



Covid Safe Directives

Health & Safety Measures

[Updated: Thursday 19 August]

Health and safety measures will be regularly reviewed in line with the advice of the Victorian Chief Health Officer.

Onsite Attendance for Students

Category A

Children where both parents and/or carers are considered [authorised workers](#) who cannot work from home, work for an authorised provider and where no other supervision arrangements can be made.

Where there are two parents/carers, both must be authorised workers, working outside the home for their children to be eligible for on-site provision at school.

For single parents/carers, the authorised worker must be working outside the home for their children to be eligible for on-site provision at school.

In rare circumstances, a parent/carer does not need a worker permit. This includes people employed in law enforcement, emergency services or health care workers who carry employer-issued photographic identification. More information is available at [authorised provider and authorised worker permit](#).

For single parents/carers, the person must be an [authorised worker](#) (working on site or from home), work for an authorised provider and where no other supervision arrangements can be made.

Category B

Children experiencing vulnerability, including:

- *in out-of-home care*
- *deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home*
- *identified by a school or early childhood service as vulnerable (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service)*
- *where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools.*

Whilst the school will be enforcing a range of measures to reinforce COVID safe behaviours within the school environment, staff, parents and students are expected to adhere to the government restrictions at all times outside school hours.

Reinforce COVIDSafe behaviours*	Create COVIDSafe spaces	Promote COVIDSafe activities	Respond to COVID-19 risk*
<ul style="list-style-type: none"> Stay home when unwell and get tested* Practise good hygiene* Ensure physical distancing (1.5m)* Wear a face mask* Avoid interactions in enclosed spaces* 	<ul style="list-style-type: none"> Make hand hygiene easy Keep surfaces clean and implement regular environmental cleaning. Promote outdoor air ventilation and do not have air conditioners on recirculate 	<ul style="list-style-type: none"> Move activities outdoors where possible, weather permitting Adapt, modify or defer higher-risk activities Limit school access to essential visitors only Reduce mixing between groups Create workforce bubbles* 	<ul style="list-style-type: none"> Keep records and act quickly if someone becomes unwell* Use personal protective equipment where indicated Clean and disinfect appropriately if a staff member or student has been unwell at school Manage individual risk

ANY UNWELL STAFF OR STUDENTS MUST REMAIN HOME AND GET TESTED, EVEN WITH THE MILDEST OF SYMPTOMS UNLESS MEDICAL ADVICE HAS BEEN SOUGHT AND CONFIRMS THE INDIVIDUAL IS FIT TO COME TO SCHOOL.

Physical Distancing:

* Staff must practise physical distancing 1.5m between themselves and other staff members or adults to the extent that is reasonably practicable. Staff should physically distance themselves from students where appropriate and feasible.

*Students are encouraged to practise physical distancing where possible. Maintaining a physical distance of 1.5 metres will not always be practical in the school environment and may be particularly challenging in the younger years of primary school. In these contexts, a combination of health and safety measures should be utilised to reduce risk.

*Density limits of 1 person per 4 square metres apply to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas.

*Density limits do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.

ALL FORMS OF PHYSICAL GREETINGS, INCLUDING HUGGING ETC. MUST BE REFRAINED FROM AT ALL TIMES.

FACE MASKS

As directed by the Victorian Chief Health Officer, the following advice applies to all school settings:

- School staff and secondary school students aged 12 or older must always wear a face mask indoors and outdoors at school, unless a lawful exception applies.
- It is recommended that children under 12 years of age and students at primary school wear face masks when at school.
- For communication purposes, teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. It is recommended that face masks be worn while teaching wherever practicable.
- Face masks are mandatory for all school staff and school students aged 12 or older when travelling to and from school on public transport and when in taxis or ride share vehicles and recommended for primary school aged students.
- A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements.

Staff and students unable to wear face masks for health reasons

- A combination of strategies are required to limit transmission of COVID-19. Where students and staff are unable to wear face masks, other transmission reduction strategies, such as physical distancing, can be enhanced.
- Staff members unable to wear face masks should avoid providing supervision or care of students with COVID-19 symptoms.

Visitors Access

- Visitors to school premises are limited to essential school services and operations.
- All essential visitors **MUST** register using the QR code.
- Essential visitors to school grounds must comply with physical distancing and face mask requirements set, and practise good hand hygiene.

Promote Outdoor Air Ventilation

- Staff are advised to increase fresh air into indoor spaces whenever possible
- Where possible, air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling.
- Door jambs should be used where possible to keep air circulating and avoid the need to close and open doors.

Hygiene

- Hand sanitisers are located around the school buildings for the easy access of students and staff.
- Posters have been placed around the school reminding students and staff of recommended hygiene practices.
- Windows should be open during the day, where possible, to promote air flow.
- Students are expected to bring their own water bottles.
- Sharing of food is not permitted.

Sports

- All sporting activities are suspended.

Excursions / Incursions

- All excursions and incursions are suspended.

Dhuhr & Jumu'a Prayer

During Remote Learning: Vulnerable onsite students and staff pray individually in their assigned venues.

During onsite Learning:

- Primary male students and staff and secondary male students and staff will be praying in the prayer hall at two separate times. Every student must bring their own prayer mat.
- Females will be praying in their classrooms.

Professional Development Sessions / Staff Meetings

- Professional development and staff meetings should be conducted online or deferred (unless essential face to face training for first aid, anaphylaxis, or infection control. In these instances, density limits of 1 person per 4 square metres apply).

Management of an Ill Student or Staff Member

It is important that any student (or staff member) who becomes unwell with COVID-19 symptoms while at school gets tested and returns home.

The symptoms to watch out for are:

- loss or change in sense of smell or taste
- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose

Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

The ill student must be isolated immediately. The staff member who comes to know about the student must contact the school nurse to accompany the student. If the nurse is not available, the staff member attending to the ill student must observe all PPE protocols.

Please refer to **Key Protocols for Isolation Venue** displayed in the Sick Bays which sets out actions required to safely isolate individuals prior to being collected and returning home. If a

staff member needs to be picked up, they must be isolated as per the same isolation protocol outlined above.

Students and staff should not return until symptoms resolve. If they have been tested for COVID-19, they must also wait for a negative test result which is to be provided to the school.

Staff continue to be required to present a medical certificate in accordance with personal leave policy for periods of absence on personal leave.

Required actions for suspected cases of COVID-19 in staff

Staff members who are unwell must stay home. ‘Suspected case’ means a person who is displaying one or more symptoms of COVID-19. The symptoms to watch out for are:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss or change in sense of smell or taste.

Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

As soon as practicable after becoming aware of a suspected case in a staff member, and that the staff member has attended on a school site whilst symptomatic, or 48 hours prior to the onset of symptoms, **the principal must take the following four actions:**

1. *Advise the staff member to self-isolate, by travelling home immediately. If immediate travel home is not possible, the staff member must be directed to self-isolate at school, in a separate room where possible, while wearing a face mask and remaining at least 1.5 metres from any other person, until they can travel home.*
2. *Advise the staff member to be tested for COVID-19 as soon as practicable, and to self-isolate while awaiting the result of that test.*
3. *Manage the risk posed by the suspected case, including by ensuring high-touch areas frequently used by the staff member have been cleaned since they were last on-site, including areas used by the staff member e.g. their workspace AND any high-touch surfaces likely to have been frequented by the staff member.*
4. *Inform all staff on-site to be vigilant about the onset of symptoms. If they become unwell, they must notify their principal, get tested and self-isolate.*

Managing a Confirmed Case of COVID-19

The Department has comprehensive procedures in place with the Department of Health to manage suspected or confirmed cases of COVID-19 in schools.

- Contact the Department by calling 1800 126 126 to report an IRIS incident alert if a student or staff member tests positive to COVID-19. Schools do not need to take further action, until directed to do so.
- The Department will notify WorkSafe on behalf of the affected school in the event of a confirmed case of a staff member.
- If a student has persistent symptoms due to an underlying condition such as hay fever or asthma, the student should still be tested for coronavirus (COVID-19) if they develop symptoms that are different to or worse than their usual symptoms.
- Parents/carers will be requested to seek a medical certificate from the child's treating GP to confirm that it is safe for them to attend school with persistent symptoms that may overlap with some of the symptoms of coronavirus (COVID-19) such as cough or runny nose.

Mitigation of Risk

Further to the guidelines provided by DHHS in relation to the course of action required when an individual is certainly or potentially exposed to the virus, the school has a occupational health and safety duty of care towards staff and students.

Therefore, the following directives will be in place if a student or a staff member has been exposed to a Tier 1, Tier 2 or Tier 3 site.

Exposure to a Tier 1 site:

In addition to DHHS guidelines, school staff and students who have been exposed to a Tier 1 site are required to continue working / studying from home for another 7 days [not under quarantine unless otherwise advised by DHHS] from day 14 of their quarantine period. Thereafter, on day 21, the school requires them to take a covid test and provide the negative result of that test to the Case Officer.

Subsequent to the negative result of the Covid test conducted on day 21, the staff member or student may attend onsite during remote learning periods provided that:

1. The staff member is issued with a permit by the Case Officer as they are identified to work onsite [and have submitted their negative test result of day 21]
2. The student is classified as being vulnerable as per the stipulated DHHS criteria [and has submitted their negative test result of day 21]

Exposure to a Tier 2 site:

In addition to DHHS guidelines, staff and students who have been exposed to a Tier 2 site must not attend school for 7 days after having done their covid test after initial exposure. Thereafter, staff / students will be required to get tested on day 7 and present a negative result to the Case Officer.

Exposure to a Tier 3 site:

In addition to DHHS guidelines, school staff and students who have been exposed to a Tier 3 site are required to get tested and present a negative result to the Case Officer before attending the school site.

Staff Vaccination

- School staff are encouraged to make vaccination appointments at times that minimise disruption to the educational program of the school and supports for students. Staff may use their sick- leave entitlements for this purpose. Staff who do not have a balance in their leave may apply to the Principal who can grant them a one day additional leave entitlement.

Supporting students during quarantine

- Schools are asked to provide support to identified close contact students and their families during the quarantine period to facilitate continued engagement in learning and address wellbeing needs.
- A student or staff member should not attend school until they are advised by the Department of Health that their quarantine has concluded. Students or staff members should bring a copy of the clearance message (text, email or letter) they receive from the Department of Health indicating that their quarantine period has ended when they return to school.

Student Attendance

All students are expected to attend school when remote learning is not in place. Streaming of classes is not permitted without the pre-approval of the Principal during onsite learning.

During remote learning periods, students are expected to attend all online classes as per their daily timetable. Attendance will be marked for each period of the day.

In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic. **In such an event, parents are required to refer the case to the Principal.**