**coronavirus (COVID-19) risk assessment and mitigation planning template for school boarding premises and medium term residential programs**

The Victorian Government has eased restrictions in metropolitan Melbourne and regional Victoria during the Third Step of the roadmap for reopening. Restrictions in metropolitan Melbourne and regional Victoria are now the same and the boundary between metropolitan Melbourne and regional Victoria has been removed.

All Victorian schools have now returned to on-site schooling, and students across all year levels are permitted to attend their school boarding premises.

Additionally, due to the removal of the boundary between metropolitan Melbourne and regional Victoria, schools are now permitted to operate Medium Term Residential Programs (MTRPs) state-wide for one school at a time. This includes residential programs on campuses in regional Victoria that are operated by schools located in metropolitan Melbourne.

The Department of Education and Training (the Department) has issued updated [Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx) and medium term residential programs to support school boarding premises and MTRPs throughout Term 4.

School boarding premises and MTRPs must undertake and continue to review a coronavirus (COVID-19) risk assessment and mitigation planning process, specific to your facility, students and staff.

It is recommended that you update your risk assessment and mitigation planning in line with changes to the Department’s guidance regarding school boarding premises and MTRPs, in addition to any changes to the Stay Safe Directions, Restricted Activity Directions, Workplace Directions and other relevant legislation and public health advice as they become available.

Please implement all actions arising from reviews and updates.

**Purpose of this document**

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

* undertake a 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 outbreak scenarios, including through identifying actions to be undertaken if a premises needs to temporarily, partially or completely close.

This document should be read in conjunction with [Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx) and medium term residential programs as well as the Department of Education and Training’s [Health and safety advice for on-site schooling in the context of coronavirus (COVID-19)](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx). 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 are also required to complete a [COVIDSafe Plan](https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/covid-safe-plan). COVIDSafe Plans are intended to help workplaces protect their staff, customers and visitors and to prevent and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace. The requirement for your premises to complete a risk assessment is in addition to the requirement for COVIDSafe Plans.

More information on COVIDSafe Plans can be found on the [Business Victoria website](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace).

**Who should use this document**

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

**Consult and share your plans**

You must consult with your staff, including through discussions with Health and Safety Representatives (HSR) and Occupational Health and Safety (OHS) committees (if applicable) on the measures proposed in this plan.

Once you have completed the plan, share it with all your staff and HSR(s) to ensure they are aware of the guidance and measures it sets out.

**Section A: Risk identification and minimisation plan**

The below table is a template that you can use to help identify and implement strategies to limit the risk of coronavirus (COVID-19) transmission. We recognise that each school boarding premises and MTRP is different and will face different issues and challenges in managing the risk of coronavirus (COVID-19). You should consider and implement actions that are appropriate to your specific setting.

Detailed advice on transmission reduction strategies is available at [Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx) and medium term residential programs.

| Risk management strategy | Example actions  (Refer to [Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx) 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 | * Establish appropriate processes to assess that students are well and not symptomatic. * Revise sleeping arrangements. * Pursue a variety of strategies to support physical distancing among all students and staff. * Reduce mixing between different cohorts of students in the facility. Staggered recess and lunch breaks can help facilitate this. * Consider holding activities outside and encourage students to eat outside, weather permitting. |  |  |  |  |
| Transmission reduction strategies for staff | * Reinforce physical distancing between adults. * Apply [density restrictions](https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19) in staff areas, for example staff lunchrooms, and any areas accessed by visitors. * Ensure staff are complying with the Victorian Chief Health Officer’s directions regarding face mask wearing. * 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. * Where staff reside at school boarding premises and MTRPs, review sleeping arrangements and access to bathrooms and toilets. * Hold meetings outside and encourage staff to eat outside, weather permitting. |  |  |  |  |
| Facility management | * Conduct routine enhanced 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). * Limit and 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, should that be required. 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](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx) and medium term residential programs. * 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:

* [Roadmap to reopening Victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-roadmaps)

**Department of Education and Training resources**

* [Advice for schools in managing the risk of coronavirus (COVID-19) transmission in school boarding premises](https://www.education.vic.gov.au/school/Pages/school-boarding-covid-19.aspx)
* [Health and safety advice for schools](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx)
* [Term 4 School operations guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx?#/app/content/3336/)
* [PPE guidance for schools](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/Guidance-for-the-use-of-PPE-in-education-settings.docx&action=default)
* [Face masks guidance for schools](https://www.education.vic.gov.au/school/Pages/face-coverings-schools.aspx)
* [Term 4 School operations guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx?#/app/content/3336/)

**Department of Health and Human Services resources**

* [Coronavirus disease (COVID-19) confirmed case: What you need to know](http://www.dhhs.vic.gov.au/novel-coronavirus-confirmed-case-what-you-need-know)
* [Coronavirus disease (COVID-19) suspected case: What you need to know](https://www.dhhs.vic.gov.au/novel-coronavirus-suspected-case-what-you-need-know)
* [Coronavirus disease (COVID-19) close contact: What you need to know](https://www.dhhs.vic.gov.au/novel-coronavirus-close-contact-what-you-need-know)
* [How to clean and disinfect after a COVID-19 case in non-healthcare settings](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-after-covid-19-case-non-healthcare-setting-doc)
* [Coronavirus advice](https://www.dhhs.vic.gov.au/coronavirus)
* [Face masks guidance](https://www.dhhs.vic.gov.au/face-coverings-covid-19)
* [Venue density guidance](https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19)
* Stay Safe Directions, [Workplace Directions and Restricted Activity Directions](https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19)
* [Translated resources](https://www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19)

**COVIDSafe Plan resources**

* [DHHS advice on ‘Business and Industry – restrictions by industry’](https://www.dhhs.vic.gov.au/business-industry-restrictions-by-industry-covid-19#directions-issued-by-victorias-chief-health-officer)
* [COVIDSafe Plans](https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/covid-safe-plan)
* Creating a COVIDSafe workplace