

Maronite College of the Holy Family

COVID-19 WHS Plan



Please note this document will require frequent updates given the current changing situation.

Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every three years.

POLICY DATES			
<i>Implemented</i>	27/3/2020	<i>Reviewed</i>	N/A
<i>Next Review Due</i>	AS NEEDED		
POLICY AUTHORISATION			
Sr Irene Boughosn PRINCIPAL			
POLICY DETAILS			
Policy Number: 0074			
Policy Version: 0002			
Reference: Safe Work NSW (March 2020)			

1. INTRODUCTION AND PURPOSE

This document outlines the process workers, visitors, parents and students are to follow when at the College during the Coronavirus (COVID-19) pandemic.

Its purpose is to assist the College to comply with their obligations under the Work Health and Safety Act 2011 in relation to management of the global COVID-19 pandemic and minimise, as far as practicable, risks associated with undertaking work on College premises during this period.

2. SCOPE

This document applies to all workers, visitors and students who have a need to enter College premises. It identifies the roles and responsibilities of all parties.

This document is not exhaustive and does not identify every possible scenario that may arise given the rapidly changing situation.

Therefore, as the situation is evolving this advice is subject to change, the College will monitor the Australian Government – Department of Health and NSW Health websites for the latest information in relation to the spread and clinical management of the disease.

3. WORKER OBLIGATIONS

Workers have obligations under work health and safety laws.

A worker is a person who carries out work in any capacity for a business or employer of ‘person conducting a business undertaking.’ They can be

- an employee
- a trainee, apprentice or work experience student
- a volunteer
- an outworker
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company.

While at work a worker must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business or controller of the workplace.

Workers can also be considered visitors under some circumstances.

4. VISITOR OBLIGATIONS

All visitors to a workplace have work health and safety responsibilities.

Visitors can include:

- customers
- friends and family

- delivery people
- utility workers.

Workers can also be considered visitors under some circumstances.

If you are a visitor, you must ensure you:

- take reasonable care for your own and others health and safety
- comply with any reasonable instructions, policies and procedure given by the College

5. PARENT AND STUDENT OBLIGATIONS

- Communication with parents and students has been ongoing and consistent with information from:
 1. NSW Health <https://www.health.nsw.gov.au>
 2. Department of Health <https://www.health.gov.au/>
 3. World Health Organization <https://www.who.int/ith/en/>
 4. The Australian Government Coronavirus Health Information
- Parents and students must take reasonable care for their own health and safety
- Parents and students must take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedure communicated by the College in regards to school attendance, notification procedures and remote learning.

6. PREVENTION AND PREPAREDNESS

Workers, visitors and students must co-operate with the College in implementing risk control measures and must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others.

5.1 Questionnaire

- i.) Have you recently travelled to an area with known local spread of COVID-19?
- ii) Have you come into close contact (within 2 metres) with someone who has a laboratory confirmed COVID – 19 diagnosis in the past 14 days?
- iii) Do you have a fever 38.0 C or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

Employees

Are to complete the questionnaire (i-iii) before commencement of their day. If you have a target score of less than 100% you will not be permitted to attend work on the premises and must self-quarantine. You are to contact the Principal using the current absentee procedure and seek and follow medical advice.

All other Workers and Visitors

Are to be asked this questionnaire (i-iv) by D block administration staff. They must score a target score of 100% before being admitted to the premises.

They will be asked to go home and self-quarantine and seek and follow medical advice.

Parents and Students

Parents are not to send their children to the College if they:

- Have you recently travelled to an area with known local spread of COVID-19?
- Have you come into close contact (within 2 metres) with someone who has a laboratory confirmed COVID – 19 diagnosis in the past 14 days?
- Have a fever 38.0 C or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

5.2 Posters

The College will display posters promoting regular hand washing, good respiratory hygiene, symptoms to look out for and when to stay home

5.3 Communication

Effective communication strategies will include regular briefings; advice on intranet; phone and email contacts

7. RESPONSE

7.1 Initial Action

- Workers, visitors and students are told to stay at home if they are sick – even if the symptoms are mild
- Any worker, visitors or student with compatible symptoms to those of COVID-19 will be sent home immediately, and advised to call their General Practitioner, call health direct on 1800 022 222 or visit their local Emergency Department
- Maintain social distancing when interacting, cease hand shaking or unnecessary contact.
- Practice frequent hand washing and using alcohol based sanitising gel supplied
- Cover both nose and mouth when coughing and sneezing with tissue or a flexed elbow
- Dispose of tissues immediately, and use alcohol-based hand sanitiser or wash hands after disposing
- Avoid touching faces
- Designated pickup/delivery areas have been set up for quick and minimal interaction.
- Only identified, essential workers/visitors to attend the College
- Organising 'by appointment only' visits. By phone or email is our preferred method of contact, as we are limiting face to face interactions
- After-hours detailed disinfection schedule has been put in place to eliminate the spread of any disease around the premises. This will only be conducted after hours to ensure this process is carried out smoothly away from the presence of any public.
- Work areas to be kept clean and disinfected as often as necessary.
- To address mental health consequences of COVID-19 exposure in the workplace or in the community support for employees is available, upon request through the Employee Assistance Program.

Hand washing

Hands should be washed:

- after going to the toilet
- before and after handling food
- after sneezing, coughing, blowing nose
- after handling rubbish

How to wash your hands properly:

- Use soap and running water
- wet hands thoroughly and lather with soap
- rub hands together for 15 to 20 seconds as you wash them
- pay attention to the backs of hands, wrists, between fingers and under fingernails
- rinse hands well under running water
- dry hands with a single use disposable paper towel or a clean towel.

To minimise chapping (reddening, roughening or cracking of skin) of hands, pat dry rather than rub them. Hot air driers may be used.

Alcohol-based hand sanitisers

Washing hands with soap and water is the best way to reduce the number of microorganisms (germs) on hands and should always be encouraged over the use of alcohol based hand sanitisers in a non-healthcare setting.

When soap and water are not readily available, alcohol based hand sanitisers or rubs are acceptable but only if the hands are not visibly soiled.

How to perform hand hygiene using an alcohol-based hand sanitiser

- squirt enough alcohol-based hand sanitiser into cupped hands to cover all surfaces
- rub hands together for 10 to 15 seconds
- pay attention to the backs of hands, wrists, between fingers and under fingernails
- ensure that hands are rubbed until all surfaces are dry

7.2 Targeted Action

In the case when workers, visitors or students become ill while on College premises:

- For workers and visitor's arrangements will be made for their transport either to a doctor or to their home, preferably not using public transport
- For students, parents or nominated guardians will be contacted to immediately pick up their child. Child will be kept in isolation.
- A record will be kept of who become ill and leave the College and the people they have had close or casual contact with
- the person's workstation, work/learning area and any communal areas they have been in are thoroughly cleaned and disinfected

In the case there is a suspected case of COVID-19 awaiting results

- The worker, visitor, student will be advised to remain self-isolated at home and strictly follow their doctor's advice.
- If NSW Health confirm that the person has COVID-19, the local Public Health Unit will be in contact with close contacts from the workplace, if any, to advise them on what action to take.
- If the person was infectious while at work the College will notify Safe Work NSW and follow instructions.

7.3 Recovery

Will be initiated when NSW Health declare the threat is contained (and are monitoring for any changes continued, eg: a second wave of the outbreak).

The College will

- keep workers, visitors, parents and students informed on the changing risk via current communication methods including but not limited to email, intranet, phone, posters, website

- systematically begin the stand down of control measures being used
- use effective workplace communication strategies to consult with all College stakeholders to evaluate the College’ overall response to the outbreak and/or pandemic, so the lessons learned can be applied to any future outbreak
- ensure access to work-based counselling and support services is continued

COVID-19 Audit Checklist for External Contactors

Instructions – Use this checklist to verify any contractors that need to attend site during the Coronavirus Pandemic.

NOTE – Only Contractors performing critical work are permitted to enter site during the course of the Pandemic. Examples of what critical work may entail: plumbing; work on IT and communications infrastructure; and any other functions essential to operations of the site.

Contractor Name(s): _____

Nature of Work to be performed: _____

Date(s) work planned: _____

	Yes	no
COVID19 RISK CONTROLS		
Does the task require the contractor to work within 2m of other persons?		
How many hours should the work require?		
Does the contractor have access to PPE: - Face Mask - Gloves		
Does the contractor have access to adequate hand washing facilities and / or hand sanitiser?		
Has the contractor been in close contact with a confirmed or suspected case?		
Has the contractor travelled overseas or interstate within the last 30 days?		
Is the contractor currently experiencing symptoms of cold / flu?		

Is the contractor approved to perform the above work on the specified dates? _____

If no, do not allow contractor on site and arrange to re-schedule work.

Approver’s Name: _____ Approver’s Position _____

Approver’s Signature: _____

Date: _____

Please attach this form to the Contractor’s File, which should contain routinely collected health and safety information:

- Evidence of Induction to the site, including sign-in
- Insurances: public liability, workers compensation, professional indemnity (where relevant)
- Licences / training certificates (where relevant)
- Safe Work Method Statement and / Risk Assessment
- Chemical Safety Data Sheets (where relevant)

For more information and latest updates on COVID19 visit:

www.ccinsurance.org.au

<https://www.australia.gov.au/>

