

COVID-19 Safety Plan

General Purpose statement

This COVID-19 Safety Plan has been developed to ensure the Pretty Beach Public School remains a safe environment for staff, students and visitors.

This plan has been developed in consultation with principal, WHS manager and staff. This plan has been shared with all staff members and is available to our school community via our school website. This plan is designed to reduce or slow the spread of COVID-19 and reassure staff and visitors of their safety and wellbeing.

This plan may be updated as restrictions and advice changes – additional changes will be shared with staff and community as required.

NSW Public Schools must follow the current COVID-19 Public Health Orders and department guidelines, managing risks to staff, students and visitors in accordance with Work Health and Safety laws.

SCHOOL DETAILS
School name:
Plan completed by:
Approved by:

> GUIDELINES

Guidance based on the NSW Department of Education and NSW Health

GUIDANCE	ACTIONS
Wellbeing of staff , students and visitors	
Exclude staff who are unwell.	
Exclude students who are unwell.	
Provide staff and students with information and training on COVID-19, including when to get tested, physical distancing, expected hygiene and cleaning.	
Display conditions of entry for any staff, contractors, employees of the Department of Education or visitors (website, social media, entry points).	

REQUIREMENTS	ACTIONS
Physical distancing	
Social distancing is not required for students. However, due to updated guidelines (19.8.20), students should remain in grades/cohorts, where possible.	
Social distancing expectations communicated and reinforced in staff room. Measures taken to enforce 1.5m physical distancing. Daily wipe/down/clean with detergent/disinfectant between use.	
Put plans and systems in place to monitor and control the numbers of staff in one area at one time to allow for physical distancing.	
Use strategies to encourage safe physical distancing, where possible, in the classroom, including teacher - student interactions.	
Staff/classrooms provided with resources to ensure classroom can be cleaned regularly with detergent/disinfectant.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	
Use video/online platforms for essential meetings where practical.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Consider signage in shared spaces directing staff and visitors to maintain physical distancing wherever practical.	
Teach expected hygiene and safety behaviours to students through PBL lessons for all K-6 students.	
Have strategies in place to manage parent gatherings that may occur immediately outside the premises, eg afternoon pick up.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	
Ensure staff and student bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	
Ensure processes are in place to clean shared equipment eg learning resources or shared classroom materials, sports equipment or musical instruments	
Staff are provided gloves to wear when cleaning and encouraged to wash hands thoroughly before and after with soap and water.	

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all visitors and contractors. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. Ensure visitors to site are aware of COVID-safe expectations.	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	
Report any incidents of staff or students presenting as unwell on site or becoming unwell on site (Sentral).	

Report to Incident and Support Hotline for all suspected or confirmed reports of COVID-19. Provide how-to training for staff.

Comply with NSW Health if contacted in relation to a positive case of in relation to a positive case of COVID-19 at your workplace.

REQUIREMENTS	ACTIONS
School Operations	
School organisation ensures that staff remain together for limited times.	
School organisation shows that students remain within relevant cohort group for all learning activities within the school.	
Interschool activities are organised within local community or zone only.	
External visitors to the school are limited only to provides that are essential to the delivery of the continuum.	
School organisation limits programs or services delivered by NSW Department of organisation staff to online delivery, where possible. Essential onsite personell ae aware of school guidelines relating to infection control and physical distancing.	
School organisation ensures that all school activities comply with current guidelines.	

REQUIREMENTS	ACTIONS
Staff and student attendance	
School follows department guidelines when responding to student/ staff who presents with flu-like symptoms whilst at school.	
School ensures that parents are aware of expectations relating to students with conditions which puts them at higher risk of severe illness if contracting COVID-19.	
The school continues to be responsible for providing work for students students who can not attend school due to a long term illness or underlying health condition, for the period they are prevented from being at school.	

School has systems in place to enact the department's current first aid procedures and Infection Control Procedures, including contacting the student's parent /emergency contact to collect the student.

Schools comply with department processes regarding students who have been absent for more than three days.

REQUIREMENTS	ACTIONS
visitors to site	
Non-essential adults are not permitted on school grounds or at school events.	
School organisation supports SRE/SEE volunteers to engage in scripture, according to department guidelines	
Pick up and drop off arrangements enable parents to physically distance from one another.	
External visitors to the school are limited only to provides that are essential to the delivery of the continuum.	
Visiting staff comply with guidelines, infection control, personal hygiene and physical distancing requirements at all times.	
Allied health providers, wellbeing and case management professionals (including NDIS suppliers and health programs such as student vaccination programs and dental health programs) can continue to support schools on site.	

REQUIREMENTS	ACTIONS
Staffing	
All staff expected to work on site, including those who identify as being at risk of severe illness if they contract COVID-19 (with consultation from health care provider and individual COVID-19 action plan, if required).	
School ensures that all staff are aware of department support services and programs to support the physical and psychological wellbeing of staff.	
The school reminds all staff to regularly check department website to review the latest COVID-19 case locations in NSW and follow the recommended actions.	

Staff informed of changes to guidelines and resulting enactment of guidelines through regular correspondence.

Staff aware of information relating to NSW residents returning from Victoria