



COVID Safe Plan: St Thomas Aquinas College

Business Name:	St Thomas Aquinas College Ltd
Site Location:	1 Tynong Rd, Tynong VIC 3810
Contact Person:	Fr Andrew Cranshaw
Contact Person Phone:	(03) 5629 2500
Date Prepared:	May 2022

Action to mitigate the introduction and spread of COVID-19

Hygiene & Cleaning Plan

<i>Hand Hygiene</i>	<p>An adequate supply of hand sanitizer, liquid soap, paper towel and disinfectant is supplied throughout the school. Supplies are checked at the start and end of each term.</p> <p>Infrastructure has been established to ensure an ongoing supply of >60% alcohol-based hand sanitizer from multiple sources.</p> <p>Each major building has hand sanitiser just inside the entrance of the building.</p> <p>Disinfectant wipes are available from Reception. Staff are actively encouraged to regularly wipe down commonly touched surfaces with disinfectant wipes between classes.</p> <p>Information has been provided to staff on washing hands and using hand sanitizer before returning to classes. Staff are aware of the need to carefully place all paper towels, wipes and disposable PPE in bins for cleaners to collect.</p> <p>Staff are highly practised in cough, sneeze and handshake etiquette.</p> <p>Communal tea, coffee and sugar facilities have been replaced with single touch sachets.</p>
<i>Operational</i>	Hygiene based risk assessments are developed for all non-classroom activities.
<i>Contract Cleaning</i>	<p>Contract cleaners are fully equipped and trained to perform standard COVID cleaning and COVID deep cleaning if required.</p> <p>Daily and weekly cleaning arrangements include performing a thorough clean of all high traffic building surfaces, photocopiers, computers, fridges and air purifiers using a TGA approved hospital grade disinfectant.</p>



<i>Scheduled Cleaning</i>	Heating/cooling and split system filters are cleaned on a scheduled basis to reduce the risk of airborne transmission.
<i>Staffroom Cleaning</i>	<p>Staff have been instructed to clean items that cannot be immersed in water: (e.g., electrical equipment), with either a 60% or greater alcohol wipe or hand sanitiser and air dry.</p> <p>When washing dishes, staff have been advised to clean items that can be immersed in water to first thoroughly scrub with hot water and soap or detergent then to rinse in hot water (not less than 70°C).</p>
Mask Plan	
<i>Mandated Policies</i>	<p>Staff and students are no longer required to wear a mask outdoors.</p> <p>Information and signage regarding the wearing of masks is disseminated across the school campus.</p> <p>A register of staff and students with lawful exemptions to wearing a masks indoors is maintained by the Deputy Principal.</p>
<i>Staff and Student Welfare</i>	<p>Surgical and N95/P2 masks with filters have been provided to all staff free of charge.</p> <p>Additional masks are available to staff from school Reception by request.</p> <p>Student-sized masks are also available to any student upon request.</p>
Ventilation Plan	
<i>Deployment of Air Purifiers</i>	<p>Several large air purifiers were received from the state government in Term 4 of 2021 and Term 1 of 2022.</p> <p>These units have been deployed strategically across the school campus to higher risk locations including the Library, Staff Rooms, Gymnasium, Music Room, Computer Lab, Learning Support Room and any classroom incapable of cross-ventilation from windows and doors.</p> <p>Additional smaller air purifiers have been purchased for deployment in selected risk areas such as Reception and the school sick bay.</p> <p>The air purifiers contain high-efficiency particulate air (HEPA) filters. HEPA filters can help filter airborne viruses including COVID-19, bacteria, and particulate matter from bushfire or hazard reduction burn smoke. Filters have been scheduled for routine changing every 6-12 months. Additional spare filters have been provided by the State Government.</p>



	<p>Air conditioning and fans are operated in conjunction with an air purifier to encourage airflow.</p> <p>Key staff have received training in the operation and of these units. Instructions for their use and maintenance have been sourced: https://www2.education.vic.gov.au/pal/ventilation-air-purification/guidance/operation-and-placement-air-purifiers-schools</p>
<i>Air Quality Monitoring</i>	<p>Small portable air quality monitoring devices have been purchased. These are used to regularly test air quality e.g., Co2 levels in any school room that does not have an air purifier. Any identified area of concern is immediately closed off and a ventilation strategy is implemented.</p>
<i>Operational planning</i>	<p>Group activities have been rearranged to occur outdoors or in large indoor spaces where possible.</p> <p>Staff are encouraged to open windows and doors to promote cross airflow wherever possible in the absence of an air-purifier.</p>
Vaccination Plan	
<i>Monitoring and implementing the mandated government approach</i>	<p>All staff are now required to have received three doses of a COVID-19 vaccine unless a lawful medical exemption applies.</p> <p>Staff must have received their third dose of a COVID-19 vaccine by 25 February 2022 if they are eligible, or within three months and two weeks of receiving a second dose to continue working in education settings.</p> <p>All staff are required to show evidence of their vaccination status to the Principal. The Principal is not required to keep evidence on file.</p> <p>The Principal will maintain an up-to-date register containing the vaccination status of all staff.</p>
Testing Plan	
<i>Use of Rapid Antigen Test kits (RATs) – Students and Staff</i>	<p>Sufficient supplies of RATs have been received from the State Government. Kits contain five individual tests each. In line with government advice, the school advises families and staff to conduct RAT testing twice a week on Sundays and Wednesdays.</p> <p>In Week One of Term One, the school made available one RAT kit to every student and staff member. This was repeated every two weeks in Term One and was actively promoted as being available to the school community for the rest of the Term. Additional RAT kits have been provided by the State Government in order for the testing regime to continue for the first four weeks of Term 2. Kits continue to be supplied as normal to parents upon request.</p>



	<p>RAT administration instructions were promoted using the school newsletter to direct readers to a government 'How To' video translated into 33 languages.</p> <p>Identical arrangements were implemented for all staff members. All staff who return a positive result from a rapid antigen test are aware of the need to follow the latest government advice.</p>
<i>Reporting of Test Results – Students</i>	<p>Families are obliged to inform the Principal if a positive test is obtained. The affected student is obliged to isolate at home and his or her siblings are required to return five negative RAT results between attendance at school.</p> <p>Additional RATs are distributed to families if, and when, required following a positive test.</p>
<i>Reporting of Test Results – Staff</i>	<p>The required procedure and exemption clauses for those that have tested positive as either social or household contacts have been communicated to all staff.</p> <p>Where a staff member is confirmed as a social contact of a positive case (any contact other than a household contact) they must immediately inform the Principal.</p> <p>Where a staff member is a household contact of a positive case (that is, they have spent more than four hours with someone who has COVID-19 inside a house, accommodation, or care facility) they must also inform the Principal.</p> <p>To be eligible to attend school in these circumstances, school staff will have first notified their principal of their status as a household contact.</p> <p>Staff that receive a positive test result at any time, must also report this through the Department of Health online portal or via the Coronavirus hotline on 1800 675 398.</p>
<i>Staff isolation requirements</i>	<p>Staff who report a positive result will isolate themselves and not attend school during the period as directed by the latest government advice.</p>



	<p>School staff who are asymptomatic close contacts may return to work during the home isolation period, if it is necessary for continuity of operations of the school.</p> <p>School staff who are household contacts returning to the workplace will take the following steps when attending school during their isolation period:</p> <ul style="list-style-type: none"> • Undertake a daily rapid antigen test for five days and return a negative result prior to attending work each day (tests will be provided by the school). • Always wear a mask, including while teaching and in the company of others, except for when eating or drinking. Using a P2/N95 mask, or TGA-approved P2-equivalent mask, is strongly recommended. • Not enter shared break or work areas including staff rooms • When travelling to and from work the staff member will not carpool and should, where possible, avoid public transport • Where possible, work in areas where transmission risk is lower (outside, where possible and safe, or in large, well-ventilated spaces) <p>Other than when attending school, staff will quarantine in accordance with public health requirements.</p> <p>Paid quarantine/isolation leave is available to all staff members if required.</p>
Government Reporting Plan	
<i>Contact tracing</i>	<p>The requirement for contact tracing of each individual exposed person has been removed.</p>



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	In the event of the school having a COVID-19 outbreak, the Principal will complete the approved notification form. This will be forwarded to the Local Public Health Unit who will contact the Principal and offer advice.
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I acknowledge that I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed:	
Name:	Fr Andrew Cranshaw
Date:	May 2022