



# Port Lincoln High School

## COVID-19 Site Safety Plan

EFFECTIVE TERM 2, 2021

Port Lincoln High School // Ruskin Road, Port Lincoln SA 5606 // Principal: Todd George // Phone: 08 8683-6000



Port Lincoln High School

### **PURPOSE:**

To provide clear guidance to sites regarding the actions they are required to implement at site level to assist in managing the risks associated with COVID-19 and to create safe workplaces.

COVID-19 Site Safety Plan | [PORT LINCOLN HIGH SCHOOL ] | Site Health & Safety Representative, if applicable [Marianne Cox / John Costin]

Issue	Department/Policy Position	Department level action	Site level action	Status	Comment (if required)
<b>Supporting vulnerable employees and students</b>					
<p><a href="#">Vulnerable employees</a> <i>High risk cohorts</i></p>	<ul style="list-style-type: none"> <li>• Even those at higher risk of more severe disease can return to the workplace with appropriate controls in place.</li> <li>• Those at higher risk are people who:                             <ul style="list-style-type: none"> <li>○ are over 70 years of age; and</li> <li>○ have one or more specific pre-existing medical conditions</li> </ul>                             (refer to Australian Department of Health website via <a href="#">EDi</a> for the conditions deemed high risk)                         </li> <li>• A documented discussion with a vulnerable employee at higher risk should outline the plan for their return, considering medical advice and the controls outlined in this plan.</li> <li>• If appropriate controls cannot be identified to support an employee at higher risk return to the workplace wherever possible they should be supported to work from home.</li> <li>• If working from home arrangements are not practicable or appropriate, employees will access their personal leave entitlements or leave without pay.</li> </ul>	<ul style="list-style-type: none"> <li>• Provided process for applying for 15 days COVID Special Leave with Pay</li> <li>• Simplified flexible working arrangements policy, if working from the office is not appropriate</li> <li>• Provided an optional <a href="#">template</a> to help document the discussion and agreed plan for individuals at higher risk returning to the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Talk to each employee to identify who is considered vulnerable and discuss options</li> <li>• Make arrangements with each employee which sets out their working arrangements (i.e. working onsite, working remotely or accessing leave)</li> <li>• Ask staff to seek medical evidence from a medical practitioner to support any request to work from home or to access leave</li> <li>• ICT support from the COVID-19 stockpile if the staff member has an agreed arrangement to WFH and requires technology</li> </ul>	Completed	This is an ongoing situation under constant review as is staffing.
<p><a href="#">Vulnerable students</a></p>	<ul style="list-style-type: none"> <li>• Where students meet the criteria for being vulnerable to COVID-19 and requests to learn from home, they are to be supported wherever possible.</li> </ul>	<p>Provided a departmental policy position on vulnerable students and appropriate supports for those identified / recommended to LFH (e.g. wellbeing, online learning, etc)</p>	<ul style="list-style-type: none"> <li>• Request medical evidence to support the request to learn from home</li> <li>• Make arrangements with each vulnerable student to support them in their learning from home, including regular check-ins from staff</li> <li>• Seek additional ICT support from the COVID stockpile to support learning if required</li> </ul>	Completed	We have a list of vulnerable students and long term truants that we follow up with on a regular basis.

Health and hygiene measures					
<a href="#">Physical distancing &amp; density</a>	<ul style="list-style-type: none"> <li>All adults should observe 1.5m physical distancing wherever and whenever possible.</li> <li>Physical distancing is encouraged but not required between students and staff in classrooms or corridors.</li> <li>SA Health advice is that education sites are currently exempt from the density requirements. Notwithstanding this the department recommends sites observe <b>3 per 4 sqm density</b> wherever and whenever possible for adults in meeting rooms and other group gatherings (eg. staff meetings; training. This does not apply to students and classroom settings.)</li> </ul>	<ul style="list-style-type: none"> <li>Developed posters on physical distancing and density requirements for sites.</li> <li>Provided technology that provides options to hold meetings in the most appropriate manner.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate and monitor physical distancing and density requirements of all adults and students on site</li> <li>Display posters outlining requirements</li> <li>Hold staff meetings via technology (e.g. Microsoft Teams, Zoom) if physical distancing is not possible, or where available in large rooms that meet the density requirements</li> <li>Use phone/other technology for parent teacher meetings where appropriate</li> <li>Inform parents that they should maintain the 1.5m physical distance with staff, including at school drop off and pick up and face to face meetings</li> <li>Avoid sharing workstations and equipment wherever possible.</li> <li>If not possible, put processes in place to ensure that shared workstations and equipment are disinfected between use (e.g. disinfectant wipes or spray and wipe, where appropriate).</li> </ul>	Completed	Staff are aware and follow protocol where possible
<a href="#">Cleaning</a>	<ul style="list-style-type: none"> <li>Increased cleaning in line with AHPPC advice</li> <li>Prioritise wiping down frequently touched surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Implemented additional cleaning shift during the day for all high touch surfaces</li> <li>Increased cleaning at special schools, special units and special classes.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with cleaners to provide advice on the specific cleaning needs of the site</li> <li>Maintain cleaning regime for high use toys/equipment and if not possible, remove toys from use</li> </ul>	Completed	We have engaged a cleaning service that moves around the school daily
<a href="#">Hygiene</a>	<ul style="list-style-type: none"> <li>Access to additional hand washing and hygiene products</li> <li>Staff and students are not to attend if unwell, even mildly</li> <li>Practice good hand, cough and sneeze hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Established the Distribution Centre to maintain stock levels for sites where normal suppliers have hygiene product shortages</li> <li>Proactively contacting sites to check on stock levels, and distributing where necessary to maintain supplies</li> <li>Supply of hand sanitiser stations to schools to be located in high visibility / high traffic area</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and maintain hygiene product stock to ensure availability at all times</li> <li>Order and pay for hygiene products from normal supplier however in the event of supplier shortage contact the Department for Education distribution centre</li> <li>Ensure all work areas (i.e. in each classroom and other shared areas) have hand sanitiser and tissues</li> <li>Ensure hand sanitiser is located in central high traffic areas (e.g. entry / exit points)</li> </ul>	Completed	We have provided sanitizers around the school, mainly in staffroom & kitchens and soap dispensers in bathrooms
<a href="#">Employee</a> and <a href="#">student</a> wellbeing	<ul style="list-style-type: none"> <li>Support to be provided to staff and students to assist with their wellbeing during this period.</li> </ul>	<ul style="list-style-type: none"> <li>Provide resources and support including: <ul style="list-style-type: none"> <li>EAP</li> <li>Fact sheets on Anxiety Management and Mental health</li> <li>Mental Health Support line</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provide information on supports available for wellbeing to staff, students and community.</li> <li>Encourage staff to discuss any concerns they may have with their wellbeing or that of their students with the relevant leader/s, student wellbeing leaders or Line Manager</li> <li>Clear regular messaging to be provided to staff and students to remind them that they must stay home if even mildly unwell and get tested if they have COVID-19 symptoms.</li> <li>Staff and students who present as unwell to be sent home.</li> </ul>	Completed	We have a Wellbeing team to assist in monitoring the Wellbeing of both staff & students

Changes to site operations and activities					
<a href="#">Home visits</a>	<ul style="list-style-type: none"> <li>Home visits can be carried out, subject to adequate risk assessments on a case by case basis</li> </ul>	Provided <a href="#">advice on protocols</a> for home visits	<ul style="list-style-type: none"> <li>Provide staff with home visit protocols and discuss expectations</li> <li>Use phone for safety checks if necessary</li> </ul>	Completed	Staff who do home visits have a COVID plan: to ring families prior or access the local communication network to check if anyone is sick or has travelled overseas before visiting.
<a href="#">Site access</a>	<ul style="list-style-type: none"> <li>Record the details of all adults on site (incl. staff, parents, visitors, contractors, volunteers and other departmental visitors) for contact tracing purposes, either by QR code, or hand written log.</li> </ul>	<ul style="list-style-type: none"> <li>Provided <a href="#">QR codes</a> or <a href="#">hand written log</a> for use in the event of contact tracing needing to take place.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all adults on site use the QR code or hand written log on entry to buildings for contact tracing purposes.</li> <li>Maintain visitors register for all other visitors, including basic contact details in the event of contact tracing being required.</li> <li>Communicate with parents/carers about how the site is managing their attendance so they understand and follow safe practices</li> <li>Continue to also use existing guest/visitor log as appropriate, noting that the data submitted through the QR code will not be accessible to the site and can only be accessed for the express purpose of COVID-19 contact tracing.</li> </ul>	Completed	<u>Reception:</u> <a href="#">QR codes &amp; handwritten log</a> <a href="#">Sign in books for contractors</a> <a href="#">Sign in /out book for staff</a> <a href="#">Sign in/out book for visitors</a>
<a href="#">Facilities Hire</a>	<ul style="list-style-type: none"> <li>School gyms, halls, ovals and sports facilities can be hired out to community groups for recreational / community use or hire after school hours</li> </ul>		<ul style="list-style-type: none"> <li>Refer to Community Use of School Facilities instructions</li> <li>Ensure the necessary paper work is submitted prior to approval</li> <li>Facilities hirer/ activity organiser must keep records of those in attendance and understand their COVID Safe Plan or COVID Management Plan obligations.</li> <li>Maintain records of facilities hire for contact tracing purposes – the hirer is responsible for keeping participant information and making it available if required for contact tracing purposes</li> <li>Implement cleaning regime following facilities hire, prior to use by the site</li> </ul>	Completed	All hirees are required to have their own COVID safety plan
<a href="#">School sports</a>	<ul style="list-style-type: none"> <li>Contact competition activities allowed including local site and external competitions.</li> </ul>		<ul style="list-style-type: none"> <li>Provide information to staff and parents regarding physical distancing</li> <li>Site to maintain records of who has participated in team sports (include time, date)</li> </ul>	Completed	QR Code & hand written logs are provided at Interschool events that PLHS manages
<a href="#">Camps and Excursions</a>	<ul style="list-style-type: none"> <li>All intrastate camps and excursions can resume</li> <li>Interstate camps are not currently recommended due to the ongoing volatility of border requirements and transport in current conditions.</li> <li>International travel is not permitted until further notice.</li> </ul>		<ul style="list-style-type: none"> <li>Ensure that all staff are aware of the protocols for school camps and excursions</li> </ul>	Completed	Only local and intrastate camps & excursions are approved.



<p><a href="#">Staff</a> and <a href="#">Student</a> Attendance</p>	<ul style="list-style-type: none"> <li>Maintain daily records of staff and student attendance</li> </ul>		<ul style="list-style-type: none"> <li>Daily student attendance reporting for all schools must continue to be reported by 4pm each day, and weekly for preschools</li> <li>Maintain accurate records of staff attendance each day</li> <li>Ensure staff submit the appropriate application form to cover absences</li> </ul>	<p>Completed</p>	<p>Ongoing activity to update our records on a daily basis.</p>
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