



PURPOSE

This COVIDSafe Plan is designed to provide our community with an understanding of the measures put in place by the School as they relate on campus learning. This COVIDSafe Plan works in conjunction with our other school policies and protocols to help protect our community.

Hazard Type	Hazard Description	Recommended Controls	PGS Practical Solution
Infectious Disease (Infection Prevention and Control)	<p>Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.</p>	<p><i>Infection prevention and control</i></p> <ul style="list-style-type: none"> • Provide information, training, and instruction on health hygiene to staff and students. • Provide QR codes for those entering the site who are not staff or students at the School • Print daily records of those attending the site <p><i>QR codes and record keeping</i></p> <ul style="list-style-type: none"> • The check in system for visitors to the campus, known as PassTab, is mandatory to record all visitors entering buildings on the school site (including contractors, external Department staff, building and maintenance staff and parents who enter school buildings). • QR code check ins are not required to be used by school staff or students, or by parents who are on site for drop off or pick up, but do not enter school buildings. Schools can use existing mechanisms such student attendance records and staffing rosters to record this information. • Visitor sign-in procedures must collect the following information: the person’s first name and surname, a contact phone number, the date, and time the person attended the school and the areas within the buildings that the person attended (attendance records for capital works should be managed by the principal contractor). Recording the purpose of the visit should continue to be collected for legal and regulatory obligations. <p><i>Limit visitors to school grounds</i></p> <ul style="list-style-type: none"> • Visitors to school grounds should be limited to essential school services and operations. Guidance to support schools about which visits are ‘essential’ is in the School Operations Guide. <p><i>Create COVIDSafe spaces and reduce mixing of staff</i></p>	<p><i>Infection prevention and control</i></p> <ul style="list-style-type: none"> • The Principal will inform all staff at our regular staff meetings and extraordinary staff meetings as required, about the implementation of controls in relation to the expectations of them • The Business Office monitors staff and student face mask compliance and COVIDSafe practices at school. • The Heads of School work with their mentors and Heads of House to use teaching strategies and communications resources to remind staff and students to wear face masks in accordance with the guidance in the current and to practice good hand hygiene. • Discuss implementation processes for on-site service provision, including planning for staggering recesses and lunchtimes and use of alternate spaces to increase physical distancing. • Check the availability of hygiene products throughout the School and reorder supplies where necessary • COVIDSafe Officers to conduct regular inspections of the School site, using the COVID-19 Safety Management Plan and the School Operations Guide, to check that recommended risk controls are implemented and working effectively • Students and staff, contractors and visitors are encouraged to bring their own face mask, and the School will ensure there are single use face masks available when required • Shared equipment is not used or limited when necessary. Teaching and learning materials and musical instruments are not shared. Strict hand hygiene rules are followed in the instance where shared equipment occurs i.e. a Scientific experiment or during ball games. These items are wiped down after use.



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		<ul style="list-style-type: none"> • promote outdoor air ventilation and use of outdoor spaces. • Carry out an assessment of spaces within the School to determine areas of greater or lesser ventilation options. • Staff who work across multiple sites are not permitted to work on more than one campus. • Physical distancing should be encouraged where possible and applied in staff areas such as staff lunchrooms and areas accessible by the public. • Events/activities meetings and assemblies on school premises • School events, gatherings, assemblies, and non-essential meetings should be deferred or held remotely. <p>Use of school facilities by community and sport groups</p> <p>Use of school facilities by community and sport groups is not permitted, the exception being indoor and outdoor markets to obtain food and groceries. Please see the School Operations Guide for advice and requirements for hosting markets on school sites.</p> <p>Camps and excursions</p> <p>Camps and excursions for Victorian schools cannot take place at this time.</p> <p>Vaccinations As part of the coronavirus (COVID-19) vaccination roll-out, all school staff and all students who are eligible can receive a coronavirus (COVID-19) vaccine.</p> <ul style="list-style-type: none"> • School Health will be trained to help our school community understand the importance of COVID-19 vaccines and well as how to access them, helping to keep schools safe by: • increasing vaccine confidence • increasing uptake of COVID-19 vaccinations • supporting any vaccine related activities at your school. 	<p>QR codes and record keeping</p> <ul style="list-style-type: none"> • QR codes are displayed prominently around the school site, including at gates, entryways, reception, and outside buildings. • Our school community is regularly updated on their role in visiting the campus for pick up and drop off <p>Limited visitors to school grounds</p> <ul style="list-style-type: none"> • As a Boarding School, PGS has an added dimension of responsibility in protecting the safety of our community and as such we limit visitors onto campus and ensure only those who are essential to the effective running of the School grounds are on it. These staff always comply with density limits, face mask requirements, QR code check ins and practise the necessary hygiene required to keep our environment safe. <p>Create a COVIDSafe spaces and reduce mixing of staff</p> <ul style="list-style-type: none"> • In 2020 the School prepared its offices and spaced its halls accordingly so as to allow for reduced mixing of staff on site. We are privileged to have substantial outdoor space to increase air ventilation for our students and maximise their opportunity to learn outside. • The School's Director of Educational Operations ensures that all office spaces adhere to the requirements as stipulated in the Operation Guidelines, displaying prominently the density limits of areas, and the maximum number of people that may be present in a single space at any given time. You will notice these posters around the campus, except for classrooms, where limits do not apply. • Staff workstations are spaced as far as is possible and according to the density requirements. • The Business Manager ensures appropriate cleaning requirements are in place, including the timing of any additional professional cleaning services required. • Movement of students across campus is limited where possible and buildings used for discreet year levels where possible. <p>Events/activities meetings and assemblies on school premises</p> <ul style="list-style-type: none"> • The School adheres to the guidelines regularly updated by the State Government in relation to all events and activities and has done so for the duration of the pandemic. We are guided by this as a tool for community safety.



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		<p>Testing Requirements</p> <p>School staff moving between metropolitan Melbourne and regional Victoria are required to undertake twice weekly COVID-19 PCR testing to help keep our schools safe.</p> <ul style="list-style-type: none"> • Staff do not need to isolate following their test and can attend work while waiting for their test result. However, if any staff present symptoms of COVID-19 they should not attend on site but get tested and isolate immediately. <p>Requirements for VCE and essential assessments</p> <p>Consider the requirements and COVIDSafe settings for VCE and essential assessments as set out in the.</p>	<p>Use of school facilities by community and sport groups</p> <ul style="list-style-type: none"> • We do not allow use of our facilities for community or sports groups during lockdown. <p>Camps and excursions</p> <p>Camps and excursions for Victorian schools cannot take place at this time.</p> <p>PPE for staff</p> <ul style="list-style-type: none"> • Our Health Centre is prepared for the eventuality that a case of COVID may be reported onsite. They have all appropriate and necessary PPE and are trained in its effective use and management of a case. <p>Vaccinations</p> <ul style="list-style-type: none"> • Peninsula Grammar concurs with the mandated vaccination of all staff in the education sector. We allow for greater flexibility for staff who require time to get vaccinated and support them in making their appointments. <p>Testing Requirements</p> <p>Testing is an important health and safety measure. While the testing obligations under the CHO directions fall on staff members in their individual capacity, schools have an important role in working with staff who cross boundaries of restricted areas to ensure that schools remain safe and healthy working environments. Peninsula Grammar has taken all practicable steps that should be taken, based on their own staffing profiles, to assist staff meeting their testing obligations under the restrictions. These may include:</p> <ul style="list-style-type: none"> • Communicating with staff about testing requirements; • Requesting information about employees' testing; • If appropriate in the circumstances, or if concerned about non-compliance by staff, giving directions to employees not to attend work unless evidence of testing is produced. • The School has set up a distinct email address for staff and students, their families, and our providers to contact us in case of close contact or test results
Staff and students may contract disease by touching surfaces		<ul style="list-style-type: none"> • Refer to the advice with respect to • Schools should refer to the 	<ul style="list-style-type: none"> • We have strict cleaning protocols as they relate the campus, with distinct teams working in buildings being utilised to ensure that regular and consistent cleaning occurs. Overseen by the Business Office,



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	contaminated with coronavirus (COVID-19), following exposure from someone with the virus.		<p>the cleaning team has clear guidelines of the School's expectations as they relate to hygiene and safety.</p> <ul style="list-style-type: none"> Staff are limited in their movement across campus where possible, and opportunities to keep doors ajar and limit the amount of human contact on surfaces is ensured.
	Vulnerable workforce or students	<ul style="list-style-type: none"> Refer to the advice in the School Operations Guide in relation to the supports available to assist schools to support medically vulnerable staff and students, including: <ul style="list-style-type: none"> Those staff members who may be medically vulnerable, or living with or caring for elderly or chronically ill relatives; and Preparation of an up-to-date and accompanying condition-specific health management plan for any students that may be medically vulnerable. 	<ul style="list-style-type: none"> Ensure consultation with your elected health and safety representative and staff and incorporate into workforce planning. Peninsula Grammar relies on timely and effective communication from community members regarding vulnerabilities as they relate to staff and students. We are governed strictly by our privacy policy and ensure that the information provided is used solely for health and safety purposes
	A suspected case may occur among staff and students	<ul style="list-style-type: none"> Refer to the School's internal COVIDSafe protocols Also see the advice in the Operations Guide. Contact the Department by calling 1800 126 126 to report an IRIS incident alert if there is a suspected case of COVID-19 in a school. Schools do not need to take further action until directed to do so. 	<ul style="list-style-type: none"> Our staff are trained in the process of reporting a suspected case of COVID on campus and are updated on this each term. We include our school community in any communication that may be of importance to them to reduce the risk of community transmission.
	A confirmed case (or a close contact of a confirmed case) may occur among staff, students, or the school community.	<ul style="list-style-type: none"> Refer to the managing of a confirmed case advice in the Operations Guideline. Refer to monitoring of close contacts in schools' advice Also see the advice in the Operations Guide 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. WorkSafe may be in contact with the affected school to ensure the school is following the health and safety guidance outlined in this document and has implemented their COVID-19 Safety Management Plan. Please contact the OHS Advisory Service (1300 074 715) for support in managing occupational health and safety matters. 	<ul style="list-style-type: none"> The Principal will communicate directly with our school community upon receiving confirmation of a confirmed case. This will be done directly to parent personal email.



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		<ul style="list-style-type: none"> Please refer to for advice on cleaning and disinfection when a confirmed case of COVID-19 has been identified in a Victorian Government School. The Department will support schools with this process. 	
	<p>Non-Department contractors and their staff may need to enter school grounds to carry out work.</p>	<ul style="list-style-type: none"> Refer to the advice in the regarding visitors and contractors attending school sites. QR code check ins are required to be used by all visitors on school site including contractors, external Department staff and building and maintenance staff). 	<ul style="list-style-type: none"> Contractors and new staff are provided with the necessary information and guidelines of the School as they relate to check-in and the necessary protocols to be followed. Peninsula Grammar ensures, that QR Code and sign in requirements are followed by all contractors and visitors attending site (including parents entering a school building), by displaying QR codes prominently and communicating with contractors about the requirements.