CORONAVIRUS (COVID-19) RISK ASSESSMENT AND MITIGATION PLANNING TEMPLATE FOR SCHOOL BOARDING PREMISES AND MEDIUM TERM RESIDENTIAL PROGRAMS

COVIDSafe Summer restrictions are in place across Victoria from 11:59pm on Sunday 6 December 2020. Please regularly check the government website for changes to restrictions and updated advice.

The challenges posed by the coronavirus (COVID-19) pandemic for the Victorian education community are unprecedented. Thank you to the operators of school boarding premises and medium term residential programs (MTRPs) for your ongoing commitment to slowing the spread of coronavirus (COVID-19) and for supporting students and staff through this time.

COVIDSafe Summer restrictions are in place across Victoria and to support you throughout this period, the Department of Education and Training (the Department) has issued updated advice on managing the risk of coronavirus (COVID-19) transmission in school boarding premises and MTRPs.

In addition to having a COVIDSafe Plan, school boarding premises and MTRPs must regularly undertake risk assessments and update mitigation plans to align with current public health advice and coronavirus (COVID-19) restrictions.

Who should use this document

All Victorian school boarding premises and MTRPs are required to undertake a coronavirus (COVID-19) transmission and infection risk assessment for their facility. We encourage you to use this document as a guide.

Purpose of this document

This document is to support school boarding premises and MTRPs to:

- undertake a coronavirus (COVID-19) risk assessment

- develop appropriate risk mitigation strategies and processes

- develop individual action plans for each student and staff member attending a school boarding premises

- plan for and manage potential coronavirus (COVID-19) outbreak scenarios, including actions to take if a premises needs to temporarily, partially or completely close.

This document should be read in conjunction with:

- Managing the risk of coronavirus (COVID-19) transmission in school boarding premises and medium term residential programs
- Health and safety advice for on-site schooling in the context of coronavirus (COVID-19).

Your facility must also comply with child safety obligations and any relevant regulatory requirements, including those for international students.

As school boarding premises and MTRPs are workplaces, they must also have a COVIDSafe Plan. More information and resources to help staff stay physically and mentally well in the workplace can be found at COVIDSafe workplaces.

Consult and share your plans

You must consult your staff, including through discussions with Health and Safety Representatives (HSRs) and Occupational Health and Safety (OHS) committees (if applicable), in developing mitigation strategies and your COVIDSafe Plan.

Once you have completed your plans, share them with your staff and HSRs to ensure they are aware of the guidance and measures it sets out.

Section A: Risk identification and minimisation plan

The template below will help you identify and implement strategies to slow the spread of coronavirus (COVID-19). We recognise each school boarding premises and MTRP will face different issues and challenges. You should consider and implement actions that are appropriate for your facility.

Risk management strategy	Example actions (Refer to **Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises and medium term residential programs** for further advice)	Action(s) currently being implemented (list implemented actions and consider any need for further actions)	Action(s) to be implemented (consider and decide on actions to be implemented)	By when?	Lead person (including contact details)
Transmission reduction strategies for students	• Pursue a variety of strategies to support physical distancing among all students and staff. • Adhere to face masks requirements for students. • Consider holding activities outside and encourage students to eat outside, weather permitting.				
Transmission reduction strategies for staff	• Reinforce physical distancing between adults. • Adhere to face masks requirements for staff. • Apply density limits in staff areas, for example staff lunchrooms, and any areas accessed by visitors. • Deliver education and training for staff on the appropriate use of personal protective equipment (PPE) when managing someone displaying symptoms of coronavirus (COVID-19), where relevant. • Hold meetings outside and encourage staff to eat outside, weather permitting.				

Risk management strategy	Example actions (Refer to Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises and medium term residential programs for further advice)	Action(s) currently being implemented (list implemented actions and consider any need for further actions)	Action(s) to be implemented (consider and decide on actions to be implemented)	By when?	Lead person (including contact details)
Facility management	• Conduct regular environmental cleaning of facilities. • Ensure the provision of adequate hygiene facilities and supplies, including soap, running water and hand sanitiser. • Improve ventilation. Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling. Door jams should be used to keep air circulating and avoid the need to close and open doors (with the exception of doors to bedrooms and bathrooms). • Keep a record of visitors and contractors to the facility (as well as keeping records of all students and staff). • Implement appropriate infection prevention and control at facility health clinics/infirmaries, including appropriate use and supply of PPE and social distancing requirements.				

Section B: Planning to respond

Building on the risk identification and minimisation planning above, you must develop and document planned strategies to respond to scenarios such as single or multiple cases and/or close contacts being identified amongst students and staff. You should also conduct scenario planning for a temporary partial or full closure of the facility. If a confirmed case of coronavirus (COVID-19) occurs in the premises, you should contact the coronavirus (COVID-19) phone line on 1800 338 663 to seek advice on next steps.

Response strategy	Considerations for inclusion	By when?	Lead person	Is action completed? (Y/N)
Development of individual action plans for students and staff	• Details on the information that must be included in individual action plans for students and staff are available in advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises and MTRPs. • Consult with students' families regarding the development of individual action plans for students.			
Scenario planning for single and multiple confirmed cases and/or close contacts, where the school boarding premises or MTRP remains open	• Implement individual action plans for affected students and staff members. • Actions to protect the health and wellbeing of other students and staff within the school boarding premises or MTRP. • Communications plan for students, staff, parents and visitors.			
Scenario planning for single and multiple confirmed cases and/or close contacts, where the school boarding premises or MTRP needs to temporarily close	• Implement individual action plans for affected students and staff members. • Actions to protect the health and wellbeing of other students and staff within the school boarding premises or MTRP. • Communications plan.			

Further resources

The following resources may assist school boarding premises to understand and meet the requirements detailed in this document:

- COVIDSafe Summer

Department of Education and Training resources

- Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises
- Health and safety advice for schools in the context of coronavirus
- Operating guidelines for schools
- PPE guidance for schools
- Face masks guidance for schools
- Advice for schools and families on medical vulnerability during the coronavirus (COVID-19) pandemic

Other key Victorian Government resources

- Coronavirus advice
- Health and safety advice for all Victorian schools
- Coronavirus (COVID-19) confirmed case: What you need to know
- Coronavirus (COVID-19) suspected case: What you need to know
- Coronavirus (COVID-19) close contact: What you need to know
- How to clean and disinfect after a COVID-19 case in non-healthcare settings
- Face masks guidance
- Venue density guidance
- Stay Safe Directions, Workplace Directions and Restricted Activity Directions
- Translated resources

COVIDSafe Plan resources

- DHHS advice on 'Business and Industry – restrictions by industry'
- COVIDSafe Plans