

## COVID-19 Safety Plan

School name:	Blakehurst High School
Workplace Manager name:	Sofia Kapsimalis
Meeting details:	270A Woniora Rd, Blakehurst NSW 2221
Meeting date:	13th July 2021
Plan prepared by:	Goran Petkovski
Plan approved by:	Mahmud Ali

### How to complete the COVID-19 safety plan

Record the actions you will put in place under all of the safety plan sections, which include:

- Wellbeing of staff, students, visitors and others
- physical distancing
- cleaning and hygiene
- record keeping.

Each requirement must be addressed in each section. If a requirement does not apply, briefly describe why.

Schools should refer to the [COVID-19 Safety Plan page](#) for guidance in completing this plan.

It is important that schools review and meet the department's requirements for COVID-19, considering all relevant guidance materials. A new COVID-19 Safety plan must be completed for each event or activity as guidelines and requirements may change.

A copy of your COVID safety plan must be maintained at the school, along with attendance records used for the purpose of contact tracing.

### Section 1: Wellbeing of staff, students, visitors and others

Requirement	Measures to be implemented
<p>People attending the meeting should be feeling well and do not have any respiratory or COVID-19 symptoms</p>	<ul style="list-style-type: none"> <li>- School displays signs at entry point to the school telling people not to enter if they have COVID-19 symptoms</li> <li>- BHS staff are consulted each time the DoE COVID Guidelines are updated, including the requirement that staff must not attend work if they are unwell.</li> <li>- All visitors to the school site to be advised of the requirement to be well and symptom free when attending the meeting and school site.</li> <li>- All visitors will sign the external visitors form on arrival to the school site confirming they are symptom free and will comply with health advice including physical distancing and hygiene requirements.</li> <li>- Register with QR Code at the entry</li> <li>- Everyone on site must wear a mask at all times</li> </ul>
<p>Exclude staff and visitors who are unwell</p>	<ul style="list-style-type: none"> <li>- Arrange for the person to leave the school grounds if they display symptoms. They should be isolated from other people if they are waiting to be collected by a parent or carer.</li> <li>- Staff should not return until they have a negative test and are symptom free.</li> <li>- All other people (e.g. community members) should be reminded to follow current health advice and arrange to undertake a COVID test.</li> </ul>
<p>Make sure department staff are provided with information, training and instructions on the DoE COVID-19 response</p>	<ul style="list-style-type: none"> <li>- Staff are consulted each time the DoE COVID Guidelines are updated, including the requirement that staff must not attend work if they are unwell.</li> <li>- Staff are consulted and provided with specific advice on DoE COVID-19 requirements such as <u>physical distancing</u>, <u>Response protocols for COVID-19 cases</u> etc.</li> <li>- DoE staff are provided with advice and instructions on the implementation of the <u>COVID-19 Safety Plan</u> for the event.</li> </ul>
<p>Consider arrangements to enable those who are vulnerable to COVID-19 to participate where relevant</p>	<ul style="list-style-type: none"> <li>- Consider virtual attendance/live stream.</li> </ul>

	<ul style="list-style-type: none"> <li>- Consider the number of participants and their involvement to ensure that the meeting/event includes the minimal number of people required to achieve the educational or other outcome.</li> </ul>
Make sure service providers, external consultants, contractors, etc. have a COVID-19 safety plan	<ul style="list-style-type: none"> <li>- School has received and reviewed all external service providers COVID-19 safety plans prior to the event.</li> <li>- External visitor to the school site form signed on arrival.</li> </ul>

## Section 2: Physical distancing

Requirement	Measures to be implemented
Attendance	<ul style="list-style-type: none"> <li>- Ensure the number of people attending the event or activity does not exceed the current square metres rule.</li> <li>- Ensure the number of people does not exceed department requirements for meetings</li> </ul>
Promote and practice physical distancing	<ul style="list-style-type: none"> <li>- Promote and encourage physical distancing between adults where practicable.</li> <li>- Advise all participants of the arrangements in place to ensure physical distancing is maintained where practicable.</li> </ul>
Ensure areas are of sufficient size to accommodate the number of people in attendance	<ul style="list-style-type: none"> <li>- Keep participants seated where practical.</li> <li>- Consider other plans or systems to monitor and control the number of people in the room at any one time to allow for physical distancing where practicable.</li> </ul>
Consider ways to minimise co-mingling between groups of people	<ul style="list-style-type: none"> <li>- Implement plans to manage the flow of people, e.g. separate entrance/exit points or physical barriers to divide flow of people.</li> </ul>
Reduce crowding where possible and promote physical distancing (at entrance, sign-in areas, egress points, waiting areas, etc.)	<ul style="list-style-type: none"> <li>- Implement plans to manage the flow of people, e.g. separate entrance/exit points or physical barriers to divide flow of people.</li> <li>- Alternate sign-in methods that reduce crowding.</li> <li>- Display signage and posters that promote physical distancing in areas of potential crowding.</li> <li>- Consider strategies to manage gatherings that may occur before or after a meeting or during periods of intermission.</li> </ul>

## Section 3: Cleaning and hygiene

Requirement	Measures to be implemented
Adopt good hygiene practices	<ul style="list-style-type: none"> <li>- Promote good hygiene practices, display <u>posters</u> to promote same.</li> <li>- Hand sanitiser is provided at key locations, such as entry and exit points.</li> <li>- Disinfectant surface wipes provided for any shared items.</li> </ul>
Cleaning protocols for shared items including equipment and tools	<ul style="list-style-type: none"> <li>- Any tools or equipment used will be cleaned before and after use.</li> <li>- Avoid handouts – provide information packs electronically or laminate and display items.</li> <li>- Cleaning products available and guidance provided on use.</li> </ul>
Food and drink	<ul style="list-style-type: none"> <li>- Hygiene practices are in place for food preparation.</li> <li>- Clean or disposable cutlery is provided.</li> </ul>
Cleaning and hygiene of facilities	<ul style="list-style-type: none"> <li>- DoE cleaning protocols in place within school.</li> <li>- Arrange cleaning in room/on high touch areas before and after meeting.</li> <li>- Waste is disposed of following meeting.</li> </ul>
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers	<ul style="list-style-type: none"> <li>- Ensure adequate supplies in bathroom areas.</li> </ul>
Consider environment and work spaces	<ul style="list-style-type: none"> <li>- Meet outdoors where possible.</li> <li>- In indoor environments, increase natural ventilation by opening windows and doors where possible.</li> </ul>

## Section 4: Record keeping

Requirement	Measures to be implemented
Keep a record of participants	<ul style="list-style-type: none"><li>- A list of all participants is maintained for the purposes of contact tracing. Records are kept at least 28 days and held securely.</li><li>- Visitors to the school site complete the visitors acknowledgement form and QR sign-in.</li><li>- If a person notifies they have tested positive to COVID, DoE confirmed case protocol followed.</li></ul>
Keep a copy of the COVID-19 safety plan	<ul style="list-style-type: none"><li>- A new COVID-19 safety plan is developed for each event or activity where there are more than 100 external visitors in an indoor setting or more than 200 external visitors in an outdoor setting.</li><li>- Copies of COVID-19 safety plans are maintained in a register at the school.</li></ul>