

# COVID-19 Safety Management Plan (COVIDSafe Plan)

**Business Name: Melbourne Rudolf Steiner School**

**Site Location: 213 Wonga Rd Warranwood 3134**

**Contact Person: Art Curl**

**Contact Person Phone: 0428 342224**

**Last Updated: 24<sup>th</sup> October 2021**

The School Operations Guide provides more detailed advice and guidance about these controls and supports, and should be read together with this COVID-19 Safety Management Plan (COVIDSafe Plan). The coronavirus (COVID-19) advice for schools is evolving over time and therefore the OHS guidance and supports will be continually reviewed and updated as required.

This plan reflects the advice to schools from the Chief Health Officer. The controls recommended herein should be implemented to the maximum extent reasonably practicable. The implementation will be undertaken by the OHS group and overseen by the Administration Group, but compliance is the responsibility of all staff and members of the school community.

This plan covers four key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Work-Related Violence
- Mental Health and Wellbeing
- Working Alone, in isolation or from Home.

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R. Steiner School Co. Ltd.  
ABN 69 004 959 764

For the week of Monday October 25<sup>th</sup> – Friday October 29<sup>th</sup> all school students will return at least part-time:

- Arrangements for prep students and Year 1 and 2 students will continue; prep students will attend Monday through to Wednesday, Year 1 and 2 students will attend on Thursday and Friday, two days a week.
- Year 3 to 4 will attend on Tuesday and Wednesday
- Year 5 and 6 will attend on Thursday and Friday
- Year 7 and 11 will attend five days a week
- Year 8 and 9 to attend Tuesday and Wednesday; Year 10 will attend Thursday and Friday.

**From November 1<sup>st</sup> all students return to full school attendance**

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Key actions for schools	Phase B, from Friday 22 October
Face masks (see Face Masks in Schools) Recommended for students in Prep to Year 2.	<b>YES – INDOORS AND OUTDOORS for class 7-12</b> <b>And indoors for class 3-6</b>
Working across multiple sites	<b>MINIMISE</b>
Minimise cohort mixing: Stagger breaks and arrival and departure times	<b>YES</b>
COVIDSafe routine cleaning	<b>YES</b>
Community use of school facilities	<b>YES</b> For school use Community use can occur out of school hours only.
Visitors to schools	<b>ESSENTIAL VISITS ONLY</b> Visitors to school premises should be limited to essential school services and operations
Student placements for all years	<b>YES</b> *will be permitted on site at the discretion of the school
Health, wellbeing, inclusion visits	<b>ESSENTIAL VISITS ONLY</b> Visitors to school premises should be limited to essential school services and operations
School tours	<b>NO</b>
Excursions	<b>NO</b>
Incursions	<b>NO</b>
School photos	<b>NO</b>
Camps and overnight stays	<b>NO</b>

Key actions for schools	Phase B, from Friday 22 October
Assemblies and other events exclusive to staff and students from single school only	<b>NO</b>
All interschool activities (such as debating)	<b>NO</b>
Singing, brass and woodwind classes and groups	<b>YES</b> Following recommended health advice
Face to face professional development and staff meetings	<b>NO</b> Should be conducted online or deferred (some exceptions apply)

**COVID SAFE PLAN**

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
<p><b>Infectious Disease (Infection Prevention and Control)</b></p>	<b><i>Infection prevention and control</i></b>		
	<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>	<ul style="list-style-type: none"> <li>The most important action school communities can take to reduce the risk of transmission of COVID-19, is to ensure that any unwell staff and students remain at home and get tested, even with the mildest of symptoms. Everyone should consider their health before they start work or attend school and ensure that they are free from coronavirus symptoms and have not had contact in the past 14 days with a person confirmed to have coronavirus or a person suspected to have coronavirus.</li> <li>Refer to the <a href="#">School Operations Guide</a> for advice on supporting COVIDSafe behaviours and activities on school premises.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Circulate the latest health advice and requirements</a> to parents (in multiple languages if appropriate), staff and students (where appropriate).</li> <li>Communicate messages to the school community and staff which promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents / carers and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites.</li> </ul> <p>The symptoms to watch out for are:</p> <ul style="list-style-type: none"> <li><i>fever</i></li> <li><i>chills or sweats</i></li> <li><i>cough</i></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			<ul style="list-style-type: none"> <li>• <i>sore throat</i></li> <li>• <i>shortness of breath</i></li> <li>• <i>runny nose</i></li> <li>• <i>loss or change in sense of smell or taste</i></li> <li>• <i>Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.</i></li> </ul> <ul style="list-style-type: none"> <li>• Consult with all staff, including the OHS officer and the OHS group about the implementation of controls to ensure awareness and understanding as well as compliance</li> <li>• Conduct regular inspections of the school site, using this COVID-19 Safety Management Plan and the <a href="#">School Operations Guide</a>, (OHS coordinator) to check that recommended risk controls are implemented and working effectively, including displaying on-site <u>signage</u>.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
	<p>Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.</p>	<p><b><i>Hygiene and Cleaning</i></b></p> <ul style="list-style-type: none"> <li>• Provide and promote hand sanitiser stations for use on entering buildings</li> <li>• and other locations in the school and ensure adequate supplies of hand soap and paper towels are available for staff:</li> <li>• Provide information, training, and instruction on health hygiene to staff and students.</li> <li>• Replace high-touch communal items with alternatives</li> <li>• Ensure adequate supplies of cleaning products, including detergent and disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging students and staff to bring their own re-fillable water bottles.</li> <li>• Removal of cutlery and drinking cups from areas such as classrooms.</li> <li>• Ensuring that the school has stock of disposable paper cups, which can be accessed through the Main Office.</li> <li>• Ensuring that loose leaf paper towels are available in classrooms and other areas where people wash their hands.</li> <li>• Eliminate or minimise the necessity of using shared equipment at this time. Such items may include shared computers, class sets of teaching and learning materials, and musical instruments. If used, strict hand hygiene should be followed before and after use. Risk can be further minimised with users</li> </ul>

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		<ul style="list-style-type: none"> <li>Refer to the current <a href="#">School Operations Guide</a> for guidance on use of shared equipment and other school activities (e.g. playgrounds and shared resources).</li> </ul>	<ul style="list-style-type: none"> <li>wiping down items where appropriate, for example using a disinfectant/detergent wipe or cloth.</li> <li>A cleaning/disinfecting product has been sourced via the ISV. This product is alcohol-based.</li> <li>This product is used for sanitising high touch areas, such as internal and external metal surfaces, including that on playground equipment, plus items such as door handles, phones, disability ramp railings etc...</li> <li>We also have our regular cleaning products for cleaning non-high touch areas.</li> <li>The high touch surface sanitiser is ordered by the OHS/Administration Officer as needed, in 6 x 15lt containers. The Cleaning Supervisor orders all other disinfectant products as needed.</li> <li>These cleaning products are kept in the cleaning stores which are located</li> </ul>



Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			<p>around the school premises, along with the relevant SDS.</p> <ul style="list-style-type: none"> <li>• We have identified the high touch surfaces within the school that require cleaning and disinfection as part of our daily end-of-school-day cleaning routine. These include, but are not limited to door handles, window winders, plastic/metal chair frames and seats, phones, bench tops, table tops, sinks and washing facilities and toilet facilities.</li> <li>• We have also identified the external playground high touch surfaces that require regular cleaning and disinfection. These include but are not limited to all metal brackets and hand-rails, slides, swing seats and shackles, bollards and tapware.</li> <li>• We have a cleaning schedule in place that covers all classrooms and shared spaces and requires cleaners to clean/disinfect high touch “shared surfaces” as part of our daily end-of-school-day cleaning routine.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Cleaners are required to work from a checklist which provides clarity on what needs to be cleaned.</li> <li>• We have also ensured that alcohol wipes are available in areas such as drama and music, where there may be particular items, such as musical instruments that will need to be cleaned down frequently by Teaching staff</li> </ul>
		<p><b><i>Face masks and Personal Protective Equipment (PPE)</i></b></p>	
		<ul style="list-style-type: none"> <li>• Refer to the current <a href="#">School Operations Guide</a> and guidance for wearing <a href="#">face masks</a> in schools (inclusive of staff, students and visitors), as well as <a href="#">DHHS guidance on face masks</a>.</li> <li>• <u>Schoolchildren in grades three and above are required to wear masks indoors at school</u>, and the masks will be 'strongly recommended' but not mandated for children in Prep to Year 2 (subject to the directions of the Chief Health Officer 8<sup>th</sup> Oct 2021).</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor staff and student face mask compliance and COVIDSafe practices at school.</li> <li>• Use teaching strategies and communications resources to remind staff and students to wear face masks (in accordance with the guidance in the current <a href="#">School Operations Guide</a>) and to practice good hand hygiene.</li> <li>• Encourage students, staff and contractors/visitors to bring their own face mask, and also check to ensure</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Students from years 7 – 12 are required to wear masks inside and outside while at school.</li> <li>• Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19)</li> <li>• Ensure other PPE measures have been looked at and managed. These include installing Perspex barriers, having provision to rope off some access points when needed and also ensuring specialist first aid equipment is available.</li> <li>• Schools should make sure they have appropriate PPE supply available.</li> </ul>	<ul style="list-style-type: none"> <li>• there are enough single-use face masks available for staff, students or visitors who do not have their own or for masks that get damaged/soiled.</li> <li>• Contractors, Visitors and Parents <u>must always wear a face mask</u> indoors and outdoors when at school, unless a lawful exception applies.</li> <li>• Signage has been placed up on the main doors of the office to advertise this requirement. We also have copies of our COVIDSafe plan available inside the office, for visitors to look at.</li> <li>• Signage that outlines good hygiene practices and correct mask wearing etiquette has been placed up in various areas of the school.</li> <li>• Discussions with staff about the use of masks, including disposal of masks, has occurred in various ways, including in person, and in writing.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			<ul style="list-style-type: none"> <li>• The use of face masks and good hygiene practices has also been discussed in meetings, such as College Meetings, and we have also emailed information to staff on these topics as well. Face mask guidance is regularly communicated within our “<a href="#">School Operations Guide</a>” email updates to staff.</li> <li>• The school has purchased Perspex barriers, and these will be used to manage risk of transmission in relevant spaces, which includes the library.</li> <li>• MRSS does have the ability to rope off entry/exit points in the Main Office and Library when required.</li> <li>• Specialist COVID-19 First Aid Packs have also been set up in the Main Sick Bay, Oak Hall (Acorn Room Office) and in the kindergartens. These kits have the following PPE in them: Fluid Repellent Gown, Safety Glasses, Masks -Surgical</li> </ul>

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			and N95 types, Face Shield, Gloves, PPE Instruction Cards and COVID-19 First Aid Information
		<b>QR codes and record keeping</b>	
		<ul style="list-style-type: none"> <li>The <a href="#">Service Victoria QR Code</a> check in system <b>is mandatory</b> 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).</li> <li>QR code check ins are <u>not required</u> 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.</li> <li>Visitor sign-in procedures must collect the following information: the person’s first name and surname, a contact</li> </ul>	<ul style="list-style-type: none"> <li>All contractors and visitors are required to “check-in” and register their attendance at the school, for contact tracing purposes. To assist with this requirement, the school has implemented the VIC Government QR code system around the school premises, in many locations. This includes Oak Hall, Nest, Outdoor Oval Areas, Playgrounds and Primary and Secondary areas. We have also placed QR codes in the Main Office, for Contractors and Visitors to sign in. <u>Please Note:</u> We will still have a hard copy sign in book in the Main Office, if someone doesn’t have a device to scan a QR code, or would simply prefer to sign-in via this method</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>phone number, confirmation that they are fully vaccinated, 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>	<ul style="list-style-type: none"> <li>• QR codes are displayed prominently around the school site, including at gates, entryways, reception and outside buildings.</li> <li>• QR codes are displayed on the playground which is available for community use outside of school hours</li> <li>• The school community have been advised about QR code check in requirements, as will any visitors or contractors</li> <li>• The School will ensure, so far is as reasonably practicable, that visitors and contractors follow the QR code and visitor sign in requirements.</li> </ul>
<b><i>Limit visitors to school grounds</i></b>			
		<ul style="list-style-type: none"> <li>• Visitors to school grounds should be limited to essential school services and operations. Guidance to support schools about which visits are</li> </ul>	<ul style="list-style-type: none"> <li>• Essential visitors to school grounds must comply with density limits, face mask requirements, QR code check-ins and practise good hand hygiene.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>'essential' is in the <a href="#">School Operations Guide</a>.</p>	<ul style="list-style-type: none"> <li>• Visitors to school premises should be limited to essential school services and operations.</li> <li>• Visitors to school grounds must comply with physical distancing and face mask requirements, and practise good hand hygiene.</li> <li>• The density limit of 1 person per 4 square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.</li> <li>• No school tours can occur at this time.</li> </ul>
		<p><b>Create COVIDSafe spaces and reduce mixing of staff</b></p>	
		<ul style="list-style-type: none"> <li>• Review &amp; update work rosters &amp; timetables where possible to ensure physical distancing and to minimise the number of cohorts using spaces within the school</li> </ul>	<ul style="list-style-type: none"> <li>• The current DET <a href="#">School Operations Guide</a> for Victorian Government Schools advises that the school should minimise the number of staff working across multiple sites. Current permissions are at the discretion of the OHS officer and</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>Establish a system to capture staff attendance on the school premises</li> </ul>	<p>the Administration Group and are for staff providing curriculum who cannot be reasonably replaced</p> <ul style="list-style-type: none"> <li>Timetables for teaching staff are done each term and updated as required.</li> <li>Cleaning rosters are adapted and updated to meet the current restrictions and ensure adequate cleaning and sanitisation occurs on the premises</li> <li>Outside of lockdown periods the following applies:                             <ul style="list-style-type: none"> <li>-For staff who are timetabled/rostered these timetables will be used to capture staff attendance onsite.</li> <li>-All non-timetabled and casual staff would fill in an “Emergency Teaching or Casual Staff Record” form which will capture their attendance onsite for any days they worked.</li> </ul> </li> <li>The current DET <a href="#">School Operations Guide</a> states that staff are <u>not</u> required to use the Vic Government QR Codes to check in</li> </ul>



Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks)</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing measures have been discussed with staff, via meetings and in person, and have covered socialising etiquette, including dining room/lunch break practices.</li> <li>• Physical distancing etiquette has also been discussed with students.</li> <li>• Signage that outlines physical distancing requirements has been placed up in relevant areas of the school.</li> <li>• DET School Operation Guides are also communicated to staff by way of email, and these guides include information about physical distancing requirements</li> </ul>
		<ul style="list-style-type: none"> <li>• Configure communal work areas so that staff are spaced at least 1.5m apart and density quotients are applied.</li> <li>• Refer to the <a href="#">School Operations Guide</a> in relation to the density limit requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Measurements have been taken of offices and modifications made (shifting furniture) in some spaces to accommodate a spacing of 1.5mt between staff.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>for staff areas such as lunchrooms and staff offices.</p> <ul style="list-style-type: none"> <li>• Display density signage prominently in required areas, which indicates the maximum number of members of people that may be present in the space at a single time.</li> </ul>	<ul style="list-style-type: none"> <li>• Measurements have been taken of internal communal spaces and large outdoor communal spaces (that are accessed by the public) to ensure we know what the density quotient/capacity of those spaces are. To determine the density quotient, we have applied the “one person per four square metres” rule.</li> <li>• Signage has been placed up in internal areas which advises what the capacity is.</li> <li>• Density limits of 1 person per four square metres apply to areas accessed by staff (i.e. staff rooms, lunchrooms). Physical distancing must be practised in these areas.</li> <li>• Density limits don’t apply in classrooms or other spaces for the purposes of student use, including corridors and other shared areas.</li> <li>• Individual chairs have been placed outside the dining room for staff to sit on and eat, as limited seating is available to them in the Dining Room</li> </ul>

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		<ul style="list-style-type: none"> <li>Review delivery protocols to limit contact between delivery drivers and staff</li> </ul>	<p>for this purpose. This seating can be spaced out to ensure physical distancing.</p> <ul style="list-style-type: none"> <li>The Dining Room also has decals placed on the floor at 1.5mt intervals, in order to assist with social distancing practices for students, when collecting their lunch.</li> <li>The Dining Room also has social distancing signs at the Tea and Coffee area, to advise staff how many people can be in this space, whilst socially distancing.</li> <li>Delivery drivers must come to the main office when they are onsite.</li> <li>Delivery drivers <u>must wear a face mask at all times</u> when on the school premises, unless a lawful exception applies.</li> <li>In some instances, delivery drivers may be directed to offload goods in cleaning or stationery areas, and efforts will be made to limit their movement to only those areas they need to be in. This includes staff providing clear and direct instructions to drivers.</li> <li>QR Codes are placed on the Main Office doors, and other areas of the</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			school, so that Delivery drivers and other school visitors have access to these
		<ul style="list-style-type: none"> <li>• Considerations for reducing the amount of time staff and students are spending in enclosed spaces</li> <li>• Minimise the build-up of staff/students waiting to enter/exit the school site</li> </ul>	<ul style="list-style-type: none"> <li>• For the staff and students onsite during the current lockdown period, this is achieved in many ways. All staff and students are encouraged to seek fresh air outside at regular intervals through the day. This may include eating lunch outside.</li> <li>• The Dining Room has individual chairs placed outside, in the courtyard area, to encourage people to eat outside and social distance</li> <li>• The school has multiple entry/exit points which are in use, and which assist us to limit points of congestion</li> </ul>
		<ul style="list-style-type: none"> <li>• Camps and excursions</li> </ul>	<ul style="list-style-type: none"> <li>• Camps and excursions for Victorian schools cannot take place at this time</li> </ul>
		<ul style="list-style-type: none"> <li>• Events/activities meetings and assemblies on school premises</li> </ul>	<ul style="list-style-type: none"> <li>• Not permitted at this time</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>Schools must refer to current <a href="#">School Operations Guide</a> advice for permitted events/activities and excursions and interschool sport as guidance is subject to change based on restrictions in Metropolitan Victoria.</li> </ul>	
		<ul style="list-style-type: none"> <li>Use of school facilities by community and sport groups</li> <li>Please see the <a href="#">School Operations Guide</a> for advice and requirements for hosting markets on school sites.</li> </ul>	<ul style="list-style-type: none"> <li>Is permitted subject to the DHHS Guidelines</li> </ul>
		<ul style="list-style-type: none"> <li>Outside School Hours Care</li> </ul>	<ul style="list-style-type: none"> <li>Outside School Hours Care programs can continue to operate for students eligible for onsite supervision in line with the return to school plan</li> </ul>
		<ul style="list-style-type: none"> <li>Community Groups</li> </ul>	<ul style="list-style-type: none"> <li>Community Groups are not permitted to use school facilities at this time. This includes indoors and outdoors facilities</li> </ul>
		<ul style="list-style-type: none"> <li>Woodwind and brass instruments, singing, voice projection and dance</li> </ul>	<ul style="list-style-type: none"> <li>Singing and playing wind and brass instruments can occur under Department of Health recommendations if recommendations to reduce</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			transmission risk are followed. Recommendations include moving outdoors, increasing ventilation, physical distancing of two metres between performers and five metres between performers and the audience, reducing the number of people, or reducing the length of time an activity is conducted. Further advice on ways to reduce risk can be found in DH guidance: <a href="#">COVID-19 transmission from air-circulating, wind-blowing devices and activities.</a>
		<ul style="list-style-type: none"> <li>• Sport and recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity and intraschool sport for those learning onsite is permitted across Victoria when at school</li> </ul>
		<ul style="list-style-type: none"> <li>• Playgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Playgrounds remain open for school use only for students receiving on-site supervision but are not available for community use during school hours. MRSS has put signage up in the playgrounds, to advise this.</li> </ul>
		<ul style="list-style-type: none"> <li>• Drinking Fountains</li> </ul>	<ul style="list-style-type: none"> <li>• These remain open, but daily cleaning and sanitising is rostered</li> </ul>
		<ul style="list-style-type: none"> <li>• Bus and Public Transport Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• <i>In relation to Public Transport: School bus services across the state will continue to operate as normal.</i></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>Establish a process to record the attendance of staff, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts</li> </ul>	<ul style="list-style-type: none"> <li>All contractors and visitors are required to “check-in” and register their attendance at the school, for contact tracing purposes. To assist with this requirement, the school has implemented the VIC Government QR code system around the school premises, in many locations. This includes Oak Hall, Nest, Outdoor Oval Areas, Playgrounds and Primary and Secondary areas. We have also placed QR codes in the Main Office, for Contractors and Visitors to sign in.</li> <li>All timetabled staff information will be captured via the staff timetable for that term.</li> <li>All non-timetabled and casual staff would fill in an “Emergency Teaching or Casual Staff Record” form which will capture their attendance onsite for any days they worked.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)</li> </ul>	<ul style="list-style-type: none"> <li>• To the OHS Administration Officer at MRSS and all OHS matters should be reported via the following methods: Email: ohs@mrss.vic.edu.au</li> <li>• Phone: 03 9876 2633 or call extension 146 (internal only)</li> </ul>
		<p><b>Ventilation</b></p> <p>Schools are required to increase fresh air flow into indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible. Staff and students should maximise the use of outdoor learning areas or environments wherever possible, including as an alternative to staff areas</p> <p><b>Natural ventilation</b></p> <ul style="list-style-type: none"> <li>• Keep all windows, doors and vents open as much of the day as possible and when unoccupied, if practicable.</li> <li>• Keep these openings clear of any obstruction to air flow.</li> <li>• Door jambs should be used to keep doors open.</li> <li>• Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather.</li> <li>• Exhaust fans are to be used as much as possible.</li> <li>• Take measures to maintain thermal, noise and other comforts, such as flexible uniform and seating arrangements.</li> </ul>	



Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p><b>Mechanical ventilation</b></p> <ul style="list-style-type: none"> <li>• Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.</li> <li>• Not all mechanical systems can operate using outside air (for example, most split systems). Air conditioners that are unable to bring in outside air should not be considered as providing mechanical ventilation.</li> <li>• Demand-controlled ventilation controls that reduce air supply based on occupancy or temperature should be disabled.</li> <li>• Air conditioning filters should be maintained according to maintenance plans, checked and cleaned.</li> <li>• Turn on mechanical ventilation, where available and practicable, is to run systems during school hours including when rooms are unoccupied, and if possible ideally 2 hours before and after the use of a space. Where available, timers can be used to manage operation.</li> </ul> <p><b>Use of natural and mechanical ventilation at the same time</b></p> <ul style="list-style-type: none"> <li>• Natural and mechanical ventilation should be used together as much as practical and possible.</li> <li>• Air conditioners may be used to provide thermal comfort, however if they cannot use outside air, then they need to be used with other ventilation strategies.</li> <li>• Using more than one ventilation method creates greater opportunity to create a comfortable learning environment and maximising ventilation.</li> </ul> <p><b>Use of fans</b></p> <ul style="list-style-type: none"> <li>• Fans are only to be used with other natural and mechanical methods in place.</li> </ul>	

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Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Fans should not be used if a person with respiratory symptoms is in the room.</li> <li>• If used, ceiling fans can be operated on the winter setting (where air is drawn upwards) and at the lowest speed.</li> <li>• If used, ceiling fans can be operated on the winter setting (where possible) and lowest speed.</li> <li>• Other fans, such as pedestal fans, should not be directed to blow air from one person directly past another and should be set to the lowest speed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bathrooms, kitchens, and thoroughfares (hallways, corridors)</b> <ul style="list-style-type: none"> <li>· All available mechanical and natural ventilation options in bathrooms and kitchens should be operated for as much of the day as possible.</li> <li>· Maximise natural and/or mechanical ventilation in thoroughfares and minimise gathering in these spaces.</li> <li>· The use of enclosed spaces with little or no ventilation should be minimised, and limit numbers in the space.</li> </ul> </li> <li>• <b>Poor outdoor air quality</b> <ul style="list-style-type: none"> <li>· Monitor the VicEmergency App for risk warnings and advice on thunderstorm asthma, smoke and other events reducing outside air quality.</li> <li>· Action to protect students during periods of poor outdoor air quality (such as smoke, thunderstorm asthma events) takes priority.</li> <li>· Take steps to close windows and doors, set air conditioners to re-circulate air, and enhance other COVID safe behaviours and controls, including cohorting, reduced</li> </ul> </li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>class density and staggering classes, face masks until risk is reduced as advised by public health or emergency services (through the VicEmergency App).</p> <ul style="list-style-type: none"> <li>· Minimise using spaces that can't be ventilated with fresh outdoor air.</li> <li>· Avoid or reduce the use of spaces that can't be ventilated with fresh outdoor air, including spaces with windows that don't open or open to environments with poor air quality or other pollutants. <a href="#">Rotate the use of spaces that can be well ventilated if required.</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>Maximise the use of outdoor learning areas or environments</b></li> <li>· Maximise the use of outdoor learning areas and environments.</li> </ul>	
		<p><b><i>Vaccination</i></b></p>	
		<p><b>Required vaccinations for school staff</b></p> <p>The Victorian Chief Health Officer has determined that COVID-19 vaccination will be mandatory for staff who work in schools. Details of the direction can be found <a href="#">here</a></p> <p>From 18 October 2021, unless they have a valid medical exception, staff will not be permitted to attend a school if:</p> <ul style="list-style-type: none"> <li>• they have not received any COVID-19 vaccine doses and have not made an appointment to receive a dose before 25 October 2021</li> </ul>	

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>they have not provided information regarding their vaccination status as set out above, including if they have not provided evidence that a medical exception applies.</li> </ul> <p>During the staged return to onsite learning, teachers and support staff who meet the vaccination requirements will resume normal duties onsite as required and may work from home if not required to work onsite. A teacher or support staff member who does not meet the vaccination requirements will not be assigned alternative duties in place of onsite duties but may work from home only for those days not required onsite until the full return to onsite learning has been completed. Any such employees will be able to access existing leave entitlements in accordance with the relevant leave policies during the staged return to onsite learning.</p> <p><b>Testing Requirements</b></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. Schools should consider whether there are reasonably 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"> <li>(a) Communicating with staff about testing requirements;</li> <li>(b) Requesting information about employees' testing;</li> </ul>	

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>(c) 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.</p>	
		<p><b><i>Vulnerable workforce or students</i></b></p>	
		<ul style="list-style-type: none"> <li>• Refer to the advice in the <a href="#">School Operations Guide</a> in relation to the supports available to assist schools to support medically vulnerable staff and students, including:                             <ul style="list-style-type: none"> <li>• Those staff members who may be medically vulnerable, or living with or caring for elderly or chronically ill relatives; and</li> <li>• Preparation of an up-to-date Student Health_Support Plan and accompanying condition-specific health management plan for any students that may be medically vulnerable.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensure consultation with OHS Officer, timetablers and staff to enable workforce planning.</li> <li>• Refer to the guidance in the <a href="#">School Operations Guide</a> to support medically vulnerable staff and students</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<b><i>Managing a Suspected / Confirmed case of COVID 19</i></b>	
	A <b>suspected</b> case may occur among staff and students	<ul style="list-style-type: none"> <li>• Refer to the managing suspected cases advice in the <a href="#">School Operations Guide</a>.</li> <li>• Also see the advice in the Operations Guide <a href="#">regarding management of unwell students and staff</a>.</li> <li>• Following testing with a negative result and following advice from DHHS, the staff member or student may return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in contact with affected staff or families remotely to provide wellbeing support.</li> </ul>
	A <b>confirmed</b> case (or a close contact of a confirmed case) may occur among staff, students, or the school community.	<ul style="list-style-type: none"> <li>• Refer to the managing of a confirmed case protocol at the end of this document.</li> <li>• Refer to monitoring of close contacts in schools advice in the protocol and utilise the <a href="#">spreadsheet template</a></li> </ul>	<ul style="list-style-type: none"> <li>• Stay in contact with affected staff or families remotely to offer wellbeing support.</li> </ul>
	Contractors and their staff may need to enter school grounds to carry out work.	<ul style="list-style-type: none"> <li>• Refer to the advice in the <a href="#">School Operations Guide</a> regarding visitors and contractors attending school sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Schools should ensure contractors (such as Casual Relief Teachers (CRTs)) receive appropriate induction,</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>QR code check ins are required to be used by all visitors on school site including contractors.</li> </ul>	<p>including in relation to the record keeping requirements and QR code requirements on site.</p> <ul style="list-style-type: none"> <li>Ensure, so far is as reasonably practicable, 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.</li> </ul>
<p><b>Mental Health and Wellbeing</b></p>	<p>Staff experiencing changes to workload, including modification in tasks and priorities.</p>	<ul style="list-style-type: none"> <li>When there are changes to workloads, encouraging staff to stay connected with colleagues, and have regular conversations about tasks and priorities.</li> <li>In addition to encouraging conversation with each other, staff will have the opportunity to speak directly to a school representative about any stress, anxiety, or other impacts in relation to COVID-19.</li> <li>This may include impacts to workload, balancing non-work-related demands, workplace transitioning strategies (including Workcover) and workplace related COVID-19 risks to personal health.</li> <li>Staff welfare email distributed to all staff, offering staff support by way of conversation with appropriate school representatives.</li> </ul>	
	<p>Staff experiencing anxiety, stress and uncertainty about the COVID-19 risks to their personal health.</p>		

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
	<p>Balancing non-work-related demands during COVID-19</p> <p>Aggravation of stress caused by pre-existing conditions (e.g., existing mental health conditions, disabilities, vulnerable cohorts, and staff on leave, including Workers' Compensation or sick leave, etc.).</p>	<ul style="list-style-type: none"> <li>As previously mentioned, we have also created a proforma for staff to provide feedback to the <i>staff welfare group</i> on issues around anxiety, aggression or stress related to COVID-19. This feedback can be provided anonymously if required.</li> <li>Feedback Forms should be filled in and returned to the <i>staff welfare group</i> on the email address provided on the form.</li> <li>Consult, communicate and check-in regularly with staff on how they are feeling with the current situation, what supports might help.</li> <li>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</li> <li>When a transition occurs either to or from remote learning, consider how best to enable staff to respond to the transition and adjust their planning to suit.</li> <li>Some staff have been significantly impacted by the mandatory vaccination order and will need the caring and support of other staff as on-site schooling resumes</li> </ul>	
	<p>Exposure to family or gendered violence.</p>		<ul style="list-style-type: none"> <li>Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.</li> </ul>
		<ul style="list-style-type: none"> <li>Assist staff in following the <a href="#">advice and support for employees</a> exposed to family violence</li> </ul>	<ul style="list-style-type: none"> <li>The <i>staff welfare group</i> will establish protocols for regular check-ins with staff</li> </ul>



Hazard Type	Hazard Description	Examples of practical solutions
<p><b>Occupational Violence and Aggression</b></p>	<p>Staff experiencing stress or anxiety as a direct result of aggressive or threatening behaviour from students, parents, school staff or other members of the school community.</p> <p>Aggressive or threatening behaviour can occur onsite but may also occur via phone or other online platforms.</p> <ul style="list-style-type: none"> <li>• Many people, including parents and students, are likely to be anxious during this time.</li> </ul>	<p>Ensure relevant staff are briefed about any situation that may require additional thought and consideration in the context of teaching/supervising.</p> <p>Staff to have regular conversations across primary, secondary and other groups/cohorts to discuss how things are progressing and talk through any possible challenges.</p> <p>Staff welfare email distributed to all staff, offering staff support by way of conversation with appropriate school representatives.</p> <p>We have created a proforma for staff to provide feedback to the school “re-engagement group” on issues around anxiety, aggression or stress related to COVID-19. This feedback can be provided anonymously if required.</p> <ul style="list-style-type: none"> <li>• Feedback Forms should be filled in and returned to the school “re-engagement group” on the email address provided on the form.</li> </ul>



## Employee Wellbeing - COVID-19 Staff Feedback Form

Dear Colleagues,

Last year was a very challenging time for our school community, and we have seen that some of the issues we experienced during that time, have carried over into this year, in similar ways. Whilst our staff have done an amazing job of adapting to changed arrangements, we understand that there have been significant challenges along the way.

Reflection and conversation are incredibly important aspects in dealing with the impacts of this current crisis, and as such we would like to provide staff with an opportunity to let us know about any issues or situations that added additional stress or anxiety, in relation to COVID-19.

We would like to assure staff that this information is not mandatory, you don't need to fill the form out if you do not wish to. If you do choose to provide information, it can be submitted anonymously as well. You do not need to provide any personal details.

The school has put together a small group, called the "School Re-engagement Group", which will be receiving feedback form responses and discussing these. These responses will provide an opportunity to look at the structure of existing supports and help us refine these in the future. If you would like a member of the group to contact you regarding your feedback, please indicate this below.

**In the box below, please provide any feedback about issues that added additional anxiety, aggression or stress, as a result of COVID 19:**

Completed Feedback Forms can be emailed to [staffwelfare@mrss.vic.edu.au](mailto:staffwelfare@mrss.vic.edu.au). These will then be addressed by the *staff welfare group*

## MRSS Staff First Aid Guide – COVID-19

### First Aid Instructions for Students and Staff with Flu-like Symptoms

DET has advised schools that it is important that any student or staff member who becomes unwell while at school, returns home and seeks testing for COVID-19. DET would like all schools to take the following precautions.

#### Be aware of the symptoms of COVID-19:

- Loss or change in sense of smell or taste
- Fever
- Shortness of Breath
- Chills or sweats
- Runny Nose
- Cough
- Sore Throat

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

#### 1. Process for students who have compatible symptoms with COVID-19

Students experiencing compatible symptoms with coronavirus (COVID-19), as above, should be sent to the “Isolation Room” next to 7 Upper, with suitable supervision and should be collected by a parent or carer as soon as possible. It is not suitable for an unwell student to travel home unsupervised.

Ensure you let the Office know if a student has gone to the “isolation Room” with COVID-19 symptoms.

**Note:** If a staff member is unsure whether a student is unwell, they should contact the parent to discuss any concerns about the student’s health and request the parent or carer to collect their child if concerns remain.

**\*\*Note: Where staff/students experience compatible symptoms with COVID-19, the school has COVID-19 PPE kits set up, so that staff have the required PPE at hand. Instructions for the use of PPE are included in the kit.**

**\*\*If urgent medical attention is required, for instance if the unwell person is struggling to breath or is severely ill, then please call 000\*\***

#### 2. Process for staff who have compatible symptoms with COVID-19

Staff experiencing compatible symptoms with coronavirus (COVID-19), as above, should leave the premises and seek testing. If the staff member becomes too unwell whilst at the school premises, they should be asked to isolate in the “Isolation Room”, whilst wearing a mask and staying at least 1.5 metres away from any other person, until they are well enough to travel home.

Staff should not come to work if unwell and should not stay at work if they become unwell. Staff must self-isolate whilst awaiting test results.

**\*\*Follow above information highlighted in red - if urgent medical attention is required, please contact 000\*\***

#### 3. Process for Students and Staff with complex health care needs

In the context of supporting students and staff with complex health care needs, if the care of that person will be prolonged (may be several hours before person can be picked up) and maintaining physical distancing is not practical when providing supervision/care, all staff members should ensure they wear appropriate PPE.

**The PPE is as follows:** Hand Hygiene, Disposable Gloves, Disposable Gown, Surgical Mask (or P2/N95 Respirator if there are aerosol generating behaviours) plus the use of Goggles or Face Shield.

**Please Note: MRSS has specific COVID-19 PPE Kits which have this equipment in them.**

**They are located in the Main Office, Oak Hall and the two Kindergartens. Please refer to Kit Instructions.**

#### 4. General First Aid Tips for Students and Staff:

- Ensure cleaning is organised for any areas that the student/staff member may have used, such as an office, classroom or isolation room, and any high-touch areas that the student/staff member may have used.
- Face masks should not be used in situations where an individual is unable to tolerate a face mask safely or practically (for example, a child with complex medical needs including existing respiratory issues).
- Children who are two years or younger must not wear face masks as they are a choking and suffocation risk.
- Health care plans, where relevant, should be updated by parents to provide additional advice in the context of coronavirus (COVID-19).
- COVID-19 first aid kits contain specific PPE and instructions for use. Please refer to the instructions in the kit.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek medical advice regarding this.
- Where staff or students have been tested, they must isolate until they receive their test result.
- If there is a suspected or confirmed case of COVID-19, MRSS will follow the COVID-19 School Response Process, in our COVID-19 Policy Folder.

## Covid19 Case Management Protocol

1. Schools should email [Non-GovCovidNotifications@education.vic.gov.au](mailto:Non-GovCovidNotifications@education.vic.gov.au) as soon as they become aware that a student, parent, contractor or other member of the school community has tested positive to COVID-19, but only where the case was onsite within 48 hours prior to the onset of symptoms consistent with COVID-19. In addition to contacting [Non-GovCovidNotifications@education.vic.gov.au](mailto:Non-GovCovidNotifications@education.vic.gov.au), you may also wish to contact ISV for advice and guidance. NOTE: **There is no longer a need to contact DET via an IRIS alert.**
2. You will be provided with a spreadsheet ([template attached](#)) and instructions to complete the identification of potential primary close contacts (PCCs). Communication templates to contact potential PCCs will also be provided. The following message could be used: *'We have been advised that a confirmed COVID-19 case attended our school, and you have been identified as a potential primary close contact. You must get tested as soon as possible then stay at home and wait for contact from the Department of Health (DH), which may take a few days. DH will advise you on your quarantine requirements, testing and release dates (this may take some days). Families and households do not have to isolate.'*
3. If you are unable to complete the contact identification and notification of potential PCCs within the day you may wish to close for a 24-hour period. These [template letters](#) may assist with your communications.
4. You should return the spreadsheet to [Non-GovCovidNotifications@education.vic.gov.au](mailto:Non-GovCovidNotifications@education.vic.gov.au) who will record the spreadsheet and forward it to the relevant local public health unit of the Department of Health.
5. There is no need to do a deep clean. Your routine COVID clean is considered sufficient.
6. In primary schools, PCCs are likely to be limited to those in the same class as the confirmed COVID-19 case. However, this will depend on the level of compliance with face-mask requirements and how much classes might have mixed.
7. In secondary schools, where students may have mixed across different subjects on particular days, a whole year level cohort may be classified as PCCs. However, this will again depend on the level of face-mask compliance, the degree of mixing across classes and year levels, and the time spent together.
8. The Department of Health will send an SMS to the PCCs advising them of their quarantine, testing and release dates (this may take some days).
  - a. Primary school PCCs will be asked to isolate until they clear a Day 13 test.
  - b. Secondary school PCCs will be informed that if they are vaccinated, they should isolate for seven days and may be able to return to school after a negative Day 6 test, depending on local school arrangements.
  - c. If the PCCs are unvaccinated, they will be required to isolate for 14 days and can return to school after a Day 13 test. Students will need to show evidence of their test and vaccination status when they return to school.
9. Families/households of PCCs will no longer be required to limit their movements or stay at home.
10. If you have closed the school, once potential PCCs have been identified and contacted, schools should then use a specified communication template to notify all other students they should return to school the following day. The school can reopen the following day without requiring further notification.
11. Particular arrangements apply to Victorian Certificate of Education (VCE) students for the purpose of attending examinations – the Victorian Curriculum and Assessment Authority (VCAA) will provide information about this separately.