

LIFE EDUCATION VICTORIA COVID SAFE PLAN

Updated 28 January 2022

School Operations Guides are now available to all Victorian schools for responding to concerns associated with coronavirus (COVID-19).

The roadmap for returning to Early Childhood Services has also been released by the Department of Education and Training.

Life Education Victoria is working within guidelines and responding appropriately to the expectations and requirements that are outlined. It is important to note that all of our staff will abide by each individual school and early childhood service's COVID-19 policies and procedures.

We are committed to the safety and welfare of children, school and early childhood services staff as well as our own staff. We are also committed to implementing thorough precautions and preventions in response to Covid-19.

The services that we provide have consistently been deemed *essential* within some government school guides. Such essential services include:

- Student health and wellbeing services
- Specialist curriculum programs

We provide these experiences in the safety of your school grounds.

THE PURPOSE OF OUR COVID PLAN

This policy has been adopted and agreed in response to the government guidelines when working within education. This policy has and will be regularly updated to reflect changes resulting from government announcements.

The purpose of this Policy is to:

- Outline the measures that we are taking to demonstrate safe and appropriate practices within schools and early childhood services
- Provide direction to schools, early childhood services, staff and communities on how we maintain a consistent and safe environment for all



CONTROLLING RISKS ON SITE

To assist with providing and maintaining safe and healthy operations during COVID-19, the below measures will be implemented;

- All staff will check in using the Government issued QR code
- All staff will be fully vaccinated against Covid19 or have an approved exemption and be willing to show evidence of this upon arrival to the school/early childhood service. This includes all staff to have received their Covid19 booster either by 25 February 2022 or within three months and two weeks of their second vaccine dose.
- All staff will be supplied with Rapid Antigen Tests at the earliest possible time and will be asked to test 1-2 times per week depending on the number of scheduled bookings each week.
- Any staff member demonstrating any cold and flu symptoms will be directed to stay at home
- We are following strict hygiene practices that are in line with the Victorian government guidelines.
- All staff have been briefed and have completed the Infection Control Training - COVID19 as provided by the Department of Health. Schools and early childhood services can request a copy of the certificate if required
- All staff have been supplied with hand sanitiser to use consistently and appropriately throughout their day
- All staff will wear face masks in accordance with government regulations.
- Staff are not required to wear a mask while actively teaching but will if requested to by the school or early childhood service they are attending
- Whilst the Australian government has deemed it not appropriate or practical to apply physical distancing rules within the school environment. Life Education Victoria is dedicated to applying safe distancing practices where practical. Any expectations within the school will be followed and a safe 1.5 distancing rule will be applied between staff
- Our equipment is disinfected between sessions and at the end of the day.
- Life Education Victoria staff will abide by your school or early childhood service policies. Congregation will not occur in areas where it is deemed inappropriate. Access to a staff toilet and a drinking tap must be provided to Life Education Victoria staff
- Life Education Victoria staff work independently. The only exception to this is when staff are in training, team teaching or observing for training and quality purposes. Team teaching will be reviewed on a case by case basis to minimise contact between staff members
- On site Professional Development days have been moved to virtual to minimise contact between staff



ALL STAFF HAVE BEEN PROVIDED WITH

- Disinfectant wipes
- Hand sanitiser
- Tissues
- Disinfectant spray
- Face Masks (surgical)
- Hygiene Posters
- Infection Control Training
- Rapid Antigen Tests

WE ASK THAT YOUR STAFF AND STUDENTS:

- Do not touch Harold
- Do not attend any Life Education Victoria session if you
 - have a confirmed case of COVID-19
 - have close contact with a confirmed case of COVID-19
 - are unwell or have flu like symptoms including: a cough, high temperature, running nose or sore throat
- Use hand sanitiser before attending a Life Education Victoria session
- Cough /sneeze into your elbow or a tissue and immediately throw away
- Ensure that the Life Education Victoria staff have access to a safe working environment

INCIDENT MANAGEMENT

- If any school/early childhood service staff member or student attending our programs tests positive to COVID-19 the school or early childhood service is to immediately inform Life Education Victoria via phone 03 9456 9833 or via email hello@lifeeducation.org.au
- All Life Education Victoria staff members that attended your school/early childhood service will then be notified of the confirmed COVID-19 case and the next steps
- If any Life Education Victoria staff test positive to COVID19 we will contact any school or early childhood service that the staff member has been at within the last 7 days via phone
- Life Education Victoria keep detailed records of where staff have worked each day. This record keeping will enable Life Education Victoria to appropriately and swiftly respond if a positive Covid19 case is confirmed

This policy has and will be updated on a regular basis in accordance with the Department of Health and Department Of Education and Training guidelines.

If you have any questions about this Covid Safe Plan please contact our office on:

- 03 9456 9833
- hello@lifeeducation.org.au

