

Creek Street Cristian College

COVID Safe Plan Policy

Policy No. 83
Policy Owner: College Council
Responsible Person: Assistant Principal

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1 Creek Street Christian College Vision, Mission and Philosophy Statements

1.1 College Vision

Creek Street Christian College (hereafter 'the College') has been established to provide Christian education and training to students so that they are equipped to impact their community, our nation, and the world for the Lord Jesus Christ.

1.2 College Mission

The College has been established to provide families with a Christian education, within a caring and disciplined environment that will enable students to fully develop their God-given talents and academic abilities, so that they are able to contribute effectively to the changing society of which they are a part.

The College encourages and supports students to develop a positive and wholesome outlook on life, to become self-disciplined people and to be responsible and caring members of the community, both locally and internationally.

1.3 College Philosophy

At the College, our approach to learning is holistic in nature. We have a commitment to the development of the whole student in a Christian environment. A Christian education provides unparalleled opportunities for students to discover their passions and nurture their talents. We teach, equip, activate, and release the students with the wisdom which comes from God.

Our four foundation of a true Christian Education are to learn to:

Know and Understand...

Our programs are designed to engage the learners by stimulating wonder and dynamic educational experiences. The students develop a deeper connection to content, understand that learning areas are related to each other and the world beyond the classroom. Our students take risks, become independent thinkers in a rapidly changing world, seeking and acquiring new skills and knowledge at every stage of life.

Apply/do...

Learning is developed through experience, action, and engagement. Through real-life experiential learning students at the College understand how to put their knowledge and skills into action in meaningful and positive ways locally, nationally, and globally. We believe the Bible is God's revelation to man and that it contains the principles and values that show us how to live and do what God has called us to do.

Collaborate...

God created us for relationships. In fact, the greatest commandment - love your God with all heart, all your soul, and all your mind (Matthew 22:37) helps us build, maintain, and expand our relationship with God and others. At the College, much of what we learn is about ourselves in relation to experiences with others. Through this our students develop collaborative, interpersonal, social and language skills to help them develop an appreciation for the wider world and their place within it.

Become...

From Early Learning Centre (ELC) to Year 12, the students begin on a journey of discovering and embracing all God has made them to be and are helped to become their best versions of themselves. Students graduate from the College as open-minded, compassionate, balanced, resilient global citizens.

2 Introduction

The plan is a safety checklist for returning to normal operations after remote and flexible learning. The COVID Risk Assessment (Level 2) was used to generate required responses to guidance provided.

3 Purpose

This document will be used to assist in determining the College's preparedness in allowing students to return to the campus after a period of Remote and Flexible Learning following COVID-19 restrictions imposed by the State of Victoria and the Department of Education.

4 Policy

The policy is an additional resource, in addition to those provided by local and state authorities, in determining preparedness for staff and students returning to the College campus after a period of remote and flexible learning.

5 Procedures

As per tables below.

6 Responsibilities

It is the responsibility of the College Council and Senior Management Team to ensure the College complies with all state and local directives, as set out in this policy and other COVID specific guidance provided.

7 Policy review

This checklist will be reviewed on an as needed basis, but no less than one year from approval by the College Council.

8 Further Information

Please refer any questions to the Principal or member of the Senior Management Team.

9 Appendix

See below...

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<p><i>All entrances to the school are staffed with staff having bottles of hand sanitiser and thermometers. Staff and students have temperatures checked upon first entry to the campus and hands are sprayed with sanitiser. In addition, hand sanitising dispensers are located throughout the campus and students' hands are sanitised each time they come into a new room and after recess and lunch.</i></p> <p>As of the commencement of the 2021 school year we will now sanitise hands as students come into classrooms only. Visitors and staff hand sanitise as they enter the college. No temperature checks required.</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Administrative areas and classrooms have independent aircon/heating units. Weather permitting, staff will be asked to open windows and doors to encourage airflow to reduce viral spread.</i></p> <p>Continued 2021</p>
<p>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.</p>	<p><i>All staff wear masks as mandated. Those with exemptions were asked to provide a medical certificate and were encouraged to wear shields. Staff who cannot provide a medical certificate are allowed to work from home with permission of the College Principal. Additional face masks are available from the College reception to be used as necessary.</i></p> <p>As per guidance issued by State Government all students 12 and older and staff and adults on the premises are required to wear masks- unless and exemption in writing is notified to the College Principal.</p>
<p>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).</p>	<p><i>Documentation provided by the Government on how to correctly wear, use and dispose of face coverings was provided to all staff. Each staff member was provided with disposable face masks and a College monogrammed facemask (cloth).</i></p> <p>New students and staff in 2021 have been issued with College monogrammed face masks. Spares are available at the College office for staff and students who require them.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Most internal doors, where possible within buildings, are propped open with wedges to reduce the number of door handles high touch points. Maintained.</i></p> <p><i>Desk wiping occurs between different students uses. Staff are asked to hand sanitise before entering staff room spaces. Cleaning kits have been placed in each classroom for staff to use when required during the day.</i></p> <p>Cleaning of rooms in 2021 has returned to normal practices which for CSCC is daily cleaning of all classrooms. Cleaning kits have remained in classrooms.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<i>Cleaning overall within the school was increased to daily high touch point cleaning and cleaning of desk and staff room areas, to include external handles. The number of rooms and learning spaces used on campus have been lessened to reduce the need for additional cleaning given the reduced number of students on campus. An increase in cleaning (at least twice daily) will occur once all staff and students return to campus for normal classes. Cleaning kits have been placed in each classroom for staff to use on high touch areas during the day and as needed. Discontinued and once daily cleaning. Use of stadium by external groups means that high touch points have continued to be cleaned in this space- after external use and prior to college use the following day.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Sufficient supplies are on-hand, with suppliers readied with additional cleaning products if urgently needed. Stocks in local area are adequate for any unanticipated surge. Maintained in 2021</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<i>The College has worked with staff to move as many off premises as reasonably possible while ensuring it can meet its OH&S obligations, provide continuity of learning and attend to the supervision of students belonging to permitted workers.</i> <i>Full-time staff have reduced their attendance onsite with the overlap minimised within areas. Staff have been rostered on staggering days to reduce exposure to all.</i> <i>Staff on site are here for supervision, security or operational reasons.</i> <i>Staff will return to the College Campus when remote and flexible learning ends at the start of Term Four. All staff have returned to on site learning in 2021. There are density limits in staff lunchroom and staff office. At the commencement of the year we have minimised the number of staff in classrooms to two whenever practical.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>The College operates on one site, which reduces staff moving across multiple locations. There are separate lunch and recess times for Junior and M/Senior students and staff.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>All staff and students are temperature checked upon entry with entry points staffed at the beginning of the day. Visitors/contractors to the College are kept to a minimum and are temperature checked upon entry via the College reception. Those who have high temperatures (37.5 or above) or appear unwell are sent home. Staff are strongly encouraged to have a COVID test if symptomatic. If a test is conducted, staff and students are not permitted to return until a negative test result is received. No longer required but temperature checks can be</i>

	<p>used if students or staff exhibit symptoms.</p> <p><i>All staff, students and visitors are required to hand sanitise before entering buildings and throughout the day, when needed.</i></p> <p><i>All visitors entering the site have access to this COVID-safe plan and are asked to answer specific questions regarding their contact with others and wellness.</i></p> <p>Sign in procedure maintained in 2021. Access to COVID-safe plan on College Website.</p>
<p>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.</p>	<p><i>Office and staff room spaces have signs posted outside to indicate the person limit within that space in accordance to the four-square meter rule. Lunchroom- one adult per 2 square metres maintained.</i></p> <p><i>Employees are spaced apart.</i></p> <p><i>Communal staff meetings are continuing to be conducted via video conferencing</i></p> <p><i>Staff Meetings are occurring in church so 1 to 2 sq m is maintained for adults.</i></p> <p><i>Screen guards have been placed in areas such as Reception and between staff in the staff room to protect individuals. Removed as of 2021</i></p> <p><i>An additional staff dining room has been established to further ensure that breaks can be taken as needed whilst maintaining social distancing requirements. College kitchen can be used if required.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>The College has used floor markings in the potentially higher congested areas to ensure proper physical distancing is maintained. In addition, only four visitors are allowed at one time in the administration area, appropriately distanced, to reduce other congestion. Have moved to 8 in the college office area.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>All workstations face away from one another and splash barriers have been erected to reduce exposure to staff sitting in closer proximity. Splash barriers removed as of 2021</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>The College has reduced the entries into the school to only one during remote and flexible learning to better control access. When staff and students return to school, there will be additional entrances opened; all manned with staff for checking temperatures and application of hand sanitiser. Not required in 2021. Staff may enter via any access point. All have own keys.</i></p>

<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>There are visual reminders, email reminders and verbal reminders at daily staff meetings regarding proper social distancing of staff and students, along with good hand hygiene. Maximum room occupancy signs are posted in all high traffic rooms where staff and students tend to congregate. An additional staff area has been opened up and reminders given to staff about maximum occupancy in rooms. Visual reminders and notices. Daily mention at Staff Morning Briefing. Staff meetings in church auditorium.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Delivery drivers only attend the Reception area of the College in the first instance. Delivery drivers must hand sanitise before entry and must be wearing a mask.</i></p> <p><i>No visitor to the College is allowed to enter any other part of the school without reporting to Reception first, completing the COVID-safe questions and then, will be escorted to other areas, as required. Maintained 2021. Visitors on site longer than 15 minutes are to sign in.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Work rosters have been adjusted to minimise the number of staff within any one area at any one time. Where staff are required on the ground to ensure the College can continue in an operational capacity, the rostering has taken into account how many people are within any one area at any one time. This is to ensure we minimise the contact between people should anyone end up being COVID positive. Maintained as required.</i></p>
<p>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 ‘four square metre’ rule.</p>	<p><i>Reception has clear signage indicating that only four people may be within the space at any one time. This is monitored closely by staff at all times. The College is not allowing access onsite to parents or the general public at the current time to minimise the risk of overpopulating an area of the College. Parents are encouraged to wait at their car when picking up students and the student will be released when they have spotted their parent arriving. Parents permitted on site- sign in if more than 15 mins.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<p><i>The College uses a paper-based sign-in log where date, name of visitor, reason for visit, time of visit, time of departure and temperature at time of entry, is recorded. The College will add a contact number to this log to assist with tracing requirements, if required. Continued 2021. Sign in required if adult on the premises for longer than 15 minutes and not a staff member. A copy of this Policy is at the College desk, in the Kindergarten, on our website and in ASC hall for general access.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>All staff are provided with an induction manual (Staff Handbook) when they start. This gives them information on how to report OH&S incidents and concerns.</i></p> <p><i>Since the start of the pandemic, additional resources have been made available, including information related to reducing the spread of the virus, working from home, wearing of masks, hygiene, etc.</i></p> <p>Continued as required.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>The College has in place a policy on what to do should there be a confirmed case of COVID-19. This includes contacting the Schools COVID hotline (DHHS), WorkSafe Victoria and affected individuals.</i></p> <p><i>Templates of letters that need to go out to the school community have been readied to ensure availability for Leadership staff to send out if needed.</i></p> <p><i>The College has several plans and risk assessment documents should it need to operate in a remote capacity. There will be some limitations and the College will be guided by local and state departments, but the College will seek to provide education where possible. If necessary, the College will work with teaching staff to provide them access to resources to allow them to continue delivering curriculum to their students. Maintained as required.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>The College uses a visitor sign-in log to assist with keeping track who comes on Campus each day. Staff and students are also temperature checked and name ticked off a roster. A daily timetable is also located at Reception to assist the College in locating staff, students and visitors, if required. Temperature checks reinstated during Circuit Breaker 5 day lockdown.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Areas not being used by the College have been closed or restricted in their usage.</i></p> <p><i>Cleaning for onsite during the day will continue as previously listed by regularly wiping down surfaces and high touch points. Cleaning/disinfecting will also continue for all areas being used and could be increased to occur more frequently if needed.</i></p> <p>Areas used by those hiring the stadium are cleaned after use and before school use. Restricted use of toilets during 5 day lockdown to decrease work load of cleaning staff. 11 students attending as children of essential workers on the Monday and Tuesday.</p>

<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Should there be a suspected or confirmed case of an employee during work hours, the College will enact its COVID-19 suspected or confirmed case policy. The individual will be isolated or sent home dependent on how sick they are. If the individual is too sick to leave, any staff providing care will be required to use appropriate PPE equipment. Onsite staff/students will be sent home and any close contacts will be notified to have COVID testing done and to self-isolate for a period of 14 days. This will be done without breaching the privacy of the individual.</i></p> <p><i>The College will be shut down for the period advised by DHHS and all areas that have been entered by the individual will be subject to a deep cleaning process. DHHS, WorkSafe and all necessary authorities governing schools will be notified.</i></p> <p>Maintained.</p>
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<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>The College community will be informed via Compass and email regarding the reason for closure and the potential length of the closure. Visitors to the School will be contacted by sourcing their details via the sign-in log used at Reception, advising them of the confirmed or suspected case with advice to get COVID tested and to self-isolate should they experience any systems.</i></p> <p><i>The College will not reopen until it has satisfactorily completed the deep cleaning process and DHHS has completed their contact tracing process. Maintained.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>WorkSafe Victoria will be contacted within 48 hours either by phone or by going to https://www.worksafe.vic.gov.au/report-confirmed-covid-19-diagnosis and completing the online form. In addition, the Department of Education COVID-19 Hotline will be notified, along with ISV and CSA. Maintained.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Once DHHS has confirmed that the College can safely re-open, the College community will be advised via email and through the College's communication apps. Maintained.</i></p>

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

Signed *Coral F Maxwell*

Name Coral Maxwell

Date 25/09/2020.....16/02/21

Updated with 2021 conditions in bold.