COVID-19 Safety Plan
For
GUILFORD YOUNG College

Date: 25th January 2022

WHS Representative: Donald Ridley

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Amendments

Version	Date of issue	Amendments
11th	25 January 2022	– Addition of Key settings section. – Summary section retitled Introduction. – Inclusion of contact advice for queries in Introduction. – Addition of Class outbreak management section to Part B. – Update of Close contact management section in Part B. – Deletion of Educational equity section from Part B – Inclusion of a School activities advice section in Part C. – Addition of reference to National Framework for Managing COVID-19 in Schools and Early Childhood Education and Care to Part D – COVID-19 safety plan section. – Addition of Rapid antigen section to part D. – Addition of a Contractor management section to Part D. – Addition of Site closure section to Part D. – Addition of new appendix (Appendix B) containing school activities advice

Key settings

No. 1 – vaccination is highly recommended for staff and students over the age of 5 years.

No.2 - a member of staff who is wearing a mask when indoors in a CET workplace will not be deemed to be a close contact of a confirmed case should contact with the confirmed case occur whilst in a CET workplace.

No.3 – students will not be defined as close contacts in a classroom exposure to a confirmed case unless Public Health advise the school to the contrary.

No. 4 – schools and classrooms will not be shut due to the presence of confirmed cases.

No. 5 – rapid antigen tests are to be used to confirm negative status when there is a cluster of confirmed cases in a classroom or for testing when symptomatic. They are not to be used for entry screening.

No. 6 - If a member of staff or a student is deemed to be a close contact due to household contact with a confirmed case, they must not come to work/school.

Introduction

This plan will act as our system's plan for the management of COVID-19 compliance requirements and will need to be implemented by all schools and TCEO offices.

This plan will be updated according to changes to Public Health advice as they occur. These changes will be communicated to schools and TCEO staff in a timely manner.

The TCEO is here to support you and you are encouraged to get in touch if any of the information in the plan isn't clear or there are matters that are not covered. Shoild you have any queries please contact:

- ***COVID-19 management – Lester Nation, Manager Risk WHS Compliance.***

- ***School activities and operations – Stu Kelly or Shayne Kidd, regional principal leaders***.

Brief overviews of each section have been provided below to help you disseminate the right information to your staff and communities.

Part A – Prevention of Infection

> Sets out the requirements for schools, the TCEO and staff regarding impeding the transmission of COVID-19 in the school or work environment. Includes useful information on how to navigate situations where staff and students are displaying signs of illness, as well as direction on general requirements for students and adults in school / work environments.

Part B — Case Management

> Details regarding how staff, schools and our system more broadly will respond should a member of the school community test positive with COVID-19. Advice covering engaging with Public Health, contact tracing, close-contact management and COVID leave can be found here.

Part C — School Activities

Information regarding flexible arrangements/options for those school activities that involve large gatherings. Also provides direction regarding extra-curricular school activities including interstate travel, camps, sporting/social events.

Part D — General

An overview of the COVID-19 regulatory framework. Also includes information and requirements regarding checking in, cleaning and hygiene, physical distancing, supporting vulnerable students and working from home.

Part A – Prevention of infection

Requirements for schools and the TCEO

1. If a student or a member of staff is seen to be displaying cold or flu symptoms *assume COVID infection*. For a student, arrange transport home as soon as possible. In the case of members of staff — direct them to go home *as soon as possible.*

2. Each CET workplace must implement CET's COVID-19 Safety Plan (this document).

3. The CET Workplace COVID Safe Checklist must be completed monthly (Appendix A).

4. Schools can undertake such activities that are necessary for the normal business of a school. For further details see Part C - School activities.

5. 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*.

6. Schools are not subject to any limit, apart from building occupancy limits, regarding the number of students and staff who may gather to engage in a *normal school activity*.

7. Staff and students over the age of 12 years except those students in a primary setting must wear a mask when indoors.

8. Masks are not required to be worn outdoors or when undertaking vigorous exercise indoors.

9. Visitors and contractors must wear a mask when indoors on all CET premises.

10. All adults, including staff, must use the Check in Tas App in-conjunction with the school's QR code upon each school visit. Parental drop off excluded. TCEO staff excluded for primary TCEO office.

11. Visitors (including contractors) to a TCEO office *must check in using the Check in Tas app*.

12. Strive to ensure staff, parents and carers maintain 1.5m distancing where practicable.

13. Deploy signage to encourage appropriate COVID safe behaviour by adults.

14. No interstate student travel.

15. Daily cleaning of surfaces touched at high frequency by both staff and students.

16. Ensure adequate supplies and distribution of hand sanitiser are available.

17. Promote personal hygiene and cough/sneeze etiquette.

18. Staff and students are required to stay home if they are unwell with a respiratory illness.

Requirements for staff

1. Vaccination is highly recommended. The risk of hospitalisation due to COVID-19 infection for an unvaccinated person is much greater than that for a vaccinated person.

2. If you are fully vaccinated, you are encouraged to get your booster (third) vaccination as soon as possible (typically four months) after your second vaccination.

3. Do not enter a CET workplace if you have returned a positive polymerase chain reaction (PCR) result or a positive rapid antigen test result — even if asymptomatic.

4. Do not enter a CET workplace if you have been deemed to be a close contact of an infected person i.e. having been a household contact. For further details see Part B – Close contact management.

5. Do not enter a CET workplace if you have cold / flu-like / COVID-19 symptoms. Seek to undertake a rapid antigen test ASAP.

6. Inform your manager/principal of your positive infection/close contact/cold or flu symptom status as soon as possible.

7. If you have tested positive for COVID-19 you can discuss with your manager/principal the possibility of working from home whilst in isolation.

8. If you are a close contact, you can discuss with your manager/principal the possibility of working from home whilst quarantining.

9. If you have cold or flu-like symptoms, have not returned either a positive PCR result or a positive rapid antigen test and personal leave is not necessary, you can discuss with your manager/principal the possibility of working from home for the work day component of the 5-day period following the onset (day 1) of symptoms.

10. You must wear a mask when in a CET indoor workplace except when:
    ○ You are the sole occupant of an office or driving alone in a CET vehicle.
    ○ Undertaking vigorous exercise.
    ○ Clear enunciation is required.
    ○ Eating, drinking or taking medicine.
    ○ Wearing a mask would create a WHS risk for you, or there is a medical exemption.
    ○ It is an emergency, and it is not practicable or safe to wear a mask.

11. Whenever possible maximise ventilation in your workspace — open the window.

12. Minimise time spent in a poorly ventilated workspace.

13. If you have underlying health conditions that increase your vulnerability to COVID-19 illness you are encouraged to avoid prolonged contact with colleagues unless you have the following measures are in place:
    o You are fully vaccinated.
    o You are wearing a mask.
    o The meeting space or workspace is well ventilated.
    o You can maintain social distancing.

14. Continue to practice good personal hygiene.

15. Support the implementation of CET's COVID-19 Safety Plan (this plan).

Part B – Case Management

Response to a member of staff confirmed case

Should a member of staff return a positive COVID-19 test (PCR or rapid antigen test) result the following steps will be taken:

- If the member of staff is not in a CET workplace when they became aware of their positive status they must:
  - Under no circumstances enter a CET workplace.
  - Inform their manager/principal of their status ASAP.
- If the member of staff is in a school when they become aware of their positive status they must:
  - If in a student supervisory role, immediately inform their principal, ensure adequate replacement supervision of students is in place then leave the school and go home to isolate themselves.
  - If not teaching, immediately inform their principal then leave the school and go home to isolate themselves.
- If the member of staff is in a TCEO office when they become aware of their positive status they must:
  - Leave their workplace and go home to isolate themselves.
  - Having first left their workplace, they must then inform their manager of their diagnosis.
- It is Public Health protocol to contact the relevant employer when an infected person has been identified as being present in a workplace whilst infectious. Should contact not be made by Public Health in a timely manner, the relevant manager / principal will take following steps:
  - Inform their assigned WHS officer and, if applicable, their regional principal leader.
  - Keep the workplace open unless directed by Public Health or the TCEO to close.
  - Arrange for the frequently touched surfaces in the workspace(s) of the confirmed case to be cleaned and disinfected.
  - Monitor the welfare of the confirmed case.
  - Monitor anxiety levels amongst colleagues and consider options such as working from home for the rest of the day where advisable.
  - Assist staff required to isolate to submit the relevant HR applications (Work from Home, COVID-leave etc.)
  - Report the incident using the WHS incident report form found on CETKP.

  Note: persons with COVID-19 symptoms must *isolate for a minimum of 7 days*. If the person still has symptoms on day 7 then they must continue their isolation for a further 3 days.

Response to a student confirmed case

With the exception of a class outbreak (see below), should a school be informed that a student is a confirmed case the school will take following steps:

- If the student is at school:
  - Direct the student to a wear a mask.
  - Quarantine from other students.
  - Inform parents or carers.
  - Arrange transport home.

Note: unless advised by Public Health or the TCEO, the classmates of the confirmed case can continue to attend face-to-face teaching.

Note: persons with COVID-19 symptoms, diagnosed or not, must *isolate for a minimum of 7 days*. If the person still has symptoms on day 7 then they must continue their isolation for a further 3 days.

- Inform the relevant regional principal leader and assigned WHS officer.
- Keep the school open unless directed by Public Health or the TCEO to close.
- Arrange cleaning and disinfection of the frequently touched surfaces in the workspace(s) of the confirmed case.
- Inform parents/carers of the other children in the class and request them to monitor their child for symptoms, keep them at home if unwell and test using a rapid antigen test.
  Note: do not share any student personal information with parents or carers.
- Monitor the welfare of the confirmed case(s).
- Monitor anxiety levels amongst staf and students.
- Report the incident using the WHS incident report form found on CETKP.
- When a student's isolation (7 to 10 days) ends:
  - Welcome them back to school and continue normal activities.
  - Monitor well-being of staff, volunteers and students.

Class outbreak management

A class outbreak is defined as the occurrence of five or more confirmed cases in a class within 7 days of each other.

In most circumstances when this occurs, staff and students from that classroom who are not confirmed cases would self test using a rapid antigen test immediately and then every 2 - 3 days, quarantining only if symptomatic or positive. In other words the classmates of confirmed cases can continue to attend school as long as they return negative test results.

Should a school be informed by Public Health or become aware of a cluster of confirmed cases in a particular class the school will take following steps:

- If the confirmed cases are at school:
  - Direct the students to a wear a mask.
  - Quarantine from other students.
  - Inform parents or carers.
  - Arrange transport home.

Note: persons with COVID-19 symptoms must *isolate for a minimum of 7 days*. If the person still has symptoms on day 7 then they must continue their isolation for a further 3 days.

- Inform the relevant regional principal leader and assigned WHS officer.
- Keep the school open unless directed by Public Health or the TCEO to close.
- Arrange cleaning and disinfection of the frequently touched surfaces in the confirmed cases' classroom.
- Provide each member of the class with 3 rapid antigen tests.
- Inform parents/carers of the other children in the class and request them to:

- o Ensure their child takes a rapid antigen test when they get home from school and twice thereafter at 2 – 3 day intervals.
  - o Keep sending their child to school whilst they are returning negative test results.
  - o Monitor their child for symptoms.
  - o Keep them at home if they have symptoms or test positive.

  Note: do not share student personal information with parents or carers.
- Monitor the welfare of the confirmed case(s).
- Monitor anxiety levels amongst staf and students.
- Report the incident using the WHS incident report form found on CETKP.
- When a student's isolation (7 to 10 days) ends:
  - o Welcome them back to school and continue normal activities.
  - o Monitor well-being of staff, volunteers and students.

Close contact management

Tasmania has adopted the national definition of a close contact as a person who usually lives with or who has visited the same household for more than 4 hours as a confirmed case during their infectious period. A close contact can also be someone that has spent 4 hours at the same site, workplace or venue as a confirmed case during a significant transmission event.

Colleagues of a confirmed case who was in a workplace or education facility whilst infectious will not be deemed to be close contacts provided they wore a mask during their exposure to the confirmed case whilst the confirmed case was infectious.

Ordinarily, mask exempt students will not be deemed close contacts due to school contact with a confirmed case.

A teacher or a volunteer who wears a mask in the required manner will not be deemed a close contact in circumstances where the confirmed case is one of their students.

If a member of staff or a student is deemed to be a close contact due to household contact with a confirmed case, they must:

- Not come to work/school.
- Get a rapid antigen test as soon as they become aware that they are a close contact.
- Quarantine for 7 days irrespective of exhibiting symptoms or not. The 7 days starts from their last close contact with the infected person — not the date of notification.
- Take another rapid antigen test on day 6 of the quarantine period
- If either rapid antigen test returns a positive result, they must then isolate for seven days. If not symptom free by 7 days of isolation then the confirmed case shall isolate for a further 3 days.
- The close contact can leave quarantine on day 7 provided they have returned two negative rapid antigen tests and are free of symptoms.

  Note: close contacts will not be contacted by Public Health.

COVID leave

Staff diagnosed as being infected with COVID-19 or notified as having been a close contact of a person infected with COVID-19 can apply for COVID Leave to cover their time in isolation/quarantine if too unwell or unable to work from home. Applications must be

accompanied by appropriate evidence e.g. positive test result or a direction from Public Health / TCEO to isolate or quarantine.

Part C – School activities

School activity advice

See advice in Appendix B.

Student interstate travel

Student interstate travel is not permitted until further notice.

Camps

Camps are permissible.

Public Health has issued the following requirements regarding school camps:
- The 2m^2 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.
- A register of all attendees should be kept and provided 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 Public Health Act.

Sport

Sport, sports carnivals and inter school competition are all currently permissible.

Under the Public Health Direction Management of Premises No. 13 of 14 May 2021: Schools / school activities with only staff and students in attendance are exempt from any gathering limits.

Under the Public Health Direction Mass Gatherings No. 4 of 19 April 2021: Public events with more than 250 people in attendance need to have a COVID management plan and COVID safety officer.

Therefore, a multi school event with many parents in attendance such as an inter-school athletics carnival would require a COVID management plan and COVID safety officer.

However, a multi school event with no parents in attendance would not require a COVID management plan and COVID safety officer.

Nor would, for example, a GYC vs. Dominic AFL match at Dominic on a Wednesday afternoon with between 10 to 20 parents in attendance - QR code use, COVID signage and hand sanitiser would suffice.

Note the primary task of an event COVID safety officer is to coordinate COVID management resources at events attended by a large number of parents. Hence, one is not necessary where there are only a few parents at an event who are quite capable of voluntary compliance.

Further to the above regarding the conduct of an inter school sport event please contact SATIS for management advice.

There are no restrictions on students participating in a community sport organised by a sport association/federation/league which has recommenced a weekly team/inter-club competition. If a team of students using the school name and colours has entered one of these competitions then the school should look to satisfy itself that the competition is being run in accordance with the association's/federation's/league's COVID-19 management guidelines.

School events, celebrations and social events

Major events involving parents

Should a school decide to hold a large event (>250 persons) involving parents / members of the public then it will need to comply with [Tasmanian Government's A Framework for COVID-19 Safe Events and Activities in Tasmania.](#)

For administrative ease schools are advised to restrict attendance at these types of events to no more than 2000 people in order for the event to be classified as a tier 1 event under the Events Framework.

If using the Events Framework to manage a major event, then please note the following:
- Specific entry and exit points are required to facilitate flow of foot traffic and minimise interactions.
- Assigned staff/adults need to be in place to manage associated physical distancing requirements.
- Hygiene and cleaning requirements are in place - such as hand sanitizer available at entry and exit points and signage.
- The event may need its own QR code and adults will need to use the Check in Tas app.
- If using an offsite venue comply with the venue's COVID safety plan requirements - if no venue plan, develop an event specific plan.

School celebrations

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 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.

Use of external venues

Schools wishing to use external venues such as indoor sporting facilities or an outdoor council operated sports grounds will need to take into account the following:
- The possibility that the venue requires vaccination as a condition of entry.
- Public Health Direction Management of Premises No. 16, 9 December 2021.
- Framework for Rebooting Sport in a COVID-19 Environment, Australian Institute of Sport, 15 May 2020.

Part D - General

COVID-19 safety plan

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.

This plan also supports the 6 guiding principles articulated in the Australian Government's National Framework for Managing COVID-19 in Schools and Early Childhood Education and Care.

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.

Responsibility for the implementation of this plan and monthly 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 assigned WHS officer.

COVID-19 characteristics

Symptoms

- a cough
- fever
- shortness of breath
- a loss or change to taste or smell
- fatigue
- body aches
- headache
- sore throat
- runny nose

Symptom management

Staff and students should not attend school if they are displaying cold or flu-like symptoms.

Staff and students should stay home and phone their GP or the Public Health Hotline on 1800 671 738 .

Disease time frame

- Day 1 of infection — you have had sufficient exposure to an infected person for you to become infected.
- Days 3 to 5 — onset of symptoms.
- Days 10 to 12 — you should be free of symptoms and OK to leave isolation (provided you have completed 7 days of isolation after the onset of symptoms or receiving a positive test and are symptom free, if not continue to isolate for a further 3 days).

Period of infectiousness

For the Omicron variant the window between becoming infected and being infectious (shedding viral fragments in exhaled breath) to others appears to be shorter than that for other variants i.e. 2 days before the onset of symptoms through to 3 days after the onset of symptoms.

Rapid antigen tests

The TCEO will supply schools with an adequate number of rapid antigen tests.

Schools and the TCEO will allocate rapid antigen tests as per the following schedule:
- At the commencement of term 1 or as soon as possible thereafter - 2 tests per person for use should a person develop cold / flu /COVID-19 symptoms.
- As required - 3 tests for the members of a class which has been deemed as requiring the application of class outbreak management due to five or more confirmed cases occurring amongst staff and students within 7 days of each other – for further details see Part B Class outbreak management.

Check in

Schools are required to facilitate the collection of visitors (such as parents and contractors) contact details using a site specific QR code in-conjunction with visitor use of the Check In Tas app.

- Adults and visitors over the age of 16 years on entering a school building must use the Check In Tas app each visit. Note: *Staff will only need to check in on their first entry to the school for the day.*

- Check In app use is not a substitute for a school's normal sign in arrangements, it is an addition. For example, a parent help volunteer would need to check in and sign in whereas a parent coming to the office to sign out a child for a doctor's appointment would only need to check in.

- Students at school or on a school excursion are exempt from the check in requirement

- Parents dropping off or collecting children from childcare/school are exempt from the check in requirement.

- 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.

- Applies to non-school events held on school grounds/premises that require an event COVID safety plan.

- 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*.

- 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.

COVID-19 testing, quarantine and isolation

Staff must advise their manager/principal as soon as it is practical that Public Health has directed them to undergo COVID-19 testing and/or quarantine/isolate.

Similarly, staff must advise their manager/principal as soon as it is practical of their COVID-19 status upon receipt of the test result and, should the test result be positive, the subsequent expiry of their isolation period.

Where a member of the immediate household of a member of staff or a 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 quarantine* unless the person who is tested returns a positive result.

Where a member of staff or student, who does not have COVID-19 symptoms or is not in quarantine, has been referred for a COVID-19 test by Public Health, then that member of staff or student can still attend their school or any other CET premises until they have received their result*.*

Where a person who has been tested returns a positive result then all members of their immediate household must not enter a CET school or CET premises until the member of the household with the COVID-19 infection has completed their isolation period and are free of symptoms and other members of the household have completed their quarantine period without developing COVID-19 symptoms.

Physical distancing

It is a requirement for all staff/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 that the 'venue density rule' is not appropriate or practical in classrooms or corridors, nor is maintaining 1.5m between students. However, it is advisable 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 distancing where practical.
- Schools deploy signage to encourage appropriate COVID safe behaviour by adults.
- TCEO staff 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).

Vulnerable people

Our duty of care requires CET to *protect vulnerable persons* in the workplace.

CET are required to ensure unvaccinated staff who are deemed vulnerable to serious illness should they become 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.

Unvaccinated 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 C or who are aged 70 years and older must, together with their line manager, complete a risk assessment using the form provided in Appendix C 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.

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 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 to their manager prior to commencing working from home.

Contractor management

In addition to the requirements set out in CET's contractor management guideline, contractors shall:
- Comply with all relevant Public Health directions.
- Not enter any CET school or workplace if they have cold / flu / COVID-19 symptoms.
- Sign in and also check in using the school's / TCEO office QR code.
- Wear a mask when indoors.
- Abide by their COVID-19 management plan when provided with possession of a work area.

Cleaning and hygiene

Staff must take personal responsibility for their hand and overall hygiene. Of all the COVID-19 cleaning 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.
- Where necessary, expanding the scope of the services provided by school cleaners.

Cleaning following a confirmed case

Following a confirmed case of COVID-19, thorough cleaning and disinfection of the high frequency touch points in their workspace(s) is needed, to remove the virus from surfaces.

There is no automatic need to close an entire facility/setting while cleaning and disinfection is underway, particularly if the confirmed case only visited parts of the facility/setting.

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 surgical mask plus eye protection or a face shield while cleaning and disinfecting
- Areas may need to be prepared to ensure proper cleaning and disinfection e.g. removing personal effects

- Soft or porous surfaces may need attention e.g. steam-cleaning or laundering of fabrics.

Site closure

There are several COVID-19 related circumstances that could see Public Health or the TCEO requiring the closure of a CET workplace – for further details see Appendix E COVID-19 Site Closure Plan.

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.

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.

Monitoring and supervision

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

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

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Appendix A

WORKPLACE COVID SAFE CHECKLIST

EXAMPLE ONLY - please use the CETKP Assurance Version. Designated workplace WHS officer to complete monthly

Topic	☐	X	Actions (if any)	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**
Signage is in place to promote the regular washing of hands				
Signage is in place to encourage the avoidance of touching eyes, nose and mouth				
Adequate supply of sanitizer and these products are distributed throughout the school for use by staff and students				
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 cleaning products				
Physical Distancing - Adults	☐	X	**Actions**	**Date**
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				
Signage to encourage adults to maintain physical distancing where practical				
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				
Check In	▢	**X**	**Actions**	**Date**
Contact details being recorded by adults using the Check In Tas App.				
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				

Workplace WHS officer name: **Date of completion:**
Signature:

Appendix B
SCHOOL ACTIVITY ADVICE

We encourage School Leadership Teams to give consideration to the following strategies and approaches to assist our schools to remain open and support staff and students in face to face teaching. We plan to revisit these strategies by Week 5 of this term based on Public Health advice and what has emerged in those first few weeks of the term.

It is important for you to be clear on the narrative that you want to share and communicate to your staff and school. It is very important that you understand the need to be adaptive and flexible in how you approach the first 5 weeks of term 1. Be prepared to adjust what was planned for e.g. class location and structure.

It is important that we try to make the return to school for teachers as anxiety-free as possible.

- The System Professional Learning day in each region for week 1 will be adjusted to a webinar and not require staff to attend one of the regional gatherings in person. Staff will be able to access the webinar via their laptop. Principals can exercise discretion around staff being on-site (in classrooms) or at home. Further detailed information will be provided about this in the coming days.

- We suggest you consider postponing large physical gatherings of staff/students. These would include but not restricted to; Staff Spirituality days, Assemblies, Whole staff meetings, beginning of year Mass.

- Schools may consider looking at how these events can be modified, adjusted or scaled back as an alternative option to postponing.

- If planning is to continue with these events, please speak with your Regional Principal Leaders before going ahead.

- Explore the need for staggered break times as an option to consider? The possibility of Staggered entry times may also be considered.

- Leadership Teams please give consideration as to how to mitigate the risk of the Leadership team being away due to illness or COVID. Strategies could include:
  - Zoom meetings rather than gathering in one space particularly with poor ventilation.
  - Meeting outside rather than indoors.
  - Making sure that key leadership team members are not all sharing the same office and work spaces.

- Collaborative Planning and meetings: Look at gathering virtually, meeting outdoors and spaced appropriately.

- Look at strategies to mitigate risk for key staff. For example Finance/Payroll, IT and Leadership. For example, where possible Finance staff may be split between working at

home and on site so that if one staff member is ill or needing to isolate the school is not compromised with that core service.

- Tactfully ensure that parent presence in school is minimised. Communicate to parents about these provisions as early as possible before school returns.

- If key staff are sharing office spaces (e.g. Principal/DP, Key Admin) look to make short term arrangements to provide physical distancing, where you can.

- Review School Calendars for Weeks 1-5 in Term 1. Look at events that may need to be postponed or adjusted to be virtual. Some could include:
  - Parent Teacher Interviews - Zoom/Phone
  - Board/P and F meetings - Zoom
  - Beginning of the year Welcome BBQ's

- Review rooms that have genuine ventilation concerns if possible, look to adjust and minimise the use of these rooms for more than one person.

  We encourage you to meet frequently with the leadership team and staff to revisit strategic priorities, timelines and implementation of those timelines. Whether you need to pause, adjust any currently planned activities, plans or hold off starting in the first few weeks.

Some other important points to communicate now:
- Larger schools being open to offering staff to work at another school site, if the school is struggling to cover the provision of class teachers on a given day.
- We will communicate early next week further information

Thanks

Stu Kelly and Shayne Kidd
Regional Principal Leaders, North and South

Appendix C

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 unvaccinated 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 – Unvaccinated 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 Executive Director of CET. In obtaining a medical certificate / an exemption the person must provide their medical practitioner / the Executive Director of CET 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)

Vaccination status

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   2. ☐
   therapy   3. ☐
3. have had a bone marrow transplant in the last 24 months   4. ☐
4. are on immune suppressive therapy for graft versus host disease
5. have blood cancer e.g. leukaemia, lymphoma or myelodysplastic   5. ☐
   syndrome (diagnosed within the last 5 years)   6. ☐
6. are having chemotherapy or radiotherapy.   7. ☐
7. chronic renal (kidney) failure   8. ☐

8. heart disease (coronary heart disease or failure)   9. ☐
9. chronic lung disease (excludes mild or moderate asthma)   10. ☐
10. a non-haematological cancer (diagnosed in the last 12 months)   11. ☐
11. diabetes   12. ☐
12. severe obesity with a BMI ≥ 40 kg/m2   13. ☐
13. chronic liver disease
14. some neurological conditions (stroke, dementia, other) (speak to   14. ☐
    your doctor about your risk)
15. some chronic inflammatory conditions and treatments (speak to   15. ☐
    your doctor about your risk)
16. other primary or acquired immunodeficiency (speak to your doctor   16. ☐
    about your risk)
17. poorly controlled blood pressure (may increase risk – speak to your   17. ☐
    doctor)

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?

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 ☐
- Vaccination certificate ☐
- Medical clearance / certificate attached ☐
- Authorised copy placed on personnel file ☐

Appendix D
CLEANING AND HYGIENE

Cleaning:
- Clean at least daily 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, 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 prac

Appendix E

COVID-19 SITE CLOSURE PLAN

Contents

1. Introduction

There are several COVID-19 related circumstances that could see Public Health or the TCEO requiring the closure of a CET workplace.

It is expected such closures would be for at least 48 hours to allow sufficient time for amelioration activities such as:
- Public Health to trace who has been in close contact with the infected person(s)
- Preparation of at home learning.
- Completion of cleaning.

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 direction to close the workplace.

Key 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.

2. Application

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

3.   Closure Direction Response

The workplace manager / principal when informed of the need to temporarily close their workplace / school will be guided by the following steps:

1.	Schools - report closure direction to the relevant regional principal leader who will inform the Executive Director, Deputy Executive Directors and the Manager Risk. WHS & Compliance.
2.	TCEO workplace - report closure direction to the Executive Director and the Manager Risk. WHS & Compliance.
3.	Ensure appropriate isolation of confirmed cases and appropriate quarantining of close contacts.
4.	The TCEO may appoint an Incident Coordinator to assist the manager / principal manage the workplace/school closure. See Appendix A – Incident Response Team.
5.	Prepare for workplace closure. Principals - be ready to contact parents / carers, bus operators etc See Appendix B - Communications
6.	Suspend normal operations / close the workplace in liaison with 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.	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.
8.	In consultation with the Incident Coordinator, implement enhanced cleaning as per Appendix C - Cleaning and Disinfection.

#Full workplace closure 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.

4. 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 manager prior to commencing working from home.

Appendix A - Incident Response Team

Role/Function	Responsibility	Responsibilities
Case response coordination	CET Incident Controller – relevant Deputy Executive Director as appointed by Executive Director	• Lead the TCEO's COVID-19 incident response team. • Lead and coordinate activities required within the workplace to contain the spread of infection. • Participate in the Public Health Outbreak Management Team. • Liaise with key stakeholders. • Identify and manage enterprise risks arising from the incident.
Planning	Manager RWC	• Liaise with Public Health regarding infection prevention and control measures. • Develop and adjust plans.
Infection prevention and control coordination	Workplace manager e.g. Principal	• Comply with CET's COVID-19 Safety Plan. o Responsible for communications with school community. • Arranges cleaning of site, in line with Public Health directions. • Provides updates to Incident Response Team. • Adjust service delivery as needed. • Updates staff and students / families on re-opening details. • Update staff on relevant leave administration actions. • Ensure adequate supplies of PPE and cleaning products. • Ensure staff understand and apply required infection prevention and control precautions as directed by Public Health. • Ensure cleaning staff are kept informed about enhanced cleaning measures and infection prevention and control measures. • Oversee cleaning activities; hire additional cleaners as required. • Monitor and maintain resources, e.g. hand sanitiser and disposable tissues. • Display COVID-19 signage.

		• Monitor return of staff/students/families e.g. in line with isolation /quarantine periods. • Communicates at site level as needed. • Finalise records – student absence reporting, staff leave approvals etc.
Information management	Senior WHS Officer	• 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. • Provide daily reports for the CET Incident Response Team and other key stakeholders as requested.
Communications	Relevant Regional Principal Leader	• Internal communications. • Stakeholder communications. • Media and public communications.
Staff management	System Manager People Services	• COVID-19 leave. • Leave provisions. • Working from home.
Administration support	Directorate	• Organise Incident Response Team meetings. • Record and distribute minutes of meetings.

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
Public Health	- COVID-19 management risks specific to the workplace. - Names and contact details of close contacts of the confirmed case. - Workplace description (location, business activities, number of staff/students) - Site plan. - Copy of CET's COVID-19 Safety Plan	- Email - Telephone - Meetings
Students	- Level of risk, number and location of cases linked to an outbreak - Contact tracing process - Cleaning arrangements - Access to wellbeing support	- Meetings - Newsletter - Text Messages - Social media - Signage
Staff	- Level of risk, number and location of cases linked to an outbreak - Contact tracing process - Cleaning arrangements - Access to wellbeing support EAP - Membership of the TCEO incident response team - Arrangements for accessing leave for quarantine and isolation - Expectations about not attending work if sick - Changes to staffing/rostering arrangements - Arrangements to support staff health and wellbeing	- Staff Office Circulars - Meetings - Staff Newsletter - Text Messages - Workplace Intranet - Signage
School community	- Level of risk, number and location of cases linked to an outbreak - The importance of hand hygiene, respiratory etiquette and physical distancing measures - Changes to policies and procedures; infection control measures being implemented, including changed arrangements for accessing the workplace	- Meetings - Newsletter - Text Messages - Social media - Signage
Parents and carers	School / college access restrictions	- Workplace signage - Internet - Text / email

		• Social media
Visitors	School / college access restrictions	• Workplace signage • Internet • Text / email
Contractors	School / college access restrictions	• Workplace signage • Internet • Text / email
WorkSafe Tasmania	• Cases in staff where incident notification is required under *Work Health and Safety Regulations 2012 – Reg 699.*	• Phone • Completion of Notifiable Incident Report Form

Key Regulator Responsibilities

Regulator	Role for outbreak management
Public Health	• Notifies CET when a confirmed case is associated with a workplace. • Leads the COVID-19 case management response. • Provides specific infection prevention and control advice for the case management response. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
WorkSafe Tasmania	• Advises of safe work practices, including the potential need to close a workplace from a workplace safety perspective.

Appendix C - 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 - Response Preparations

Responsible	Action
People Services	Resolve staffing administration – clarify leave provisions.
Directorate – Marketing and Communications	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