



This plan is designed to support community language schools in maintaining a COVID-safe environment and complying with public health directives.

It covers:

- school access and student flow
- physical distancing
- infection-control training
- use of personal protective equipment (PPE)
- environmental cleaning and management
- record-keeping
- school team management and limiting interactions in closed spaces
- responding to a positive case, or close contact, in the school team.

Zenon Cultural Centre - COVID Safety Plan

Current as of: **25 Jan 2022**

Introduction

This plan provides members of the school team guidance on operating in a COVID-safe way and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Our school is dedicated to the health, safety and wellbeing of all team members, students, parents, and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. School access and student flow

To control the flow of people into and through the school, we will:

- have a management plan in place for students presenting with symptoms suggestive of COVID-19 which enables immediate isolation of that student, as well as the requirement that the student don of a surgical face mask to reduce risk of transmission - *Managing students who present with respiratory symptoms*
- limit student entry to the entrance located to a designated area of the school
- School's QR code to be displayed at the entrance for use when required and as directed by the school administration
- Nobody other than staff members and students are permitted the school building and classrooms except for special reasons as arranged with school administration and with vaccination certificate proof.
- Require that all staff are fully vaccinated as per government directives
- define foot traffic through the school using floor markings and signage
- display information at the entrance and ensure clear messaging on the website asking students to call ahead if they have any symptoms suggestive of COVID-19 to enable appropriate triage.
- display information at the entrance outlining the requirements of entry, including instructions on wearing a mask, registering and physical distancing.
- require all people entering the school to wear a face mask
- provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the school), such as an alcohol-based hand sanitiser or hand-washing facilities.

2. Physical distancing

While acknowledging the nature of medical care means maintaining a physical distance of 1.5m with a student is not always possible, our school will put in place physical distancing measures by:

- providing training to all members of the team
- taping a line on the floor 1.5 m from all people's chair/desk as a physical indicator

- minimising student congestion in the assembly areas by
 - limiting the number of people at the premises at any one time
 - having students/parents wait in their cars or outside until the GP or nurse is ready
 - spacing furniture where parents are gathering
 - encouraging parents to call ahead to book an appointment rather than walk in

3. Infection-control training

All members of the school team, including Principal, teachers, Administration and cleaning staff, will undertake infection-control training.

All training will be documented and include:

- completion of Department of Health [COVID-19 infection control training](#)
- completion of the Australian Commission on Safety and Quality in Health Care [e-learning modules](#) on the principles of infection prevention and control.
- review of the RACGP [Infection prevention and control standards](#) (5th edition)
- ensure team members are aware of their role when managing a student presenting with – or exhibiting symptoms suggestive of – COVID-19.

4. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the school team will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained.
- be trained in donning and doffing PPE.
- dispose of all used PPE in accordance with standard precautions.

5. Environmental management and cleaning

Our school will regularly clean and disinfect shared spaces, surfaces, and communal items. Our school will:

- enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimising fresh air flow in air conditioning systems (by maximising the intake of outside air and reducing or avoiding recirculation of air).
- minimise the volume of equipment in school building areas and waiting rooms to reduce the cleaning burden and risk of transmission.
- minimise the sharing of school building and administrative equipment between team members.
- adhere to strict environmental cleaning as per the most current advice from the Department of Health's [Coronavirus \(COVID-19\) Environmental cleaning and disinfection principles for health and residential care facilities](#) or our local public health unit.
- Professionally clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each episode of student care – using a disinfectant, or a two-in-one product with cleaning and disinfecting properties.
- require team members who are cleaning an area or equipment possibly exposed to SARS-CoV-2 to wear fresh non-contaminated gloves, a surgical mask, and eye protection.

- provide training to all staff members on environmental cleaning requirements (this training will be documented)

6. Record-keeping

To aid contact tracing in the event a student, team member, teacher or any visitor to the school tests positive for COVID-19, our school will:

- maintain a record of all student attendance roll (including recording people accompanying the student), team member work times, and parents/visitors to the school, including entry and exit times.
- utilise a contactless electronic system (i.e., QR code or similar) to record contact details, ensuring data is stored confidentially and securely and is only used for the purpose for which it was intended.
- maintain these records for a minimum of 28 days.

7. School team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between school team members, we will:

- regularly communicate with all team members regarding the requirement to not attend the school if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice.
- check the temperature of each school team member on commencement of work. Where the person registers a temperature $>37.5^{\circ}\text{C}$ they will not enter the school and will be asked to seek further medical review.
- require a verbal/written/electronic attestation from each team member at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate.
- support any team member who tests positive for COVID-19 or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements.
- where a team member typically works across several classes, minimise movement between classes by scheduling hours at one location (where possible)
- encourage physical distancing in common areas (i.e. tea room, studio), through organisation of furniture, floor markings and signage
- encourage recess to be taken outside.
- stagger breaks to limit the number of people in common areas.
- encourage all team members to provide their own drinking vessels and cutlery.
- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting
- ban the sharing of food at the school (eg cake and finger food).

8. Responding to a positive case, or close contact, in the school team

If a member of the school team tests positive to COVID-19, our school will:

- contact the local public health unit and follow their advice (number below)
- follow the direction of the local public health unit regarding cleaning of the school.
- ensure each team member does not return to the school until they meet the criteria for release from isolation, and as instructed by the local public health unit.
- assist the local public health unit in contact tracing by providing records of all students, team members and visitors who have attended the school during the period in which the team member was potentially infectious (as defined by the local public health unit).

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Zenon Cultural Centre as well as current legislation requirements and public health directives. The plan will be reviewed on or before January 2023.

Public health unit contact

Victoria	1300 651 160
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Further resources

RACGP

- [COVID-19 infection-control principles](#)
- [Managing students who present with respiratory symptoms](#)
- [Responding to a COVID-19 case in the school team](#)
- [How to don personal protective equipment](#)
- [How to remove and dispose of personal protective equipment](#)
- [Student alert poster – Symptoms](#)
- [Student alert poster – Masks](#)

Federal Department of Health

- [COVID-19 infection control training](#)
- [CDNA national guidelines for public health units](#)
- [Coronavirus \(COVID-19\) environmental cleaning and disinfection principles for health and residential care facilities](#)
- [Coronavirus \(COVID-19\) guidance on use of personal protective equipment \(PPE\) in non-student health care settings, during the COVID-19 outbreak](#)

Safe Work Australia

- [COVID-19 Information for environments](#)