

# COVID Safe plan

## Our COVID Safe Plan

Business name:	Ilim College
Site location:	26-44 Kiewa Cres, Dallas VIC 3047, 30 Inverloch Cres, Dallas VIC 3047, 48-50 Box Forest Rd, Glenroy VIC 3046, 25-35 Rowan Dr, Doveton VIC 3177, 1473 Sydney Rd, Campbellfield VIC 3061
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p><i>Contactless Sanitisation station has been placed at the main entry of the campus along with multiple other wall mounted hand sanitisers across the high traffic areas of the campus. All staff have been provided with bottles of sanitiser (75% Alcohol), Paper Towels and Antibacterial Soap.</i></p> <p><i>There are signs near each dispenser that demonstrates how to properly wash and sanitise your hands.</i></p> <p><i>Rubbish Bins are in all classrooms, corridors, toilets, and general staffrooms. These bins have been provided for the disposal of used hand towels and the bins are cleared daily.</i></p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p><i>Where possible, staff have been encouraged to enhance airflow in classrooms, staffrooms and offices by opening windows/doors and minimising the use of Air conditioners/Heaters (recycled air).</i></p>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<p><i>All Staff that are on campus are required to wear a face mask at all times. If they do not have a face mask upon entry, the College will provide them with a disposable surgical face mask.</i></p> <p><i>If staff are unable to wear a face mask due to medical conditions (exemption provided by a medical practitioner) the College will not enforce the above ruling.</i></p> <p><i>Campus Leadership also conduct regular checks to ensure staff are always wearing face masks.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p><i>Campus leadership regularly provide updates and reminders on good hygiene practices during staff meetings and briefings.</i></p> <p><i>In addition to this the College has ensured ALL staff have completed the E-Learning course titled “Infection Control Training – COVID-19” and “Responding to COVID-19/Coronavirus: Guide for Schools” via Complispace.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Where possible high touch communal items have been replaced with disposable items. Where impossible, Staff have been provided with disinfectant wipes to clean these areas/items before and after use.</i></p> <p><i>College day cleaners have also been instructed to regularly disinfect high communal areas/items.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>High touch surfaces are disinfected by day cleaners regularly. Night cleaners have also been instructed to disinfect the high touch surfaces daily.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>The College has purchased disposable surgical face masks, bottles of hand sanitiser, bottles of anti-bacterial hand wash, surface wipes and alcohol wipes.</i></p> <p><i>Stock levels are checked regularly by Business Managers and cleaning staff to ensure all campuses have adequate supplies.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p><i>In line with recent Government Announcements, primary school staff will be working on site as of the 12<sup>th</sup> of October 2020.</i></p> <p><i>Secondary staff teaching year 7 and VCE classes will be on site as of the 12<sup>th</sup> of October 2020. The remaining Year 8-10 teaching staff will be working from home until the 26<sup>th</sup> of October (unless advised otherwise by the authorities).</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>Where possible Staff have been instructed to work only in the designated worksite/campus they are allocated to.</i></p> <p><i>In cases where staff are required to be working at another campus/worksite (with permission from the Principal), they must log the details of exactly where they have been (date, worksite location, time on and off campus etc.,).</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>The College always encourage staff that are not feeling well to get tested and remain home until the results are in.</i></p> <p><i>In line with recent government announcements, the College is not required to conduct temperature tests on staff/contractors.</i></p> <p><i>All campuses always keep a record of ALL visitors/staff accessing the site. These logs are available upon request when required.</i></p>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>All furniture in common areas such as kitchens, staff rooms, meeting rooms and waiting areas have been either removed or altered to ensure good social distancing practice is in place.</i></p> <p><i>Adequate signage has been placed to illustrate the maximum number people allowed in a certain room at any given time. For example, if a staffroom is 40 square meters the sign will display that 'a maximum of 10 people can be in this area at any given time'.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Floor markings have been placed in high traffic areas such as waiting areas, canteens, staff rooms and reception areas.</i></p> <p><i>The floor markings provide details of social distancing guidelines and are yellow in colour to increase visibility.</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p><i>Workstations have been reconfigured to provide 1.5m between each staff and ensure good social distancing practice. Generally, the staffrooms are designed in a way where staff are not face to face, however, where they are, these have also been reconfigured (or barrier put in place).</i></p> <p><i>All Reception areas have been modified to include screens.</i></p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p><i>In order to minimise the build up of employees attempting to enter and exit the workplace the College has instructed staff to make use of the multiple entry/exit doors within the campus.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>Campus leadership regularly provide updates and reminders on good hygiene practices during staff meetings and briefings.</i></p> <p><i>In addition to this the College has ensured ALL staff have completed the E-Learning course titled “Infection Control Training – COVID-19” and “Responding to COVID-19/Coronavirus: Guide for Schools” via Complispace.</i></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Delivery drivers are required to drop off the goods within the designated area without making contact with staff.</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>In line with recent Government Announcements, primary school staff will be working on site as of the 12<sup>th</sup> of October 2020.</i></p> <p><i>Secondary staff teaching year 7 and VCE classes will be on site as of the 12<sup>th</sup> of October 2020. The remaining Year 8-10 teaching staff will be working from home until the 26<sup>th</sup> of October (unless advised otherwise by the authorities).</i></p> <p><i>Where possible, staff who do not have classes, duties or meetings will be able to leave work and continue working from home.</i></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b></p>	<p><i>All furniture in common areas such as kitchens, staff rooms, meeting rooms and waiting areas have been either removed or altered to ensure good social distancing practice is in place.</i></p> <p><i>Adequate signage has been placed to illustrate the maximum number people allowed in a certain room at any given time. For example, if a staffroom is 40 square meters the sign will display that ‘a maximum of 10 people can be in this area at any given time’.</i></p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>All visitors to the campus are required to sign in prior to entering the campus. This will log the required information to assist the College to identify close contacts (should the need arise).</i></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>Campus OH&amp;S representatives conduct regular checks of the schools and report any hazards to the school Business Manager or Maintenance staff.</i></p> <p><i>All records are kept on the schools Forms Application for any future needs.</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>The College Business Continuity Plan has been updated to include a response to a staff/student testing positive to COVID-19.</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>The College is prepared and ready to assist DHHS with contact tracing and provide staff and visitor records upon request.</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>The College has negotiated with the Cleaning Contractor to undertake cleaning and disinfection at the school if required. The Cleaning Contractor is prepared and approved to deal with such cleaning when required.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>The School is fully prepared to manage a confirmed case. The Business Continuity Plan has been updated. School leadership is in a position to implement the College's "Coronavirus: Reactive School Closure Process – Event: COVID-19 Case Confirmed" policy.</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>The College is keeping a log of ALL non staff personnel visiting the school. In the event of a confirmed case, the College is in a place to notify all people on site during that period. This also includes Staff.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>This has been acknowledged and implemented in our "Coronavirus: Reactive School Closure Process – Event: COVID-19 Case Confirmed" policy.</i></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p><i>The confirmation for re-opening the school/workplace is provided by DHHS. We will do our due diligence (reporting, cleaning, disinfecting etc) and await the instructions from DHHS prior to reopening the school.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_