

Keeping our school COVIDSafe

We all have a role to play to keep everyone at our school healthy, safe and well

Information and training	Consultation	Support	Reporting	Staff and contractor responsibilities
<p>Review the information and training material provided to you.</p> <p>Complete the Infection Prevention and Control During Coronavirus (COVID-19) eLearn module.</p> <p>Key information sources are:</p> <ul style="list-style-type: none"> • Operations Guide • COVID-19 Safety Management plan (COVIDSafe Plan) • COVID-19 Employee Supports page on PAL (search 'COVIDSafe'). <p>For more information speak with your Health and Safety Representative (HSR) or Management OHS Nominee.</p>	<p>Consult with your principal, Management OHS Nominee, HSR and/or Health and Safety Committee on the school's COVIDSafe Plan.</p> <p>Principals and local leaders are required to consult with employees on health and safety matters.</p>	<p>Access support for your mental wellbeing including free and confidential counselling for staff and immediate family members over 18 via the Employee Assistance Program (EAP).</p> <p>Call 1300 361 008.</p> <p>Other supports including wellbeing webinars can be found on the COVID-19 Employee Supports page on PAL (search 'COVIDSafe').</p>	<p>Report health and safety hazards and issues in eduSafe, in addition to notifying your principal, Management OHS Nominee and/or HSR.</p> <p>This ensures your school leadership and DET are aware of local risks and can provide tailored solutions and support.</p>	<p>We all need to look out for each other's health and safety by following the guidance in the Operations Guide and supporting colleagues to do the same.</p> <p>Stay home and get tested if you are unwell or experiencing any symptoms of coronavirus (COVID-19): fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, or loss or change in sense of smell or taste.</p> <p>All staff and contractors must notify the principal if they:</p> <ul style="list-style-type: none"> • become unwell • test positive for coronavirus (COVID-19). • are working across multiple workplaces for different employers.

Key contacts in your school are:

Health and Safety Representative(s)

OHS Management Nominee(s)

Dedicated support is available

For more information on supports available search 'COVIDSafe' on the Policy and Advisory Library (PAL):

<https://www2.education.vic.gov.au/pal>

Call the DET coronavirus (COVID-19) hotline for any questions regarding COVID-19 in education settings: **1800 338 663**

Contact the DET OHS Advisory service for assistance with local health and safety matters:

safety@education.vic.gov.au or **1300 074 715**

This information is current as at 29/09/20. Principals and/or Management OHS Nominee are responsible for reviewing this information regularly and removing or replacing this poster when the content becomes outdated.

Health and safety measures to reduce the risk of coronavirus (COVID-19) transmission in schools

A combination of strategies is required to minimise transmission risk. These strategies are informed by the COVIDSafe School principles and DHHS advice: Reinforce COVIDSafe behaviours, create COVIDSafe space, promote COVIDSafe activities and respond to COVID-19 risk. Not every measure will always be feasible and applicable to all education settings. Where some controls are not feasible, others should be enhanced.

<input checked="" type="checkbox"/> COVID-19 Safety Management Plan (COVIDSafe Plan).	<input checked="" type="checkbox"/> Use of face masks and personal protective equipment as outlined in the Operations Guide.	<input checked="" type="checkbox"/> Hand hygiene practices.	<input checked="" type="checkbox"/> Enhanced cleaning.
<input checked="" type="checkbox"/> Physical distancing practices as outlined in the Operations Guide.	<input checked="" type="checkbox"/> Information and training on infection prevention and control.	<input checked="" type="checkbox"/> Minimising use of shared equipment when practical.	<input checked="" type="checkbox"/> Unwell staff and students must not be on-site.
<input checked="" type="checkbox"/> Local consultation with all staff, through Health and Safety Representatives and Health and Safety Committees (if applicable).	<input checked="" type="checkbox"/> Limited access to school grounds by visitors, contractors.	<input checked="" type="checkbox"/> Record keeping protocols for all staff, students, visitors and contractors on-site.	<input checked="" type="checkbox"/> Processes to minimise number of staff or contractors working across multiple sites.
<input checked="" type="checkbox"/> Efficient and responsive school closure process.	<input checked="" type="checkbox"/> Processes to manage safe school arrival and departure.	<input checked="" type="checkbox"/> Increased outdoor ventilation and where practical, delivery of class and other activities in outdoor spaces.	<input checked="" type="checkbox"/> Strategies to reduce the mixing of different school cohorts, such as different classes or year levels.

Resources and supports remain available for all staff to also safeguard their mental health and wellbeing.

For more information on the supports available search "COVIDSafe" on the Policy and Advisory Library (PAL):

<https://www2.education.vic.gov.au/pal>

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