

# Covid Safe Management Plan

---

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, and outlines key health, safety and wellbeing hazards that schools should plan for. It links to the strategies described in the [School Operations Guide](#) and safety advice for on-site schooling in the context of coronavirus (COVID-19) issued by the Victorian Chief Health Officer, and the central and regional supports available. The latest Coronavirus (COVID-19) advice for schools is available [here](#).

The COVID-19 Safety Management Plan (COVIDSafe Plan) is a prevention approach to coronavirus (COVID-19). In the event of a suspected or confirmed case the school should follow the advice and guidance set out in the [School Operations Guide](#).

Principals must consult with their local Health and Safety Representative(s) and Health and Safety Committee(s) (if applicable) to implement the recommended controls to the maximum extent reasonably practicable. In the absence of a school Health and Safety Committee (HSC) or Health and Safety Representative, consultation must occur with school staff. Contact your [Regional OHS Support Officer](#) for assistance with local consultation if required. A [draft agenda](#) has been developed for HSC meetings to assist in facilitating consultation and identifying and managing risks.

COVIDSafe Roles and Responsibilities Posters must be displayed on the school's OHS noticeboard detailing the shared responsibility of health and safety in schools and the health and safety measures that should be applied in schools. Posters will be available in the [communications support pack](#).

The [coronavirus \(COVID-19\) advice for schools](#) is evolving over time and therefore the [OHS guidances and supports](#) will be continually reviewed and updated as required.

Your local [Regional OHS Support Officers](#) and the Department's [OHS Advisory Service](#) continue to be available to provide support to your school, including in implementing the latest guidance, for suggestions on establishing effective controls, or difficulty accessing support resources.

The DET COVID-19 hotline ([1800 338 663](tel:1800338663)) is available for all Department staff, contractors and parents (8am to 6pm Monday to Sunday) for any questions, queries or concerns. Employees may also access the guidance at [COVID-19 Advice Line - FAQs](#).

Employees are encouraged to use [EduSafe](#) Plus to report hazards, incidents and mental and physical injuries to ensure effective and timely resolution of OHS issues, as well as escalation for further supports when required. EduSafe reports are being monitored to ensure that support can be provided.

If you or your family need extra support, personalised over-the-phone or video counselling is available 24/7 through the Employee Assistance Program (EAP). This service is available to all school staff and their immediate families (aged 18 years and over). Staff can book by calling [1300 361 008](tel:1300361008) or by using the live chat function on the [Lifeworks' Australia website](#).

## Plan Covers

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

- Infectious Disease (Infection Prevention and Control)
- Working Alone, in Isolation or from Home
- Occupational Violence and Aggression

| Hazard Type   | Hazard Description  | Recommended Controls   | Examples of practical solutions  |
|---|---|--|--|
| <p><b>COVIDSafe Plan:</b></p> <p><b>Infectious Disease (Infection Prevention and Control)</b></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> <p>It is not feasible to achieve physical distancing at all times, for example, when caring for unwell students or students with complex needs.</p> <p>Local supplies of personal hygiene products may be limited.</p> <p>Misuse of hand sanitiser including ingestion</p> | <p>Refer to the <a href="#">School Operations Guide</a> for advice on supporting physical distancing.</p> <p>Provide information, training and instruction on health hygiene. Refer to <a href="#">maintaining good health hygiene</a> and guidance for <a href="#">face masks</a> in schools, as well as <a href="#">DHHS guidance on face masks</a>. Ensure staff complete the <a href="#">School infection prevention and control during coronavirus (COVID-19)</a> elearn module.</p> <p>Contact the <a href="#">OHS Advisory Service</a> for more detailed risk assessments if required in relation to students with complex needs.</p> | <p><a href="#">Circulate the latest advice</a> to parents (in multiple languages if appropriate), staff and students (where appropriate), including displaying on-site <a href="#">signage</a>.</p> <p>Consult with staff, including through the HSR and/or HSC Committee (if applicable) about the implementation of controls.</p> <p>Discuss implementation issues for on-site service provision, including planning recesses and lunchtimes, use of alternate spaces to increase physical distancing and supervision of hygiene products.</p> <p>School staff should refer to the Department <a href="#">guidance for the use of personal protective equipment (PPE) in</a></p> |

|  |  |  |  |
|--|--|--|--|
|  |  | <p>Refer to <a href="#">School Operations Guide</a> for guidance on use of shared equipment and other school activities (e.g. playgrounds, shared resources and excursions).</p> <p>Refer to <a href="#">ChemWatch</a> to access hand sanitiser safety data sheet. Ensure adequate supervision and safe storage of supplies.</p> <p>Record the attendance of employees, students and visitors through visitor sign in, student attendance records and staffing records (attendance records for capital works should be managed by the principal contractor).</p> <p>Follow the advice in the <a href="#">School Operations Guide</a> to minimise contact with delivery personnel.</p> <p>For information and training relating to the correct use of PPE, school staff should refer to the <a href="#">guidance for staff on the use of PPE in education settings</a>. Staff are</p> | <p><a href="#">education</a> to determine when additional PPE is required and for information on the correct and safe use of PPE.</p> <p>Display information and signage at school entrances and in communal areas such as staff rooms as reminders for staff to wear face masks when not teaching. Posters are available in the <a href="#">communications support pack</a>.</p> <p>Conduct regular inspections of the workplace to check that recommended risk controls are implemented and working effectively.</p> <p>Use teaching strategies and communications resources to remind students to wear face masks (in accordance with the guidance in the <a href="#">School Operations Guide</a>) and to practice good hand hygiene.</p> <p>Ensure contractor sign in requirements are followed by all visitors attending site.</p> <p>Escalate issues to the <a href="#">OHS Advisory Service</a> if issues</p> |
|--|--|--|--|

|  |   |  |  |
|--|---|--|--|
|  |   | <p>also encouraged to watch the education <a href="#">video</a> on donning and doffing PPE.</p> <p>Refer to <a href="#">personal hygiene products, including sourcing and procurement tips for high demand items</a>.</p> <p>Refer to the advice in the <a href="#">School Operations Guide</a> with respect to outdoor air ventilation and use of outdoor spaces.</p> | <p>cannot be resolved locally.</p> <p>Schools are strongly encouraged to increase outdoor air ventilation whenever possible and to maximise the use of outdoor learning areas or environments.</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>Refer to the advice with respect to <a href="#">environmental cleaning services</a> and <a href="#">access to cleaning supplies and services</a>.</p> <p>For advice about the use of playgrounds please refer to <a href="#">School Operations Guide</a></p>  | <p>Engage with local service providers for tailored implementation of cleaning arrangements at specific site/s.</p>  |
|  | <p>Vulnerable workforce (higher risk of serious illness).</p>   | <p>Refer to the advice in the <a href="#">School Operations Guide</a></p>  | <p>Ensure consultation with your staff, and incorporate into workforce planning.</p>   |
|  | <p>A suspected case may occur among staff and students</p>  | <p>Refer to the managing suspected cases advice in the <a href="#">School Operations Guide</a>.</p>  | <p>Circulate expectations to the school community, and communicate the protocols to staff.</p>   |

|   |  |  |   |
|---|--|--|---|
|   |  | Also see the advice in the Operations Guide <a href="#">regarding management of unwell students and staff</a> .  | Refer to the <a href="#">communications support pack</a> for resources to communicate with your school community.<br><br>Stay in contact with affected staff or families remotely.  |
|   | A confirmed case (or a close contact of a confirmed case) may occur among staff, students or the school community. | Refer to the managing suspected cases advice in the <a href="#">School Operations Guide</a> .<br><br>Also see the advice in the Operations Guide <a href="#">regarding management of unwell students and staff</a> . | Circulate expectations to the school community, and communicate the protocols to staff.<br><br>Refer to the <a href="#">communications support pack</a> for resources to communicate with your school community.<br><br>Stay in contact with affected staff or families remotely. |
|   | Non-DET contractors and their staff may need to enter school grounds to carry out work.                            | Refer to the advice in the <a href="#">School Operations Guide</a> regarding visitors and contractors attending school sites   | Schools should ensure contractors (such as CRTs) receive appropriate induction.   |
| <b>Working Alone, in Isolation or from Home *</b> | The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).         | Refer to <a href="#">working alone, in isolation or from home policy and procedure</a> . This includes: <ul style="list-style-type: none"> <li>• <a href="#">OHS guidance for working from home</a></li> </ul>       | Promote the OHS advice and support (including EAP and wellbeing webinars) to staff.<br><br>Where possible, encourage and allow time for keeping active while working from home – i.e.   |
|   | Staff may suffer musculoskeletal disorders by adopting   |  |   |

|  |  |   |   |
|--|--|---|---|
|  | <p>static postures while using laptops, portable devices or personal computers.</p>  | <ul style="list-style-type: none"> <li>• <a href="#">ergonomic advice</a></li> <li>• <a href="#">tips for working from home safely and productively.</a></li> </ul> <p>Encourage staff to access the <a href="#">DET Virtual Gym</a> and structure timetables (where possible) that allow staff to regularly stretch and move during the day.</p> <p>Advice and support (including ergonomic advice via videoconference) is available to all staff via the <a href="#">OHS Advisory Service</a>.</p> <p>Assist staff in following the <a href="#">advice and support for employees</a> exposed to family violence.</p> <p>Complete the <a href="#">Family Violence Module for Managers and Principals</a></p> | <p>times when staff are encouraged to stand up and stretch, or take a short break from their workstations.</p>  |
|  | <p>Increased isolation (on-site and/or at home) may increase risk of injury.</p>   |   | <p>Enable reasonable access to available school equipment.</p>  |
|  | <p>Exposure to family or gendered violence.</p>  |   | <p>Proactively plan with staff who have a known pre-existing injury.</p> <p>Establish protocols for regular check-ins with staff.</p> <p>Encourage staff to access the Working from Home Guide.</p> |
| <p><b>Occupational Violence and Aggression</b></p> | <p>Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other</p> | <p>Refer to the <a href="#">Occupational Violence and Aggression Policy</a>, which covers online and on-site behaviour.</p> <p>Consider whether any student</p>   | <p>Ensure on-site staff are ready to manage the students that will be attending and that student supports, including Behaviour Support Plans, are up to date.</p>                                   |

|  |  |   |  |
|--|--|---|--|
|  | <p>members of school community.</p>  | <p>supports, including Behaviour Support Plans, require</p>   | <p>If using a mask when working with students at risk of pulling it, use ones that will release easily, e.g. with hooks over the ears rather than ties around the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks.</p> |
|  | <p>On-site violence, bullying or harassment by students, parents/ carers, school staff or other members of school community.</p>   | <p>revision in consultation with Student Support Services.</p> <p>Also, refer to <a href="#">Creating Respectful and Safe School Communities</a></p>  | <p>Set expectations for behaviour with the school community, and promote appropriate ways for parents to raise their concerns.</p>   |
|  | <p>Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online occupational violence and aggression from parents.</p> <p>Many parents/carers are likely to be anxious during this time.</p> | <p>(including template <a href="#">Statement of Values</a>), the <a href="#">Respect for School Staff</a> local policy template, and resources available through <a href="#">Respectful Relationships</a> and <a href="#">Schoolwide Positive Behaviour Support</a>.</p> <p>Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to <a href="#">Coronavirus (COVID-19) advice for parents, carers and guardians</a>, and to the <a href="#">communications support pack</a>.</p> <p>Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team.</p> | <p>Discuss extra supports or strategies for staff who engage with anyone known to present a risk.</p> <p>Encourage staff to report incidents in eduSafe and IRIS as appropriate, de-brief, and seek escalated support (e.g. through EAP) if required.</p>                        |

|                                    |   |   |  |
|------------------------------------|---|---|--|
|                                    |   | Refer to the <a href="#">mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page</a> , and the relevant <a href="#">policy and procedure</a> .  |  |
| <b>Mental Health and Wellbeing</b> | Leaders managing the anxiety and mental health of others – including students, staff and members of the school community      | Refer to the <a href="#">mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page</a> , and the relevant <a href="#">policy and procedure</a> .  | Consult (check-in) with your staff on how they are feeling with the current situation, encourage managers to be flexible. Where working from home is required, establish communication processes.<br><br>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered (e.g. pre-recorded lessons).<br><br>Allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars.<br><br>Encourage staff to use EAP, for themselves and their immediate family, as well as the other |
|                                    | Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.                        | Encourage staff to access the <a href="#">wellbeing webinars</a> currently available.   |  |
|                                    | Balancing non-work related demands (e.g. caring responsibilities).  | Refer to the <a href="#">Return to Work Coordinator Portal</a> .  |  |
|                                    | Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.               | Refer to the <a href="#">Principal Health and Wellbeing services on the OHSMS COVID-19 Employee support page</a> .  |  |
|                                    | Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment e.g. working from home. | Refer to <a href="#">DET Flexible Work Policy</a> .<br><br>Refer to <a href="#">School Operations Guide</a><br><br>Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their immediate |  |
|                                    | Staff experiencing uncertainty and anxiety about the COVID-19 risks to  |   |  |

|  |   |                                  |  |
|--|---|----------------------------------|--|
|  | their personal health (especially if working onsite).   | family (aged 18 years and over). | supports and resources available.<br><br>Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation |
|  | Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.  |                                  |  |
|  | 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.). |                                  |  |

|                            |            |
|----------------------------|------------|
| Policy last reviewed       | 26/07/2022 |
| Approved by                | Principal  |
| Next scheduled review date | 26/07/2023 |