



COVIDSafe Plan

GEELONG GRAMMAR SCHOOL

AS AT TERM 2, 2024

Our COVIDSafe Plan

Business name: Geelong Grammar School

Site location: Corio, Bostock House, Toorak Campus and Timbertop Campus, 50 Biddlecombe Avenue, Corio 3214, 139 Noble Street, Newtown, 14 Douglas Street, Toorak and 145 Grammar School Road, Merrijig 3722

Contact person: Tom Hall, Vice Principal | Residential Education, Care and Community

Contact person phone: (03) 5273 9189

Date prepared: Term 2, 2024



<p>Six Principles for COVIDSafe workplace</p>	<p>Practice appropriate physical distancing</p> <ol style="list-style-type: none"> 1. Encourage staff, students and visitors to respect physical distancing as much as possible <p>Make available face masks</p> <ol style="list-style-type: none"> 1. Support staff, students and visitors to access a face mask should they wish to wear a face mask 2. Provide PPE to staff when required to support a student who has symptoms of COVID-19 or is diagnosed with COVID-19 <p>Practise good hygiene</p> <ol style="list-style-type: none"> 1. Regular cleaning and disinfection of shared spaces, including high touch communal areas such as doorknobs and telephones 2. Soap and hand sanitiser available for all staff, students and visitors on site and encourage regular hand washing <p>Keep records and act quickly</p> <ol style="list-style-type: none"> 1. Support staff and students to get tested <p>Support airflow in enclosed spaces</p> <ol style="list-style-type: none"> 1. Encourage activity outside 2. Enhance airflow by opening windows and doors <p>Consider workforce bubbles and support opportunity to work from home</p> <ol style="list-style-type: none"> 1. Consider workforce bubbles when appropriate to do so
<p>Guidance</p>	<p>Action to mitigate the introduction and spread of COVID-19</p>
<p>Physical distancing and limiting workplace attendance</p>	
<p>Enable staff who are vulnerable, and where it is practicable for these staff to work from home, to work from home.</p>	<ol style="list-style-type: none"> 1. If not in a student facing role, operational staff at the Bostock House, Corio and Toorak Campus may request to work from home. This will require approval for working from home arrangements by staff member's line manager with risk assessment of the home workspace to be undertaken (as required). 2. This does not apply at the Timbertop Campus.
<p>Establish a system to screen students, employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ol style="list-style-type: none"> 1. Regular reminders provided to staff and students about the importance of not attending work or School when unwell and to get tested. 2. Boarding students at Corio Campus and Timbertop Campus will undertake a RAT test if symptomatic. 3. Visitors are required to sign in at the School's Reception areas or at the Facilities Department, and are asked to confirm they are not symptomatic prior to entry.
<p>Face Masks</p>	
<p>Staff and students are supported to wear a face covering</p>	<p>Students and staff may wear a face mask should they choose to do so.</p>




Practice good hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff and students.	<ol style="list-style-type: none"> 1. On all campuses, hand sanitiser and paper towel are available at or in: <ol style="list-style-type: none"> 1.1. reception areas; 1.2. bathrooms and toilets; 1.3. boarding houses; 1.4. classrooms; 1.5. dining areas; 1.6. Health Centres; 1.7. Fitness centres; 1.8. classrooms; 1.9. offices; and 1.10. communal areas. 2. Daily checks of supplies and dispensing to be performed by cleaning staff and to be replenished (as required). 3. Staff are able to replenish supplies by request to Facilities, line manager or Campus Business Manager.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ol style="list-style-type: none"> 1. Staff are reminded to keep windows and doors open where possible, and utilise outdoor learning areas or environments wherever appropriate.
Cleaning to enable high touch surfaces are cleaned and disinfected regularly	<ol style="list-style-type: none"> 1. Safe Work Australia Guidelines have been considered in regard to all campus cleaning arrangements and are consistent with such as listed below; <ol style="list-style-type: none"> 1.1. All surface cleaning products contain a minimum of 75% alcohol and/or a disinfectant with the active agent benzalkonium chloride. 1.2. Staff given access to paper wipes and disinfectant to enable them to clean desk as and when required. 1.3. All rubbish bins removed from offices with centrally placed red and yellow bins for staff to place rubbish. 1.4. Classrooms are fully cleaned before students and teachers begin using at the start of each day. 1.5. All boarding houses and units are fully cleaned on a rolling basis throughout each day and every day throughout the week, with all bathrooms and toilets being cleaned twice a day 1.6. At Timbertop students are responsible for cleaning the units on a supervised roster. 1.7. The frequency of cleaning touchpoints such as door handles, surface areas, desks, benches has increased proportionally. 1.8. All toilets are cleaned at least twice daily. 1.9. Staff to consider the necessity of shared equipment such as shared computers, class sets of teaching and learning materials, and musical instruments. If used, strict hand hygiene is followed before and after use, including users wiping down items where appropriate. 2. Cleaning checklists have been supplied to all cleaning staff which include a list of frequently touched surfaces including doors handles, light switches, windows, tables, benchtops, toilet seats, nappy change areas and shared objects. 3. Once cleaned, frequently touched surfaces are to be disinfected regularly using appropriate disinfectant solutions.



<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ol style="list-style-type: none"> 1. Appropriate detergents and disinfectant solutions for cleaning and disinfecting surfaces have been sourced by the School. 2. All surface cleaning products contain a minimum of 75% alcohol and/or a disinfectant with the active agent benzalkonium chloride to eradicate the corona virus. 3. All chemicals are recorded on Campus chemical manifests and Safety Data Sheets and PPE are available to users.
<p>Keep records and act quickly</p>	
<p>Infection prevention and control</p>	<ol style="list-style-type: none"> 1. Students and Staff asked to stay home if feeling unwell or have any COVID related symptoms and get tested for COVID. 2. Boarding students at Corio Campus and Timbertop Campus undertake a RAT test if symptomatic. 3. Parents of day boarding students and staff (for boarding students) must complete the “Student Positive COVID Test Notification” form on Hive if they test positive, and remain at home until the completion of two negative Rapid Antigen Tests (one of which must be completed at the Health Centre or in the presence of staff member to confirm the result or until they are not symptomatic. 4. Staff must complete the “Staff Positive COVID Test Notification form” on Hive if they test positive and inform their line manager of and remain at home until the completion of two negative Rapid Antigen Tests. 5. Visitors are required to follow sign in procedures at the Facilities Department (Corio) and main Reception (Timbertop) and complete the symptom monitoring questions on the SINE platform.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ol style="list-style-type: none"> 1. GGS Incident and Hazard Reporting system in place and utilised by staff. 2. Staff use Incident and Hazard report system to notify the Occupational Health, Safety and Wellbeing Business Partner or Student Safeguarding Officer of any incident or hazard.
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ol style="list-style-type: none"> 1. The School has a COVID 19 Outbreak Management Plan. 2. Following a declaration of an outbreak, the Outbreak Management Team will convene to manage the business impact in conjunction with the Crisis Management team. 3. The outbreak declaration and management should be conducted in collaboration with the Local Public Health Unit.
<p>If required, School can assist DoH with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ol style="list-style-type: none"> 1. Designated work group records exist including; <ol style="list-style-type: none"> 1.1.1 Class teaching rosters; 1.1.2 Student house lists and attendance rolls; 1.1.3 Facilities worker locations are logged with timings and locations via FM expert data base. 2. To assist with contact tracing, a report can be generated from the timetable database which tracks a student’s movement in relation to other students and staff based on their academic timetable.
<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>Standard Precautions</p> <ol style="list-style-type: none"> 1. The DoH or Local Public Health Unit will advise the School if additional cleaning is required, based on a risk assessment as part of the Outbreak Management Plan.
<p>Mental health / Psychosocial hazards</p>	<ol style="list-style-type: none"> 1. Consult, communicate and check-in regularly with staff on how they are feeling with the current situation and what supports might help. Encourage team leaders to be flexible and supportive about work requirements. 2. Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered. 3. Encourage staff to use EAP, for themselves and their immediate family, as well as the other supports and resources available



	through the Employee Engagement team. 4. Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.
Additional Supporting Documents	1. GGS Outbreak Management Plan 2024
<p>I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace (on behalf of Rebecca Cody, Principal).</p> <p>Signed:</p>  <p>Name: Tom Hall Date 15 April 2024</p>	