

# COVID-19 Safety Management Plan (COVIDSafe Plan)

**Business Name:** Melbourne Rudolf Steiner School

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

**Contact Person:** Tegin Rutkowski

**Last Updated:** 8<sup>th</sup> March 2022

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.

Key actions for schools	Phase C
Face masks (see Face Masks in Schools) Recommended for students in Prep to Year 2.	<b>YES – indoors for class 3-12</b>
Working across multiple sites	<b>YES</b> However, it is recommended to minimise wherever possible.

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Warranwood, VIC  
AUSTRALIA 3134

T: 61 3 9876 2633  
F: 61 3 9879 0820  
E: office@mrss.vic.edu.au

[www.mrss.com.au](http://www.mrss.com.au)  
R. Steiner School Co. Ltd.  
ABN 69 004 959 764

Key actions for schools	Phase C
Minimise cohort mixing: Stagger breaks and arrival and departure times	<p style="text-align: center;"><b>Recommended</b></p> <p style="text-align: center;">There are no prescribed requirements, however schools must take step to minimise wherever possible.</p>
COVIDSafe routine cleaning	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Deep cleaning not required</p>
Community use of school facilities	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Refer to pages 8 and 9 of the <a href="#">School Operations Guide</a> for additional requirements.</p>
Visitors to schools	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Yes, consistent with vaccination requirements and other health and safety controls.</p>
Student placements for all years	<p style="text-align: center;"><b>YES</b></p>
Health, wellbeing, inclusion visits	<p style="text-align: center;"><b>YES</b></p>
School tours	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">School tours must align with public gathering limits and density requirements &amp; also Vaccination Regulations.</p>
Excursions	<p style="text-align: center;"><b>YES</b></p>
Rapid Antigen Testing – RAT TESTS	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Students – 2 RAT tests available (school days) for the first term Teachers - 2 RAT tests available (school days) for the first term Highly recommended to test twice a week on school days.</p>
Swimming and all other pool use	<p style="text-align: center;"><b>YES</b></p>

Key actions for schools	Phase C
School photos	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">*Vaccination requirements apply; please refer to Visitors in Schools.</p>
Camps and overnight stays	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Where Possible – recommended to postpone or split into smaller groups</p>
Assemblies and other events exclusive to staff and students from single school only	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Can run community events and interschool activities. Teachers must sign into the school and show vaccination status.</p>
Formals, graduations, and other ceremonies (including events held off school premises and/or with parents/carers and other guests)	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">*Vaccination requirements apply; please refer to Visitors in Schools.</p>
All interschool activities (such as debating and interschool sports)	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Outdoors where possible, avoid or postpone if possible Avoid interschool activities</p>
Singing, brass and woodwind classes and groups	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Following recommended health advice.</p>
Professional development and staff meetings (face to face)	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Should be conducted online where practicable.</p>
Vaccination requirements for staff and volunteers	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">All staff must have had 2 doses of a covid-19 vaccination and must have a booking to receive their booster (3<sup>rd</sup> dose) by the 25<sup>th</sup> of march, unless and exemption or extension applies.</p>

**COVID SAFE PLAN**

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
<p><b>Infectious Disease (Infection Prevention and Control)</b></p>	<i><b>Infection prevention and control</b></i>		
	<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.</li> <li>• Refer to the <a href="#">School Operations Guide</a> for advice on supporting COVIDSafe behaviours and activities on school premises.</li> <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>• <a href="#">Circulate the latest health advice and requirements</a> to parents, 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> <li>• <b>Ensure staff and students refrain from returning to school if they remain symptomatic, unless it is known that their symptoms are ongoing or caused by an underlying health condition.</b></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<p>If someone tests positive for COVID-19, they must isolate for 7 days from the positive test.</p> <p>All family members must isolate with them and not attend regular work or school.</p> <p>If another family member tests positive during the 7 day isolation period, the quarantine time does not extend for the whole household. Only the person with a positive test must continue to isolate for a further 7 days.</p> <p>If a student or staff member tests positive through a RAT test, but don't have symptoms or have not been in contact with anyone who has COVID-19, it is recommended they get a PCR test within 48 hours and continue to stay isolated until they receive their results.</p> <p>If a PCR test is negative the staff member or student can return to school.</p>	<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> <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</a></li> </ul>

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			<p><a href="#">Operations Guide</a>, (OHS coordinator) to check that recommended risk controls are implemented and working effectively, including displaying on-site <u>signage</u>.</p>
	<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>Hygiene and Cleaning</b></p> <ul style="list-style-type: none"> <li>• Provide and promote hand sanitiser stations for use on entering buildings. 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> </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>• Minimise shared equipment at this time. Such items may include shared computers, class sets of teaching and</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Ensure adequate supplies of cleaning products, including detergent and disinfectant</li> <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> <li>• The Department of Health does not consider deep cleaning as the primary or immediate infection prevention and control measure following a confirmed case or outbreak in schools.</li> </ul>	<p>learning materials, and musical instruments. If used, strict hand hygiene should be followed before and after use. Risk can be further minimised with users wiping down items where appropriate, for example using a disinfectant/detergent wipe or cloth.</p> <ul style="list-style-type: none"> <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> </ul>

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			<ul style="list-style-type: none"> <li>• These cleaning products are kept in the cleaning stores which are located around the school premises, along with the relevant SDS.</li> <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</li> </ul>

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			<p>surfaces” as part of our daily end-of-school-day cleaning routine.</p> <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</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> </ul>

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		<p>'strongly recommended' but not mandated for children in Prep to Year 2.</p> <ul style="list-style-type: none"> <li>• Students from years 3 – 6 are required to wear masks inside while at school.</li> <li>• Secondary students are no longer required to wear masks in class. Other than shared spaces with primary aged children, such as the library and dining room.</li> <li>• Staff in the office are required to wear masks. Staff working in the P-6 school area and also when in shared spaces such as the dining room, library etc.</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</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage students, staff and contractors/visitors to bring their own face mask, and also check to ensure 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 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,</li> </ul>

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		<p>when needed and also ensuring specialist first aid equipment is available.</p> <ul style="list-style-type: none"> <li>Schools should make sure they have appropriate PPE supply available.</li> </ul>	<p>has occurred in various ways, including in person, and in writing.</p> <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>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), the office adjacent to 7 Upper and in the kindergartens. These kits have the following PPE in them: Fluid Repellent Gown, Safety Glasses, Masks -Surgical and N95 types, Face Shield, Gloves, PPE Instruction Cards and COVID-19 First Aid Information</li> </ul>

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		<p><b><i>Sign in requirements</i></b></p>	
		<ul style="list-style-type: none"> <li>• QR codes are no longer used in the school. Parents, contractors and visitors are still required to sign in manually in the sign in book in the office.</li> <li>• Manual visitor sign-in procedures must collect the following information: the person's first name and surname, a contact phone number, vaccination status, 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.</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.</li> <li>• Visitors that are entering school buildings will need to show office staff/school staff vaccination certificates.</li> </ul>
		<p><b><i>Visitors to school grounds</i></b></p>	

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			<p>Visitors and volunteers performing work on school sites (inside) must have had two doses of COVID-19 vaccine or have a valid medication exception. Visitors and volunteers must be advised to adhere to COVIDSafe requirements set out in the School Operations Guide. Staff are to sight visitors or parent volunteers double vaccination record in line with government regulations.</p> <p>More information about collection of vaccination information from visitors and volunteers performing work on school sites is available at <a href="https://www.education.vic.gov.au/COVID-19/Vaccinations-Visitors-and-Volunteers-Working-on-School-Sites/Pages/Policy.aspx">COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites : Policy   education.vic.gov.au</a> including a template register that schools can use for recording vaccination information during visitor and volunteer sign in.</p> <p>All parents and carers attending schools, including for drop off and pick up must also adhere to physical distancing, density limits, face mask requirements and practise respiratory etiquette and good hand hygiene.</p> <p>Parents and carers who enter school buildings must check in using the QR code.</p>

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			<p>Parents and carers who enter school buildings must also have had two doses of COVID-19 vaccine or have a valid medical exception with the following limited exceptions:</p> <ul style="list-style-type: none"> <li>• when attending to administer medical treatment to their own child when the treatment cannot be administered by the school</li> <li>• when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer.</li> <li>• when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			<p>Parents and carers attending any event or activity inside a school building including, but not limited to tours, graduations, kindergarten transition, are required to show evidence of vaccination.</p> <p>Meetings and other discussions (such as Student Support Group meetings) with parents and carers who do not meet vaccination requirements must be held outdoors. No food or drink can be served.</p> <p>Parents and carers attending school sites for drop off and pick up who do not enter school buildings do not need to comply with vaccination requirements.</p> <p>External providers who use or hire school facilities outside of school hours must ensure that use aligns with the <a href="#">Open Premises Directions</a> including vaccination requirements.</p>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
			<ul style="list-style-type: none"> <li>• Visitors to school grounds must comply with density limits, face mask requirements, QR code check-ins and practise good hand hygiene.</li> <li>• Visitors to school grounds must comply with physical distancing and face mask requirements, and practise good hand hygiene.</li> <li>• School tours can resume. School tours must align with public gathering limits and density requirements, and Vaccination requirements.</li> </ul>
		<p><b>Create COVIDSafe spaces and reduce mixing of staff</b></p>	
		<ul style="list-style-type: none"> <li>• Continue to 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 the Administration Group and are for</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>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>• Measurements have been taken of offices and modifications made (shifting furniture) in some spaces to</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>accommodate a spacing of 1.5mt between staff.</p> <ul style="list-style-type: none"> <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. All staff and students must wear a mask in these areas, unless eating or drinking.</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> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<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>• 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 can resume Students are asked to undertake RAT tests before attending camp, and after camp.</li> </ul>
		<ul style="list-style-type: none"> <li>• Events/activities meetings and assemblies on school premises</li> <li>• Schools must refer to current <a href="#">School Operations Guide</a> advice for permitted events/activities and excursions and interschool sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor events are strongly encouraged.</li> <li>• Assemblies and other events exclusive to staff and students can resume.</li> <li>• Formals, graduations, and other ceremonies (including events with parents/carers and other guests) can resume however they must align with community settings.</li> <li>• <b>All adults must be fully vaccinated to attend events inside school buildings.</b></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <li>• Use of school facilities by community and sport groups</li> <li>• Please see the <u>School Operations Guide</u> for advice and requirements for hosting markets on school sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Is permitted subject to guidance in the <u>School Operations Guide</u></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 operate for all students.</li> </ul>
		<ul style="list-style-type: none"> <li>• Community Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Community Groups are permitted to use school facilities at this time in accordance with the <u>School Operations Guide</u></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 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</li> </ul>

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			<p>can be found in DH guidance: <a href="#">COVID-19 transmission from air-circulating, wind-blowing devices and activities.</a></p> <ul style="list-style-type: none"> <li>• Music teachers, including those who work across multiple sites, can resume onsite, provided mandatory vaccination requirements have been met.</li> </ul>
		<ul style="list-style-type: none"> <li>• Sport and recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Interschool sports are permitted across Victoria. It is recommended that cohorts of students and schools are not mixed.</li> </ul>
		<ul style="list-style-type: none"> <li>• Playgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Playgrounds are open for school use during school hours and community use outside of school hours.</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> <p>Masks must be worn on the bus by Adults and Children</p>
		<ul style="list-style-type: none"> <li>• Provide guidance to staff on the effective use of the workplace OHS</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</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		reporting system (where available) for relevant Covid related reporting	following methods: Email: ohs@mrss.vic.edu.au • Phone: 03 9876 2633 or call extension 146 (internal only)
		<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> <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> </ul>	

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <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> <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> </ul>	

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <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> <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 class density and staggering classes, face masks until risk is reduced as advised by public health or emergency services (through the VicEmergency App).</li> <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</li> </ul> </li> </ul>	

213 Wonga Road,  
Warranwood, VIC  
AUSTRALIA 3134

T: 61 3 9876 2633  
F: 61 3 9879 0820  
E: office@mrss.vic.edu.au

[www.mrss.com.au](http://www.mrss.com.au)  
R. Steiner School Co. Ltd.  
ABN 69 004 959 764

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		quality or other pollutants. <a href="#">Rotate the use of spaces that can be well ventilated if required.</a> <ul style="list-style-type: none"> <li>• <b>Maximise the use of outdoor learning areas or environments</b></li> </ul>	
		<p><b>Vaccination</b></p>	
		<p>The Victorian Chief Health Officer has determined that COVID-19 vaccination is mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs), pre-service teachers, and Out of School Hours Care staff.</p> <p>All staff are required to be fully vaccinated and to have their 3<sup>rd</sup> dose (booster) by February 25<sup>th</sup> if they are already eligible, or within 3 months and 2 weeks of receiving a second dose to continue working in an education setting (unless a medical exemption applies)</p> <p>Vaccination is not mandatory for students, however in alignment with health advice, vaccinations are strongly encouraged as the best way to protect individuals, families and school communities from further outbreaks and the spread of COVID-19.</p>	
		<p><b>Vulnerable workforce or students</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</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure consultation with OHS Officer, timetablers and staff to enable workforce planning.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		support medically vulnerable staff and students, including:	<ul style="list-style-type: none"> <li>Refer to the guidance in the in the <u>School Operations Guide</u> to support medically vulnerable staff and students</li> </ul>
<b>Mental Health and Wellbeing</b>	Staff experiencing changes to workload, including modification in tasks and priorities.	<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> <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> </ul>	
	Staff experiencing anxiety, stress and uncertainty about the COVID-19 risks to their personal health.		
	Balancing non-work-related demands during COVID-19		
	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.).		

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
	Exposure to family or gendered violence.	<ul style="list-style-type: none"> <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>	
		<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>

## 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 breathe 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.