

# COVID-19 Safety Management Plan (COVIDSafe Plan)

**Business Name: Melbourne Rudolf Steiner School**

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

**Contact Person: Tegin Fulcher-Rutkowski**

**Last Updated: 30<sup>th</sup> January 2023**

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 document has been edited to reflect the changes that have taken place within the recommended COVIDsafe steps outlines by the department of education and ISV (independent schools Vic)**

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**COVID SAFE PLAN**

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
<p><b>Infectious Disease (Infection Prevention and Control)</b></p>	<p><i>Infection prevention and control</i></p>		
	<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>• It is strongly recommended by the department of health that facemasks be worn in indoor settings by household contacts and people who are recovering from covid-19.</li> <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 School Operations Guide for advice on supporting COVIDSafe</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Circulate the latest health advice and requirements</u> to parents, staff and students (where appropriate).</li> <li>• Support mask wearing</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>

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		<p>behaviours and activities on school premises.</p> <ul style="list-style-type: none"> <li>Refer to the current School Operations Guide for guidance on use of shared equipment and other school activities (e.g. playgrounds and shared resources).</li> </ul> <p>Any student or staff member who tests positive to COVID-19 are <b>encouraged</b> to isolate until they are no longer symptomatic. If they are asymptomatic, they may attend school. But if symptomatic, they should be encouraged to not return until symptoms have cleared.</p> <p>Consider taking rapid antigen tests before attending a workplace, including schools, sensitive settings or visiting people at higher risk of severe illness. If you are positive, you are encouraged to stay home.</p> <p>Students and staff who are household contacts of a COVID-19 case are no longer required to quarantine.</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>The symptoms to watch out for are:</p> <ul style="list-style-type: none"> <li>fever</li> <li>chills or sweats</li> <li>cough</li> <li>sore throat</li> <li>shortness of breath</li> <li>runny nose</li> <li>loss or change in sense of smell or taste</li> <li>Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.</li> <li><u>Students</u> and staff who report a positive test are encouraged to isolate for a minimum of 5 days and not attend school until their symptoms have resolved.</li> </ul>

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			<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 School Operations Guide, (OHS coordinator) to check that recommended risk controls are implemented and working effectively.</li> </ul>
	<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 hand sanitiser stations for use on entering buildings. and other locations in the school and ensure adequate supplies of</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging students and staff to bring their own re-fillable water bottles.</li> <li>• Ensuring that the school has stock of disposable paper cups, which can be accessed through the Main Office.</li> </ul>

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		<p>hand soap and paper towels are available for staff:</p> <ul style="list-style-type: none"> <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> <li>• Refer to the current operations guide 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>	<ul style="list-style-type: none"> <li>• Ensuring that loose leaf paper towels are available in classrooms and other areas where people wash their hands.</li> <li>• Risk can be further minimised with users 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.</li> </ul>

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			<p>The Cleaning Supervisor orders all other disinfectant products as needed.</p> <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 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> <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>

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		<b><i>Face masks and Personal Protective Equipment (PPE)</i></b>	
		<ul style="list-style-type: none"> <li>• Refer to the current <u>School Operations Guide</u> and guidance for wearing <u>face masks</u> in schools (inclusive of staff, students and visitors), as well as <u>DHHS guidance on face masks</u>.</li> <li>• Secondary/primary students are no longer required to wear masks in class.</li> <li>• Masks are no longer required in schools</li> <li>• The school will continue to provide N95 masks to those who want to wear them</li> </ul>	<p>Face masks are no longer required, but we continue to support anyone in our community who chooses to wear them.</p>
		<b><i>Sign in requirements</i></b>	
		<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> </ul>	<ul style="list-style-type: none"> <li>• All contractors and visitors are required to “check-in” and register their attendance at the school.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<ul style="list-style-type: none"> <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>Vaccination certificates are no longer required to be sighted. There are no vaccination restrictions on visitors or staff.</li> </ul>
		<b><i>Visitors to school grounds</i></b>	
			<p>Vaccination certificates are no longer required to be sighted. There are no vaccination restrictions on visitors or staff.</p>



Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<b>Create COVIDSafe spaces and reduce mixing of staff</b>	
		<ul style="list-style-type: none"> <li>Review delivery protocols to limit contact between delivery drivers and staff</li> </ul>	<ul style="list-style-type: none"> <li>Delivery drivers must come to the main office when they are onsite.</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>
		<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>

Hazard Type	Hazard Description	Recommended Controls	Practical solutions
		<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 with Covid safe measures in place – students should do a rat test before attending camp and any child showing symptoms on camp should be rat tested or sent home</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>• Outdoor events are strongly encouraged.</li> <li>• There are no vaccine mandates in relation to visitors or parents/carers. Visitors and parents are able to attend events indoors and outdoors held at the school.</li> <li>• Large face to face meetings or events can still go ahead but Covid-safe measures should be promoted or implemented including:                             <ul style="list-style-type: none"> <li>-Ventilation</li> <li>-Considering recommended density limits of a room or venue to maintain physical distancing</li> <li>-rescheduling if anyone due to be apart of the meeting is showing signs of being unwell.</li> </ul> </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>• School use by community members is permitted</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.</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.</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>

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		<ul style="list-style-type: none"> <li>• Drinking Fountains</li> </ul>	<ul style="list-style-type: none"> <li>• These remain open</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>
		<ul style="list-style-type: none"> <li>• Provide guidance to staff on the effective use of the workplace OHS reporting system (where available) for relevant Covid related reporting</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. We have installed air purifiers in all classrooms in the school as a precautionary measure.</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> </ul>	

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		<ul style="list-style-type: none"> <li>• Door jambs should be used to keep doors open when suitable.</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> <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> <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></li> <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> </ul>	

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		<ul style="list-style-type: none"> <li>· The use of enclosed spaces with little or no ventilation should be minimised, and limit numbers in the space.</li> <li>• <b>Poor outdoor air quality</b></li> <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 quality or other pollutants. <a href="#">Rotate the use of spaces that can be well ventilated if required.</a></li> <li>• <b>Maximise the use of outdoor learning areas or environments</b></li> </ul>	
		<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</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure consultation with OHS Officer, timetablers and staff to enable workforce planning.</li> </ul>

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		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.</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> </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.).		

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		<ul style="list-style-type: none"> <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 were significantly impacted by the mandatory vaccination order and will need the caring and support of other staff as on-site schooling resumes</li> </ul>	
	Exposure to family or gendered violence.	<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>



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