

## COVID-Safe Plan

|                    |   |                       |           |
|--------------------|---|-----------------------|-----------|
| Policy number      | VIC0035                                 | Version               | 1.0       |
| Drafted by         | MSV                                     | Approved by:          | June 2024 |
| Responsible person | Senior Campus<br>Administration Officer | Scheduled review date | June 2026 |

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#### 1 Scope

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The COVID Safe plan applies to Mastery Schools Victoria.

#### 2 Key Contacts

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- Health and Safety Committee Chair: Principal or Assistant Principal
- Health and Safety Officer: Senior Campus Administrant Officer
- Principal or delegate: Adam Myers
- Latrobe campus safety: 03 9473 8885

#### 3 Review

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- The Plan was last reviewed: June 2024
- Next scheduled review: June 2026

#### 4 Related documents

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- Critical Incident and Emergency Response Policy

## 5 COVID Safe Plan

This plan covers the key risks of COVID-19 infectious disease at MSV:

| Hazard Type  | Hazard Description  | Controls   | Comments  |
|--|---|--|---|
| Infectious Disease (COVID-19) causing illness or serious illness to one or more person | Staff, students, and others come contract COVID-19 from an individual unaware they are infected with the virus. | <b>Information to staff, student and visitors</b><br>When planning large meetings or school events, COVID safety is promoted and implemented including: <ul style="list-style-type: none"> <li>• Recommending individuals to stay home if unwell;</li> <li>• Reminders to practice good hand hygiene;</li> <li>• Considering any ventilation requirements for meeting/event space and group numbers;</li> <li>• Offering hybrid events/meetings for people to elect to attend in person or virtually; depending on event type, participants and any particular risks.</li> </ul> | Meeting organisers may decide to change an in-person event to a virtual event or offer a hybrid option. |
|  |   | <b>Ventilation</b> <ul style="list-style-type: none"> <li>• Maximise fresh air flow into all indoor spaces where practical e.g. keep doors open and open windows where possible.</li> <li>• Use air purifiers where available.</li> <li>• Promote natural ventilation where possible.</li> <li>• Promote outdoor learning and activities where practicable.</li> </ul>   | <a href="#">Promoting airflow</a> posters in building and general learning areas                        |
|  |   | <b>Vaccinations</b><br>Staff and students are encouraged to keep up to date with all recommended and available COVID-19 vaccinations.  | Refer to Department of Health <a href="#">guidance</a>  |

|  |  |   |   |
|--|--|---|---|
|  |  | <p><b>COVID-19 Testing</b></p> <p>Rapid antigen tests are still available for all staff and students. Staff and students or their parents/carers are encouraged to consider taking a RAT before attending work or school.</p> <ul style="list-style-type: none"> <li>• It is recommended that students and staff who are symptomatic use a rapid antigen test.</li> <li>• Students or their parents/guardians are encouraged to report a positive result to MSV by phone or email.</li> </ul>   | <p>MSV will have RAT kits available at reception.</p>   |
|  |  | <p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>• Staff and students can elect to wear face masks and will be supported to do so.</li> <li>• MSV will continue to make face masks available for staff, students and visitors.</li> <li>• MSV will refer to current advice from the Victorian government on <a href="#">Face masks</a>.</li> </ul>   | <p>MSV will have face masks available at reception. Expiry dates will be checked.</p>   |
|  |  | <p><b>Standard precautions</b></p> <ul style="list-style-type: none"> <li>• All staff, students and visitors are encouraged to practice good hand hygiene (particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing, or using the toilet). Staff will direct and remind young students.</li> <li>• Staff, students and visitors should stay home if unwell.</li> <li>• Good hand hygiene practice will also be considered for offsite activities as part of any risk assessment.</li> <li>• School daily cleaning schedule to be reviewed as needed.</li> </ul> | <ul style="list-style-type: none"> <li>• Hand sanitiser and tissues will be available onsite.</li> <li>• Regular toilet cleaning to monitor soap in toilets.</li> </ul> |
| <p>A confirmed case of COVID-19 among staff and students</p> |  | <p>Staff, students, and visitors should stay home if unwell.</p> <ul style="list-style-type: none"> <li>• Students who report a positive result are recommended to not attend school until their symptoms have resolved.</li> <li>• Staff who report a positive result are recommended to not attend school during that period until their symptoms have resolved.</li> </ul>   |   |