



## COVID-19 Safety Management Plan (COVIDSafe Plan)

School Details <i>to complete</i>	Details
Name of School	Kairos Community College
Date COVID Safe Plan last reviewed	30/03/2022
Name of health and safety representative (where relevant)	Danielle Twomey
Name of principal or delegate	Tony Andrews

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Kairos Community College campuses, and outlines key health, safety, and wellbeing hazards that schools should plan for. It has strategies and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). This includes implementing the directives of the Queensland Chief Health Officer and the QLD Government Department of Education to reduce transmission risk and to support school staff, students and the school community to be well and COVIDSafe.

This plan covers four key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Work-Related Violence
- Mental Health and Wellbeing
- Working Alone, in isolation or from Home.



Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<p><b>Infectious Disease (Infection Prevention and Control)</b></p>	<p>Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.</p>	<p><b><i>Infection prevention and control</i></b></p> <ul style="list-style-type: none"> <li>• The COVID-19 Response Team will provide information, training, and instruction on health hygiene to staff and students.</li> <li>• From 6pm on 4 March face masks are no longer required to be worn by staff or students at school, or on dedicated school transport. If individual staff or students wish to wear a face mask while at school they are welcome to do so, with the following exception:</li> <li>• From 28 March Staff or students who return to school after having COVID-19 or as a close contact are required to wear a face mask anywhere indoors or outdoors where unable to physically distance for a period of seven days.</li> </ul> <p><b><i>QR codes and record keeping</i></b></p> <ul style="list-style-type: none"> <li>• The <a href="#">QR CODE</a> check in system will remain in place to record all visitors entering buildings on the school site (including contractors, external staff, building and maintenance staff and parents who enter school buildings).</li> <li>• QR code check ins are not required to be used by school staff or students, or by parents who are on site for drop off or pick up, but do not enter school buildings. Schools can use existing mechanisms such as student attendance records and staffing rosters to record this information.</li> <li>• If visitors can't use QR codes, the Visitor sign-in procedures must be followed, including the collection of information: the person's first name and surname, a contact phone number, the date and time the person attended the</li> </ul>	<p><b><i>Infection prevention and control</i></b></p> <ul style="list-style-type: none"> <li>• This new COVID Safety Plan is to be updated on the College website and a notice sent to all parents/carers.</li> <li>• Each Head of Campus is to communicate this new COVID Safety Plan to all staff.</li> <li>• Use teaching strategies and communications resources to remind staff and students to practice good hand hygiene.</li> <li>• Appropriate levels of hygiene products will continue to be available throughout the school and supplies reordered as needed.</li> <li>• Signage is in bathroom and kitchen facilities to encourage good handwashing practices and COVID-safe practices.</li> <li>• Teachers and the Head of Campus will encourage physical distancing including student desk placement, lunch room limits staff room limits and the use of outdoor areas wherever possible.</li> <li>• The risk of transmission is lower with outdoor non-contact sports and where the number of participants is lower. Teachers will take such risks into consideration when planning outdoor activities.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• The schools will ensure there are enough single-use face masks available for staff, students or visitors who do not have their own or to replace masks that get damaged/soiled.</li> <li>• Each campus will regularly review their PPE supplies and ensure adequate supplies remain available in the event of a suspected or confirmed case of COVID-19.</li> </ul>



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		<p>school and the areas within the buildings that the person attended (attendance records for capital works should be managed by the principal contractor). Recording the purpose of the visit should continue to be collected for legal and regulatory obligations.</p> <p><b>Air Purifiers</b></p> <p>Air Purifiers are available and will continue to be utilised in each classroom, staffrooms and occupied indoor space.</p> <p><i>Cleaning and maintenance</i></p> <p>Each school is responsible for cleaning and maintaining their air purifiers.</p> <p><i>Safety and PPE measures:</i></p> <ul style="list-style-type: none"> <li>• It is recommended that cleaning and changing prefilters and HEPA filters is done outdoors, or otherwise in a well-ventilated space. Single-use surgical mask and gloves should be worn, and good hand hygiene performed after cleaning and maintenance.</li> <li>• Surface: schools should clean the surface of the air purifier regularly in line with the manufacturer's guidance. Cleaning contractors should treat the air purifiers in a similar way to other electrical items, which normally includes dusting.</li> <li>• Pre-filter: schools should undertake regular cleaning of the pre-filter located inside the air-purifier in front of the HEPA filter, which is recommended every two weeks, in line with the manufacturer's guidance.</li> </ul>	<p><b>QR codes and record keeping</b></p> <ul style="list-style-type: none"> <li>• Display QR codes prominently around the school site, including at gates, entryways, reception and outside buildings.</li> <li>• Communicate with the school community and any visitors or contractors about QR code check in requirements.</li> <li>• Ensure, so far as is reasonably practicable, that visitors and contractors follow the QR code and visitor sign in requirements.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Windows will be opened whenever possible to enable natural ventilation of indoor spaces where available.</li> <li>• Maximise the use of outdoor learning areas or environments. This may mean taking lessons outside, where possible, and keeping windows and doors open as much as possible.</li> </ul> <p><b>Air Purifiers</b></p> <ul style="list-style-type: none"> <li>• Teachers to ensure they are working daily.</li> <li>• Cleaning outsourced to Cleanstate who have PPE and processes in place.</li> </ul> <p><b>Vaccination requirements for visitors and volunteers performing work in schools</b></p>



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		<ul style="list-style-type: none"> <li>• HEPA filter: the air purifier will alert when the HEPA filters require replacement, approximately every six months. Schools should undertake the filter change when this occurs. Six replacement HEPA filters will be provided to schools which should last more than two years. Instructions for changing filters is provided to schools with each unit in the user manual.</li> <li>• Should a filter require vacuuming, the vacuum cleaner used must be equipped with a HEPA filter.</li> </ul> <p><b>Excursions</b></p> <ul style="list-style-type: none"> <li>• All CARA activities have been amended to include COVID risk assessments and COVID Safe Planning.</li> </ul> <p><b>Vaccination requirements for visitors and volunteers performing work in schools</b></p> <ul style="list-style-type: none"> <li>• Visitors and volunteers performing work on school sites (<b>both inside and outdoors</b>) must be fully vaccinated or have a medical exemption.</li> </ul> <p><b>Required vaccinations for school staff</b></p> <ul style="list-style-type: none"> <li>• The Queensland Chief Health Officer determined that COVID-19 vaccination is mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, and volunteers,</li> </ul>	<ul style="list-style-type: none"> <li>• Record the vaccination information of anyone performing work on the campuses on Visitor Log to then be scanned onto One Drive.</li> </ul> <p><b>Vaccination requirements for parents, carers and other adult visitors not performing work</b></p> <ul style="list-style-type: none"> <li>• Parents are not required to be fully vaccinated to visit a campus.</li> </ul> <p><b>Required vaccinations for school staff</b></p> <ul style="list-style-type: none"> <li>• All school staff must be double vaccinated and have provided evidence of this to the school.</li> <li>• Staff are requested to inform Kairos when they have had their booster shot.</li> </ul>



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		<p>including casual relief teachers, pre-service teachers.</p> <ul style="list-style-type: none"> <li>All staff are fully vaccinated and the school maintains a Staff Vaccination Register in accordance with the Health Directive.</li> <li>Schools must treat health information, including an individual's vaccination status or diagnosed medical condition (such as COVID-19) in accordance with the <a href="#">Schools' Privacy Policy</a>. COVID diagnoses and vaccination statuses are not to be shared or discussed unless the individual (or their parent/carer) provides consent, or unless schools are legally obliged or authorised to do so (for example, when requested by the Department of Health for contact tracing). Staff member who is made aware of a positive case is to inform only the HOC as soon as possible.</li> </ul>	
	<p>Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.</p>	<ul style="list-style-type: none"> <li>COVID Safe routine cleaning arrangements will continue. This involves daily end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces, and the inclusion of some elements that were not cleaned every day prior to the COVID-19 pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning arrangements should be adjusted to each school's requirements</li> <li>Schools should consider the necessity of using shared equipment at this time. Such items may include shared computers, class sets of teaching and learning materials, sporting equipment and musical instruments. If used, Teachers are to instruct all students to wash their hands before and after use and the particular resources should be wiped over with disinfectant before being stored away.</li> <li>Consider adjusting how staff and students interact within the built environment to reduce contact with certain surfaces. For example, a simple measure such as keeping a door open</li> </ul>



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			will reduce the need for multiple people to touch the door handle.
	A suspected case may occur among staff and students		<ul style="list-style-type: none"> <li>• Communicate messages to the school community and staff which promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents / carers and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites.</li> <li>• Stay in contact with affected staff or families remotely to provide wellbeing support.</li> </ul>
	Managing a confirmed case of COVID-19	<ul style="list-style-type: none"> <li>• Establishment of a COVID-19 Response Team for COVID-19 planning and leadership within the Kairos community</li> <li>• When the school is notified of a positive case for either staff or student the <b>COVID Testing - Staff Procedure</b> or the <b>COVID Testing – Student Procedure</b> will be followed. This is accessible in the COVID folder on sharepoint.</li> <li>• Report to Queensland health <a href="https://www.qld.gov.au/rat-positive">https://www.qld.gov.au/rat-positive</a></li> <li>• The phone number for the Sunshine Coast Public Health Unit is 1300 017 190</li> <li>• The Principal will notify the School Board and, in the case of the Caloundra campus, the relevant Scouts contact.</li> </ul>	<ul style="list-style-type: none"> <li>• The COVID-19 Response Team is made up of the Principal, Head of Campus – Deception Bay, Head of Campus – Caloundra and the Business Manager.</li> <li>• Teachers will maintain current and accurate records of student attendance including late arrival and early finish times each day in TASS.</li> <li>• Each Head of Campus and the Principal will maintain current and accurate records all staff attendance on the weekly payroll timesheet.</li> <li>• Stay in contact with affected staff or families remotely to offer wellbeing support. Refer to the Roles &amp; Responsibilities – Managing Student Absence Flowchart in the COVID Folder on sharepoint.</li> </ul>



Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<ul style="list-style-type: none"> <li>All staff and students are to be notified of the requirements if they become symptomatic at school. In this instance the <b>COVID Testing - Staff Procedure</b> or the <b>COVID Testing – Student Procedure</b> will be followed. This is accessible in the COVID folder on sharepoint.</li> </ul>	<ul style="list-style-type: none"> <li>Should the school need to close the <a href="#">ISQ Emergency Closure Notification Process</a> will be followed, as directed by the Principal.</li> </ul>
	Non-Kairos contractors and their staff may need to enter school grounds to carry out work.	<ul style="list-style-type: none"> <li>Refer to vaccination requirements for visitors (including CRTs) and contractors attending school sites.</li> <li>QR code check ins are required to be used by all visitors on school site including contractors, external staff and building and maintenance staff).</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to school grounds must comply with vaccination requirements, and QR code check-ins and practise respiratory etiquette and good hand hygiene.</li> <li>Schools should ensure contractors receive appropriate induction, including in relation to the record keeping requirements and QR code requirements on site.</li> <li>Ensure, so far as is reasonable practicable, that QR Code and sign in requirements are followed by all contractors and visitors attending site (including parents entering a school building), by displaying QR codes prominently and communicating with contractors about the requirements.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<b>Working Alone, in Isolation or from Home*</b>	The home-work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).	<ul style="list-style-type: none"> <li>Refer to Working from Home Form available from HOC.</li> </ul>	<ul style="list-style-type: none"> <li>Enable reasonable access to available school equipment.</li> <li>Proactively plan with staff who have a known pre-existing injury.</li> <li>Establish protocols for regular check-ins with staff.</li> </ul>



Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	<p>Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers.</p>	<ul style="list-style-type: none"> <li>• Encourage staff to regularly stretch and move during the day.</li> <li>• Consult with staff to identify possible adjustments to work/tasks/timetable to reduce static postures and prolonged desk / screen time.</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible, encourage and allow time for keeping active while working from home – i.e. times when staff are encouraged to stand up and stretch, or take a short break from their workstations.</li> <li>• This may include ending meetings five minutes early to stretch and move, starting meetings or lessons with a stretch session, timetabling movement breaks and (where possible) having phone calls instead of virtual meetings to reduce screen time and eye strain.</li> <li>• Proactively plan with staff who have a known pre-existing injury.</li> </ul>
	<p>Exposure to family or gendered violence.</p>	<ul style="list-style-type: none"> <li>• Assist staff in following the <a href="#">advice and support for employees</a> exposed to family violence.</li> </ul>	<ul style="list-style-type: none"> <li>• The COVID Response Team will establish protocols for regular check-ins with staff.</li> </ul>
<p>*To be applied in conjunction with Mental Health and Wellbeing and Work-Related Violence hazard sections below.</p>			



Hazard Type	Hazard Description	Recommended Controls	Action to be taken
Staff/student tests positive	Whilst at school, a staff member or student tests positive after having been a school either that day or the day prior.	<ul style="list-style-type: none"> <li>• Check-in each morning and reminder that if you have COVID19 symptoms you need to stay home and anyone with symptoms will be sent home. <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/symptoms-of-novel-coronavirus-covid-19-comparison">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/symptoms-of-novel-coronavirus-covid-19-comparison</a></li> <li>• Regular cleaning of the site.</li> <li>• Use teaching strategies and communications resources to remind staff and students practice good hand hygiene and respiratory etiquette.</li> <li>• HOC to action on identifying and notifying people potentially exposed to COVID-19.</li> <li>• Report to Queensland health <a href="https://www.qld.gov.au/rat-positive">https://www.qld.gov.au/rat-positive</a></li> <li>• Notify School Board</li> <li>• Action cleaning and disinfection plan when a confirmed case of COVID-19 has been identified.</li> </ul>	<ul style="list-style-type: none"> <li>• In this instance the <b>COVID Testing - Staff Procedure</b> or the <b>COVID Testing – Student Procedure</b> will be followed. This is accessible in the COVID folder on sharepoint. Confidentiality to be maintained by the person finding out that someone has tested positive.</li> <li>• Staff/student can return after 7 days isolation and symptoms are resolved. For seven days after ending isolation or quarantine , staff and students who return to the school after having COVID-19 or as close contacts are required to wear a face mask anywhere indoors or outdoors where unable to physically distance.</li> <li>• Any staff leave taken will be personal leave.</li> <li>• Students who test positive are to be provided with remote learning if student desires and is well enough. YW to contact daily to check in and confirm remote learning for that day.</li> <li>• Work from home options will be explored on a case-by-case basis.</li> </ul>
Staff member or student comes to school with symptoms	A staff member or students comes to Kairos with Covid-19 symptoms including but not limited to, fever, cough, tiredness, lost of taste or smell, sore throat, headache, difficulty breathing	<ul style="list-style-type: none"> <li>• Check-in each morning and reminder that if you have COVID19 symptoms you need to stay home and anyone with symptoms will be sent home.</li> <li>• Regular cleaning of the site.</li> <li>• Use teaching strategies and communications resources to remind staff and students to practice good hand hygiene and respiratory etiquette.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff member will be sent home if a RAT test cannot be taken. RAT test can be provided by HOC only.</li> <li>• Student will be isolated until they are collected by their parent/carer.</li> <li>• If positive refer to above.</li> </ul>



<p>Household member tests positive</p>	<p>A household member tests positive to covid-19.</p>	<ul style="list-style-type: none"> <li>• If a close contact gets a <b>positive</b> rapid antigen test (RAT) they must:             <ul style="list-style-type: none"> <li>○ <a href="#">report their positive RAT result</a> to Queensland Health</li> <li>○ Isolate and follow the <a href="#">first steps if you have COVID-19</a></li> </ul> </li> <li>• PCR tests are not required to confirm a positive rapid antigen test (RAT)</li> </ul> <p><b>Critically essential workers</b></p> <p>A close contact who is a critically essential worker can leave quarantine to go to their workplace provided the critically essential worker and their employer meet the <a href="#">requirements for critically essential workers</a>. Critically essential workers must wear a face mask whilst at work.</p> <p><b>Close contact testing and quarantine duration</b></p> <p>When a person becomes aware that they are a close contact, they have to get tested as soon as possible <b>only</b> if they have COVID-19 symptoms. All close contacts still must get tested on Day 6 of their quarantine period and if they develop COVID-19 symptoms.</p> <p>A close contact's quarantine period is defined as:</p> <ul style="list-style-type: none"> <li>- starting when they are informed or become aware they are a close contact of a diagnosed person</li> <li>- ending after 7 days from the date the diagnosed person took the initial test that returned a positive result and provided the close contact has no symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Any close contacts must notify the HOC or Principal as soon as possible so that Queensland Health can be notified.</li> </ul> <p>For staff:</p> <ul style="list-style-type: none"> <li>• You must isolate.</li> <li>• If you develop symptoms you must stay home from school and have a PCR or RAT test.</li> <li>• If the RAT is negative your symptoms must be resolved before you return to the College.</li> <li>• If the RAT is positive you must quarantine for 7 days and notify QLD Health,</li> <li>• Any leave taken will be taken as personal leave.</li> <li>• You can leave quarantine if you are a critically essential worker, and you have a negative RAT or PCR and have no symptoms. If you then develop symptoms you must get tested and quarantine. Principal must notify government within 3 days of the staff member working. (see below)</li> <li>• <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/confirmed-cases-and-close-contacts/critically-essential-worker-requirements">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/confirmed-cases-and-close-contacts/critically-essential-worker-requirements</a></li> </ul> <p>For students:</p> <ul style="list-style-type: none"> <li>• Students must quarantine for 7 days.</li> <li>• Students can return when they have completed 7 days quarantine and have no symptoms. They are required to wear a face mask for the first seven days of their return.</li> </ul>
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			<ul style="list-style-type: none"> <li>Students will complete remote learning whilst in quarantine, if well enough to do so. YW to do a daily check in.</li> </ul>
Someone you have been in contact with tests positive	Whilst going about your life, you have come into contact with or been to a place where someone is a confirmed Covid-19 case.	<p>You are a close contact if you are a <b>household member</b> or a <b>household-like contact</b> of a diagnosed person:</p> <ul style="list-style-type: none"> <li>A <b>household member</b> is a person who ordinarily resides at the same premises or place of accommodation as the diagnosed person, and who are residing at the premises or place of accommodation at the time the diagnosed person receives their positive COVID-19 test result. You do not have to be related to the diagnosed person to be considered a household member.</li> <li>A <b>household-like contact</b> is a person who has spent more than four hours with the diagnosed person in a house or other place of accommodation, care facility or similar.</li> </ul>	<p>If you develop symptoms stay home from school and quarantine and take a PCR or RAT test.</p> <p>Any leave taken will be taken as personal leave.</p>
50% of staff or students get COVID-19	50% of staff are affected by COVID-19 at any one time and it heavily impacts the operations of the campus	To reduce the risk of spread.	<p>Upon advice from the Public Health Unit and ISQ the Principal will make the decision on whether to move to remote learning. Continuity of learning is paramount. Remote learning will be a last resort and will be for a limited amount of time.</p> <p>This will be the Principals decision and will be communicated to the Kairos community or otherwise directed by Queensland Health.</p> <p>A clean will be undertaken.</p>



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<p style="text-align: center;"><b>Mental Health/ Psychosocial Hazards</b></p>	<p>Leaders managing the anxiety and mental health of others – including students, staff, and members of the school community.</p>	<ul style="list-style-type: none"> <li>• Consult with staff to identify causes/sources of workload challenges and to identify possible adjustments.</li> </ul>	<ul style="list-style-type: none"> <li>• Consult, communicate and check-in regularly with staff on how they are feeling with the current situation and what supports might help. Encourage team leaders to be flexible and supportive about work requirements.</li> <li>• Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</li> <li>• When a transition occurs either to or from remote learning, consider how best to enable staff to respond to the transition and adjust their planning to suit.</li> <li>• Talk with staff about how they can limit screen time and consult with staff about strategies for managing emails.</li> <li>• Encourage staff to take scheduled screen breaks.</li> <li>• Encourage staff to take wellbeing time.</li> <li>• Consider pausing the introduction of any new initiatives or additional professional development activities.</li> <li>• Limit meeting duration and record meetings to enable flexibility in attending.</li> <li>• Allow time for staff to access the relevant information, instruction and training.</li> </ul>
	<p>Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.</p>		
	<p>Balancing non-work-related demands (e.g. caring responsibilities) while delivering a remote learning program.</p>		
	<p>Extended hours and screen-time exposure, due to planning and delivery of remote learning programs.</p>		
	<p>Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.</p>		
	<p>Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment.</p>		
	<p>Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).</p>		



Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.		