed or Suspected Case</b>		X	<b>Actions</b>	<b>Date</b>
The leadership team are aware of the processes to be undertaken in the event of a suspected or confirmed case				
<b>Supporting Staff</b>		X	<b>Actions</b>	<b>Date</b>

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				
<b>Communication with the Community</b>		<b>X</b>	<b>Actions</b>	<b>Date</b>
Regularly communication with the school community about physical 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				
<b>First Aid</b>		<b>X</b>	<b>Actions</b>	<b>Date</b>
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. <input type="checkbox"/>  |
| 2. have had an organ transplant and are on immune suppressive therapy                                         | 2. <input type="checkbox"/>  |
| 3. have had a bone marrow transplant in the last 24 months                                                    | 3. <input type="checkbox"/>  |
| 4. are on immune suppressive therapy for graft versus host disease                                            | 4. <input type="checkbox"/>  |
| 5. have blood cancer e.g. leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years) | 5. <input type="checkbox"/>  |
| 6. are having chemotherapy or radiotherapy.                                                                   | 6. <input type="checkbox"/>  |
| 7. chronic renal (kidney) failure                                                                             | 7. <input type="checkbox"/>  |
| 8. heart disease (coronary heart disease or failure)                                                          | 8. <input type="checkbox"/>  |
| 9. chronic lung disease (excludes mild or moderate asthma)                                                    | 9. <input type="checkbox"/>  |
|                                                                                                               | 10. <input type="checkbox"/> |

- |                                                                                                   |                              |
|---------------------------------------------------------------------------------------------------|------------------------------|
| 10. a non-haematological cancer (diagnosed in the last 12 months)                                 | 11. <input type="checkbox"/> |
| 11. diabetes                                                                                      | 12. <input type="checkbox"/> |
| 12. severe obesity with a BMI $\geq$ 40 kg/m <sup>2</sup>                                         | 13. <input type="checkbox"/> |
| 13. chronic liver disease                                                                         |                              |
| 14. some neurological conditions (stroke, dementia, other) (speak to your doctor about your risk) | 14. <input type="checkbox"/> |
| 15. some chronic inflammatory conditions and treatments (speak to your doctor about your risk)    | 15. <input type="checkbox"/> |
| 16. other primary or acquired immunodeficiency (speak to your doctor about your risk)             | 16. <input type="checkbox"/> |
| 17. poorly controlled blood pressure (may increase risk – speak to your doctor)                   | 17. <input type="checkbox"/> |

---

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<sup>1</sup>

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?

Are there operationally effective alternatives for the employee when the risk of infection cannot be adequately mitigated or a medical clearance cannot be obtained?

**Section 4 – Employee medical certificate**

Did you provide this risk assessment to your medical practitioner when requesting a medical clearance / certificate? (ensure you attach clearance / certificate)

**Section 5 - Comments – any other relevant information**

**Section 7 – Signing authorities**

Full Name	Signature	Date
-----------	-----------	------

Employee:

Line Manager

Principal /  
Director:

**Section 8 - Checklist**

- All sections completed
- Medical clearance / certificate attached
- Authorised copy placed on personnel file

## Appendix C

# COVID-19 / FLU / COLD SYMPTOMS

## &

# NON-CONTACT INFRARED THERMOMETER USE



Australian Government

Coronavirus  
(COVID-19)

### COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
<b>Fever</b> 	Common	Rare	Common
<b>Cough</b> 	Common	Common	Common
<b>Sore Throat</b> 	Sometimes	Common	Common
<b>Shortness of Breath</b> 	Sometimes	No	No
<b>Fatigue</b> 	Sometimes	Sometimes	Common
<b>Aches &amp; Pains</b> 	Sometimes	No	Common
<b>Headaches</b> 	Sometimes	Common	Common
<b>Runny or Stuffy Nose</b> 	Sometimes	Common	Sometimes
<b>Diarrhea</b> 	Rare	No	Sometimes, especially for children
<b>Sneezing</b> 	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](https://www.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 not 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 shared<sup>1</sup> 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<sup>1</sup> frequently used high-touch surfaces such as benchtops, doorknobs, taps, and hand rails with a detergent solution or detergent/disinfectant wipes.
- Clean toilets at least daily<sup>1</sup>.

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



Catholic  
Education  
Tasmania

# COVID-19 RESPONSE PLAN

5 August 2020

Version 1

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## **1. Summary**

Should a confirmed COVID-19 case be identified in a Catholic Education Tasmania (CET) workplace then it must be reported immediately to Mr Seán Gill, Deputy Executive Director. In these circumstances, the Tasmanian Catholic Education Office (TCEO) will, if requested by the Director of Public Health, close the relevant workplace. It is expected such closures would be for at least 48 hours to allow cleaning and for Public Health to trace who has been in close contact with the infected person(s). It is reasonable to anticipate identified close contacts would be directed by Public Health to self-isolate for 14 days in order to ascertain if they are infected with COVID-19. Once contact tracing has been completed, the self-isolation of close contacts has commenced and workplace cleaning completed it is anticipated that the workplace would reopen.

## **2. Introduction**

CET has implemented a comprehensive COVID-19 management regime across its workplaces i.e. TCEO offices, schools and colleges. From time to time, this regime is subject to adjustment in line with changing government advice and requirements.

CET's COVID-19 management regime is documented in relevant School Office Circulars, CET's COVID-19 Safety Plan and this document – CET's COVID-19 Response Plan.

The purpose of this plan is to document the activities that the TCEO and the COVID-19 impacted CET workplace(s) will undertake in responding to a case(s) of COVID-19 occurring in that workplace(s).

Key CET COVID-19 case response objectives are to:

- prevent the further spread of COVID-19 within a CET workplace and the community; and
- remediate the workplace to enable the resumption normal operations.

The implementation of response measures will be scaled according to the level of COVID-19 transmission risk and the availability of resources. This will be done in close collaboration with Public Health and other key stakeholders.

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 COVID-19 management measures in its workplaces.

## **3. Application**

This plan applies to all CET workplaces including TCEO offices, schools and colleges.

## 4. Workplace Response to a Confirmed Case

The response of the workplace manager e.g. the principal of a CET school, when informed of a confirmed COVID-19 case within their workplace will be guided by the following steps:

1. If the confirmed case is a member of staff / student, immediately isolate them from others.
2. If the confirmed case is not a member of staff / student, direct the person to leave the workplace immediately and isolate at home.
3. Report confirmed case to Mr Seán Gill, Deputy Executive Director who is the designated CET Incident Coordinator for COVID-19 incidents. See Appendix A – TCEO COVID-19 Incident Response Team.
4. Prepare a list of close contacts, together with their contact details, of the confirmed case and submit to Incident Coordinator asap.  
At a school, this could mean the whole year level and associated staff.
5. Prepare for workplace closure.  
Schools\* - be ready to contact parents / carers, bus operators etc., should the Incident Coordinator direct the school to close.
6. Suspend normal operations / close the workplace as directed by the Incident Controller on advice from Public Health#.  
Schools - do not treat closure as an emergency evacuation. It may take the whole of the school day and include the use of normal bus services to clear the school of students. Student safety is a paramount consideration when overseeing the closure of the school.
7. Contribute / participate in the TCEO incident response team. See Appendix A – TCEO COVID-19 Incident Response Team.
8. In consultation with Incident Coordinator, develop and circulate status reports and situation updates to inform, in a timely manner, staff, students, families and other key stakeholders of the situation as it unfolds. For guidance refer to Appendix B - Communications.
9. In consultation with the Incident Coordinator, implement enhanced cleaning as per Appendix C - Cleaning and Disinfection following a Confirmed Case.
10. Inform close contacts of the requirement to quarantine for 14 days.
11. Be available to contribute to a Public Health outbreak management team.

\* Principals – for further details regarding possible actions in response to a confirmed case at a CET school see Appendix D – School Responses.

#Full workplace close may not be required in some circumstances. The extent of closure will depend on factors such as the size of the workplace, nature of the work, number of people and potential areas of contamination.

## 5. TCEO Response to a Confirmed Case

The response of the designated TCEO COVID-19 Incident Coordinator (Mr Seán Gill, Deputy Executive Director) when informed of a confirmed COVID-19 case within a CET workplace will be guided by the following steps:

- 
1. Upon being informed by a CET workplace manager of the presence of a confirmed COVID-19 case ensure that the workplace manager has immediately isolated the confirmed case from others.

---

  2. If the confirmed case is not a member of staff / student ensure that the workplace manager has either directed the confirmed case to leave the workplace immediately and isolate at home or taken steps to ensure confirmed case does not enter the workplace.

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  3. Contact Public Health (1800 761 738) and seek advice / direction.

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  4. Convene TCEO incident response team. Refer to Appendix A - TCEO COVID-19 Incident Response Team.

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  5. Obtain, from the impacted workplace, a list of close contacts, together with their contact details, of the confirmed case.

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  6. Provide, as requested, information to Public Health. Refer to Appendix B – Communications.

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  7. In consultation with Public Health and the relevant workplace manager, develop and communicate status reports and situation updates, as required, to inform staff, students, families and other key stakeholders of the situation. For guidance refer to Appendix B - Communications.

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  8. In consultation with Public Health and the relevant workplace manager, implement control measures as outlined in Appendices C & D.

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  9. Be available to contribute to a Public Health outbreak management team.

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The TCEO COVID-19 Incident Coordinator should also ensure the maintenance of an adequate response capability as outlined in Appendix E – Response Preparations

## 6. Other CET Workplaces

Given the probability of community transmission being responsible for the occurrence of a confirmed case of COVID-19 infection in a CET workplace it is reasonable to expect that the Tasmanian Government would adjust its COVID-19 management requirements to reduce the likelihood of further community transmission.

In addition to the ongoing requirements of CET's COVID-19 Safety Plan, CET workplaces particularly schools should expect to be required by Public Health to apply the additional measures such as:

### Activity Cancellation

- Assemblies
- School performances involving an audience e.g. musicals, plays
- Non-course work exclusions
- Incursions (CET employees are exempt but limited where practicable)
- Inter school events and competitions
- Sports carnivals
- Camps
- Learn to Swim
- Interstate and overseas travel
- Work experience
- One day schooling
- Socials/discos
- Formals / leavers dinners
- Presentation nights
- Fairs
- Open days
- Parent teacher evenings (face to face)
- School advisory board meetings (face to face)
- Parents and friends' meetings (face to face)
- Setup for Success events
- Attendance at off-site professional learning (PL) and network meetings.

### Working from Home

Should CET be required to close a CET workplace, some staff may be directed to work from home.

In order to effectively support staff working from home, working from home is to be managed in accordance with CET's Working from Home Guideline.

The primary objective of the Working from Home Guideline is to ensure worker safety whilst working from home.

Workplace managers will discuss the viability of working from home with relevant staff. Should staff have their line manager's support to work from home then they are required to complete the Working from Home Checklist (if have not already done so) and return it their line manager prior to commencing working from home.

## Appendix A - TCEO COVID-19 Incident Response Team

Role/Function	Responsibility	Responsibilities
<b>Case response coordination</b>	CET Incident Controller - Deputy Executive Director	<ul style="list-style-type: none"> <li>Lead the TCEO's COVID-19 incident response team.</li> <li>Lead and coordinate activities required within the workplace to contain the spread of infection.</li> <li>Participate in the Public Health Outbreak Management Team.</li> <li>Liaise with key stakeholders.</li> <li>Identify and manage enterprise risks arising from the incident.</li> </ul>
<b>Planning</b>	Manager RWC	<ul style="list-style-type: none"> <li>Liaise with Public Health regarding infection prevention and control measures.</li> <li>Develop and adjust plans.</li> </ul>
<b>Infection prevention and control coordination</b>	Workplace manager e.g. Principal	<ul style="list-style-type: none"> <li>Comply with CET's COVID-19 Safety Plan.</li> <li>Ensure adequate supplies of PPE and cleaning products.</li> <li>Ensure staff understand and apply required infection prevention and control precautions as directed by Public Health.</li> <li>Ensure cleaning staff are kept informed about enhanced cleaning measures and infection prevention and control measures.</li> <li>Oversee cleaning activities; hire additional cleaners as required.</li> <li>Monitor and maintain resources, e.g. hand sanitiser and disposable tissues.</li> <li>Display COVID-19 signage.</li> </ul>
<b>Information management</b>	Senior WHS Officer	<ul style="list-style-type: none"> <li>Collect and collate data to help control the outbreak e.g. number of people in the workplace, number of symptomatic people, number of people in the workplace waiting for test results.</li> <li>Provide daily reports for the CET Incident Response Team and other key stakeholders as requested.</li> </ul>
<b>Communications</b>	Regional Director	<ul style="list-style-type: none"> <li>Internal communications.</li> <li>Stakeholder communications.</li> <li>Media and public communications.</li> </ul>

<b>Staff management</b>	Director People and Culture	<ul style="list-style-type: none"> <li>• COVID-19 leave.</li> <li>• Leave provisions.</li> <li>• Working from home.</li> </ul>
<b>Administration support</b>	Directorate	<ul style="list-style-type: none"> <li>• Organise Incident Response Team meetings.</li> <li>• Record and distribute minutes of meetings.</li> </ul>

## Appendix B - Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated through the TCEO COVID-19 Incident Response Team in-conjunction with Public Health.

Key stakeholder	What they need to know	Method of communication
<b>Public Health</b>	<ul style="list-style-type: none"> <li>• COVID-19 management risks specific to the workplace.</li> <li>• Names and contact details of close contacts of the confirmed case.</li> <li>• Workplace description (location, business activities, number of staff/students)</li> <li>• Site plan.</li> <li>• Copies of CET's COVID-19 Safety Plan and COVID-19 Case Response Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• Contact tracing process</li> <li>• Cleaning arrangements</li> <li>• Access to wellbeing support</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Newsletter</li> <li>• Text Messages</li> <li>• Social media</li> <li>• Signage</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• Contact tracing process</li> <li>• Cleaning arrangements</li> <li>• Access to wellbeing support EAP</li> <li>• Membership of the TCEO incident response team</li> <li>• Arrangements for accessing leave for quarantine and isolation</li> <li>• Expectations about not attending work if sick</li> <li>• Changes to staffing/rostering arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Office Circulars</li> <li>• Meetings</li> <li>• Staff Newsletter</li> <li>• Text Messages</li> <li>• Workplace Intranet</li> <li>• Signage</li> </ul>
<b>School community</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory etiquette and physical distancing measures</li> <li>• Changes to policies and procedures; infection control measures being implemented, including changed arrangements for accessing the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Newsletter</li> <li>• Text Messages</li> <li>• Social media</li> </ul>

		<ul style="list-style-type: none"> <li>• Signage</li> </ul>
<b>Parents and carers</b>	School / college access restrictions	<ul style="list-style-type: none"> <li>• Workplace signage</li> <li>• Internet</li> <li>• Text / email</li> <li>• Social media</li> </ul>
<b>Visitors</b>	School / college access restrictions	<ul style="list-style-type: none"> <li>• Workplace signage</li> <li>• Internet</li> <li>• Text / email</li> </ul>
<b>Contractors</b>	School / college access restrictions	<ul style="list-style-type: none"> <li>• Workplace signage</li> <li>• Internet</li> <li>• Text / email</li> </ul>
<b>Worksafe Tasmania</b>	<ul style="list-style-type: none"> <li>• Cases in staff where incident notification is required under <i>Work Health and Safety Regulations 2012 – Reg 699</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Phone</li> <li>• Completion of Notifiable Incident Report Form</li> </ul>

### Key Regulator Responsibilities

Regulator	Role for outbreak management
<b>Public Health</b>	<ul style="list-style-type: none"> <li>• Notifies CET when a confirmed case is associated with a workplace.</li> <li>• Leads the COVID-19 case management response.</li> <li>• Provides specific infection prevention and control advice for the case management response.</li> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).</li> <li>• Activates and leads the outbreak management coordination team.</li> <li>• Determines when the outbreak is over.</li> </ul>
<b>Worksafe Tasmania</b>	<ul style="list-style-type: none"> <li>• Advises of safe work practices, including the potential need to close a workplace from a workplace safety perspective.</li> </ul>

## Appendix C - Cleaning and Disinfection Following a Confirmed Case

### Background

COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire COVID-19 inhaling these droplets or, less commonly, by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Following a confirmed case of COVID-19, thorough cleaning and disinfection of suspected contaminated surfaces is needed to remove the virus.

Public Health and WorkSafe Tasmania will provide advice about cleaning and disinfection following a confirmed case of COVID-19.

### Cleaning and Disinfection

For instructions for cleaning and disinfection generally, refer to [COVID-19 Information for workplaces – cleaning](#) (Safe Work Australia) and [Information about routine environmental cleaning and disinfection in the community](#) (Australian Government Department of Health).

Cleaning and disinfection for non-health care settings follows the same principles as routine cleaning and disinfection, except:

- Cleaning staff should wear disposable gloves, a long-sleeved gown and a surgical mask plus eye protection or a face shield while cleaning and disinfecting.
- Cleaners should be trained in putting on and removing personal protective equipment (PPE).
- Areas may need to be prepared to ensure proper cleaning and disinfection (e.g. removing personal effects).
- Soft or porous surfaces may need additional attention (e.g. steam-cleaning or laundering of fabric).

## Appendix D – School Responses

Further to the steps set out in Section 4 Workplace Response to a Confirmed Case the sequencing of actions at a school may look like the following scenarios:

### Confirmed Case at a School

1. Informed of a confirmed case, principal to advise TCEO.
2. TCEO COVID-19 Incident Response Coordinator to discuss school closure option with Public Health – Deputy Director Dr Scott McKeown.
3. TCEO COVID-19 Incident Response Coordinator will make decision on school closure.
4. Principal to plan for school closure for up to 3 scheduled working days unless specifically advised by Public Health there is no need to close.

Closure will support Public Health tracing of contacts as well as school-based actions such as cleaning and communications to parents.

5. TCEO COVID-19 Incident Response Coordinator to manage communications with other CET principals and Public Health.
6. Principal:
  - Responsible for communications with school community.
  - Arranges cleaning of site, in line with Public Health directions.
  - Provides updates to TCEO Incident Response Team.
  - Adjust service delivery as needed.
  - Updates staff and students / families on re-opening details.
  - Update staff on relevant leave administration actions.
7. TCEO COVID-19 Incident Response Team, as advised by Public Health, supports principal to re-open site.
8. Site operations resume, with some, as identified by contact tracing, staff/students/families in isolation/other medical care
9. TCEO COVID-19 Incident Response Team and Principal:
  - Monitor return of staff/student/family – may occur in line with 14-day isolation period.
  - Communicates at site level as needed.
  - Finalise records – student absence reporting, staff leave approvals etc.

### Multiple School Closures

Meaning - closure of multiple schools as directed by Public Health for a defined period(s) of time in excess of a temporary school closure for cleaning i.e. >3 scheduled work days:

1. Anticipate Public Health will provide initial verbal direction to TCEO followed by a written direction regarding multiple closure requirements. Also anticipate Public Health will

define a specified period of time for closures, which may be subject to review and extension.

2. Once Public Health directs the closure of particular schools, the TCEO will immediately convene COVID-19 Incident Response Team.
3. TCEO COVID-19 Incident Response Team to determine required actions, based on these considerations:
  - Schools to be closed.
  - Closure period – first work day to last work day for each site.
  - If closed schools can be used by staff during closure period.
  - At what point do closed schools need to be cleaned for COVID-19 purposes e.g. immediately and again prior to resumption of staff / student attendance.
  - What learning programs can be delivered to affected students.
  - If supervision is to be provided to any particular groups.
  - Identify the stakeholder groups on-site and off-site and allocate responsibility for communications with each group.
  - Provide advice to staff regarding what work can be done off-site if needed (or at another school which is not closed).
4. TCEO COVID-19 Incident Response Team to clarify key staff and/or processes dependencies and arrange adequate coverage in 2-week periods (or other agreed period).
5. TCEO COVID-19 Incident Response Team to define next steps:
  - Implement communications.
  - Action closures with principals.
  - Implement continuity measures.
  - Manage issues arising.
  - Monitor closure periods and plan resumption of scheduled services (progressive or all inclusive) and supporting communications, cleaning requirements etc.

## Appendix E - Response Preparations

<b>Responsible</b>	<b>Action</b>
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: <ul style="list-style-type: none"><li>• Identify key personnel and processes that are critical for CET functioning.</li><li>• Identify possible teams to manage critical processes.</li><li>• Identify current CET priorities that can be deferred if COVID-19 impacts escalate.</li></ul>
Principals	Review cleaning contracts in anticipation of needing to undertake cleaning following positive COVID-19 case <ul style="list-style-type: none"><li>• What do existing contracts provide for – are variations needed.</li><li>• Facilities may be able to assist with information about additional contract cleaners.</li></ul>
Corporate Services	<ul style="list-style-type: none"><li>• Clarify cost impacts.</li></ul>
Risk, WHS & Compliance	Liaise with Public Health on: <ul style="list-style-type: none"><li>• Immediate action on receipt of positive result e.g. should affected groups be moved etc.</li><li>• Immediacy for school closures – noting duty of care.</li><li>• Cleaning at sites<ul style="list-style-type: none"><li>- What is required – what to clean, cleaning method or agents/supplies.</li><li>- Public Health inspection after cleaning.</li><li>- 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.</li></ul></li><li>• 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.</li><li>• Will evidence of medical clearance be provided for completed tests, completed home isolation periods.</li></ul>

**Responsible**

ICT with support from  
Learning and Teaching

**Action**

- Develop options and priorities for on-line delivery of learning programs