



Mater Dei School and Administration COVID-19 SAFETY PLAN

Business details

Business name:	Mater Dei School
Business location:	Camden 2570
Completed by:	HR Manager
Email address:	karenw@materdei.org.au
Effective date:	7 December 2020
Date completed:	28 January 2021
Date reviewed:	18 October 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Mater Dei and its supporting Programs have taken all necessary steps in relation to the wellbeing of staff, students and customers. Risk assessments have been conducted and controls in place to ensure we operate in a Covid Safe environment in accordance with NSW Governments Roadmap to Recovery and NSW Public Health Order (PHO).

Non-essential visitors are not allowed onsite. Visitor's onsite are required to show vaccination status and QR code in as per NSW health procedures.

Mater Dei will exclude and send home any staff, students, visitors and contractors who come on site and are unwell. If they are experiencing COVID-19 symptoms they must be tested and remain away from school/work until they get a negative result or are otherwise cleared medically to do so.

Further and in accordance with Mater Dei Policy and the PHO, all staff, contractors and volunteers (otherwise deemed as workers) must show evidence of having had had 2 doses

of COVID-19 vaccination or provide evidence of a medical contraindication to be able to be on site from 18 October 2021.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

All staff have been provided with a copy of Mater Dei's COVID-19 Safety Plan and must take steps to protect themselves in accordance with this when on Mater Dei premises.

Parents and carers will be able to access the Plan via the school website and are also encouraged to protect themselves in accordance with this when on Mater Dei premises.

All staff, have also been provided with a copy of Mater Dei's COVID-19 Pandemic Protection and Response Policy and must adhere to this at all times and any subsequent review of the Policy as required.

All staff, students, visitors and contractors will be required to sanitise upon arrival and use the QR code to electronically check in to the premises upon entry and check out on departure. Mater Dei has also advised all staff to engage in regular handwashing for at least twenty seconds to help stop the spread of Covid-19 and continue to implement effective hygiene practices.

Adults and staff are required to follow PHOs by socially distancing in offices, staff rooms, staff meetings and any other relevant spaces. Please note students in school and classroom settings are exempt from social distancing requirements.

Regular verbal and written updates and briefings will continue to be provided to staff and parents in an ongoing way via school communication systems.

Our students are currently exempt from mask wearing. Mater Dei's policy is that staff wear masks indoors and outdoors to ensure their own safety and the safety of others when on site. Staff may only temporarily remove masks for the purposes of eating, drinking, engaging in strenuous physical exercise, communicating with students as required or alternatively, when they are alone in an office or classroom.

Staff have been provided with antibacterial wipes to wipe down communal surfaces (e.g lunchrooms and desks)

Additional cleaning of hard surfaces and high touch zones will continue through the use of our contract cleaners.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff will be provided with advice regarding their leave entitlements on request if they are sick or required to self-isolate when experiencing COVID-19 symptoms. For any member of staff who cannot comply with Mater Dei's mandatory vaccination policy, staff must get in

touch with their Program Manager to discuss alternative options which may include the taking of leave.

Display conditions of entry for any customers or visitors (website, social media, entry points).

All staff are required to sanitise and check in upon entry and departure using the Service NSW QR code.

All visitors (including parents and carers) and contractors are also required to check in on entry and departure using the Service NSW QR Code and complete our parent/carers, visitor declaration.

Further, all visitors and contractors will be temperature checked on arrival to ensure the health and safety of staff, students and other workers.

All visitors (including parents and carers) and contractors are required to review the "Latest COVID-19 case locations in NSW" on entry and will be refused entry if they have been to any of the listed locations to ensure the safety of our students and school community.

A manual check in option will be available for anyone without a smart phone.

Physical distancing

Physical distancing does not apply to Mater Dei students within classrooms or playgrounds.

Mater Dei School staff are asked to follow the PHO and socially distance in communal settings including staff lunch rooms and in staff meetings.

All members of our community are asked to engage in effective hygiene and cleaning practices at all times including regular handwashing for at least 20 seconds.

Mask wearing does not apply to students in our setting, however students will be encouraged and supported by staff to wear masks at parent's request where they are provided. Mask wearing is however mandatory for any member of staff (unless they have a medical exemption) and is to be worn both indoors and outdoors as a health and safety measure until further notice.

We will continue to monitor and adhere to NSW Health Guidelines in relation to student assemblies, extracurricular activities, swimming, sport, community access, events and parents and friends meetings.

Swimming is cancelled for Term 4.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfect between use.

Shared communal spaces will continue to be wiped down by staff to help stop the spread. Mater Dei has established a separate staff room and printer access for our secondary staff and requires that all Administration staff remain on the ground floor to help restrict movement between building levels and amongst student cohorts in accordance with the PHO and advice from our regulatory bodies.

Shared workstations must be sanitized by users after each use.

Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.

Mater Dei has implemented a staged approach to the return to face to face learning for all students in accordance with the Governments Roadmap to ensure the safety of both staff and students.

We have also put systems in place to control and limit staff interactions with taxi and parents during student drop off and pick up. This includes a staggered approach to student drop off and pick up, with parents and carers being asked to stay in their vehicles at all times to minimise contact.

For late arrivals and early departures, parents are to park in the disabled parking spot (nearest reception) and phone reception on arrival. A member of staff will collect or bring students to the car.

We have implemented controls to limit interactions between student cohorts and staff in accordance with advice from Catholic Schools NSW including the staggering of break times. In class-therapy will also be postponed until further notice.

Where appropriate, non-essential staff will be encouraged to work from home in accordance with the PHO to minimise the number of staff on the school site at any one time.

Non-essential visitors are not allowed onsite. Visitor's onsite are required to show vaccination status and QR code in as per NSW health procedures.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

Flexible working arrangements including working from home is available to staff where it is reasonably practicable in accordance with the NSW Government's direction and/or when

reasonably practicable if a staff member is required to isolate where appropriate and their role lends itself to working from home.

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

Mater Dei's entry foyer and Reception provides a barrier between staff and visitors and complies with this requirement.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

All staff are required to adhere with PHOs (as amended or replaced) in terms of physical distancing.

Staff must wear masks indoors and outdoors, social distance and limit shared office spaces.

Seating in staff lunchrooms has been reviewed to comply with the 1 person per 4 square metre rule indoors. Staff meetings will also be set up with this in mind. Bookings are essential for meeting rooms.

Use telephone or video for essential meetings where practical.

Zoom and telephone conferencing will be utilised wherever practical to avoid unnecessary face to face contact.

Review regular deliveries and request contactless delivery and invoicing where practical.

Deliveries at Mater Dei are encouraged to be contactless where appropriate. Mater Dei has established a table out the front of Reception for this purpose.

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

Mater Dei has implemented signage at appropriate entry and assembly points.

Lifts are not required to be utilised by staff or students in an ongoing way and cannot be used in emergency situations for 2021. Social distancing does not apply to students in schools.

If staff or workers need to travel together in the same vehicle:

- encourage passengers and drivers to physical distance by using front and back seats
- taxi drivers are to wear masks in accordance with the PHO
- staff and workers should only handle their own tools and bags where possible
- have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
- encourage workers to set the air-conditioning to external airflow rather than recirculation, or open windows.

These guidelines will be adhered to as much as possible, where appropriate.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

Mater Dei will refrain from hosting meetings with parents and carers as appropriate to ensure compliance with NSW Health (including any PHO) as well as advice from Catholic Schools NSW.

As such Mater Dei School does not encourage the congregation of staff or families at the front of the school or following meetings. We will continue to remind staff and families as necessary to ensure this occurs.

Mater Dei has a staggered process in place regarding the drop off and pick up of students to ensure the safety of staff, students and parents. This process is designed to minimise contact, ensure efficiencies for all concerned and prevent gathering of people on the school premise.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser is provided in multiple locations throughout the School and workplace. This includes all entries, classrooms, offices and meeting rooms.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Hand sanitiser and antibacterial wipes are provided in multiple locations throughout the workplace. All entries, classrooms, offices and meeting rooms.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers, and have posters with instructions on how to wash hands.

Our contract cleaners ensure bathrooms are well stocked with hand soap and paper towel. Signs are available to staff and students about handwashing.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Hard surfaces and high touch points are regularly wiped down during the school day and after staff have left by our contracted cleaning team.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Mater Dei complies with this requirement.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Staff are encouraged to wash hand thoroughly for at least 20 seconds before and after cleaning and in accordance with our COVID-19 Safety Plan and Pandemic Protection and Response Policy.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Doors and windows are to be opened wherever practical to maximise ventilation. Mater Dei has also purchased air purifiers for classrooms to assist with ventilation and hygiene.

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Contactless electronic tracking of all staff, contractors, volunteers and visitors will occur using the QR code through Services NSW for contact tracing purposes. A separate Covid-19 declaration is available to visitors, parents and contractors visiting each time. Declarations will be kept for the compulsory 28 days.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

COVID-19 Declarations are collected and stored electronically, confidentially and securely. Staff have been advised of the need for them to download the Services NSW App for contact tracing purposes.

Workplaces should consider registering their business through nsw.gov.au

Mater Dei is a Covid safe organisation, registered through nsw.gov.au

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify Safe Work NSW on 13 10 50.

Mater Dei will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our workplace, and notify Safe Work NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Mater Dei will make a copy of this Plan available at the premises for anyone who requests access.