



Taiwanese School of Melbourne COVID Safe Plan

Taiwanese School COVID Safe Principles

Our school returning to on-site provision operates in accordance with the Department of Health and Human Services (DHHS) advice. Further information is available on the [Health and safety advice for all Victorian schools](#) website.

Reinforce COVIDSafe behaviours	Create COVIDSafe spaces	Promote COVIDSafe activities	Respond to coronavirus (COVID-19) risk
<ul style="list-style-type: none"> • Stay home when unwell • Practise good hygiene • Ensure physical distancing (1.5m) • Wear a face mask when 1.5m social distancing cannot be maintained (students 12 years and older in secondary school, and staff. Staff are not required to wear face masks while teaching, but can if they wish to do so) 	<ul style="list-style-type: none"> • Make hand hygiene easy • Keep surfaces clean and implement enhanced environmental cleaning and disinfection • Promote outdoor air ventilation and do not have air conditioners on recirculate 	<ul style="list-style-type: none"> • Move activities outdoors where possible, weather permitting • Adapt, modify or defer higher-risk activities 	<ul style="list-style-type: none"> • Keep records and act quickly if someone becomes unwell • Use personal protective equipment • Clean and disinfect appropriately if a staff member or student has been unwell at school • Manage individual risk

Health and Safety Measures

Health and safety measure	Requirement
Cleaning	<ul style="list-style-type: none"> • Frequent and regular cleaning and disinfectant of shared spaces, including high touch communal items such as door handles, desks and toilets. We will follow this procedure before the school commences and at the conclusion of the school
Shared equipment	<ul style="list-style-type: none"> • The use of shared equipment should be avoided where possible. Where this cannot be avoided, cleaning and disinfection should occur between use.

Keeping records	<ul style="list-style-type: none"> • Maintain records of people that visit our educational premises for more than 15 minutes. This includes records of student, staff and visitor attendance.
Physical distancing	<ul style="list-style-type: none"> • Physical distancing between students should be maintained <u>where possible</u>. The Density Quotient (DQ) of one person per 4m² does not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas. The DQ applies to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Our School will ensure that staff are familiar with the safe and appropriate use of PPE (see <u>attached</u> PPE Guidance).

<p>Face masks</p>	<ul style="list-style-type: none"> • Our School will observe strict use of face masks as per current requirements. • All staff must wear face masks indoors at school, and when travelling to and from school on public transport. Teachers are not required to wear face masks while teaching, but those who wish to do so, can. • Secondary school students aged 12 years and over must carrying a face mask at all time while in school. Students are required to wear masks when 1.5m social distancing cannot be maintained (except during the class). Students in Prep to Year 6 are not required to wear face masks. • Some students and staff are exempt from these requirements. The same face mask exemptions apply in schools as when people are out in the community. • All visitors are required to wear face masks while visiting on site
<p>Personal hygiene products</p>	<ul style="list-style-type: none"> • Our school will procure some personal hygiene products (such as hand sanitiser). Our school will actively monitor cleaning and hygiene supplies, and reorder in advance of needing access to additional materials.
<p>Hand hygiene</p>	<ul style="list-style-type: none"> • All staff, students and visitors to our school are required to undertake regular hand hygiene (before, after classes and any time deemed necessary).
<p>Provision of routine first aid</p>	<ul style="list-style-type: none"> • Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control. • Standard precautions are advised when coming into contact with someone for the purpose of providing routine care and/or assistance (for example, toileting). • Standard precautions as per the Department's Infectious Diseases policy and related policies should be adopted when providing first aid. For example, use gloves and an apron when dealing with blood or body fluids/substances. • Always wash hands with soap and water or use a hand sanitiser before and after performing routine care or first aid.
<p>Managing an unwell student or staff member</p>	<ul style="list-style-type: none"> • Any staff member or student who becomes unwell while at school should get tested and returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19), these are steps our school will take while a student awaits collection by a parent or carer as a precaution. <ul style="list-style-type: none"> • Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision and students should be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised. • Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's PPE Guidance for the use of PPE in education. • In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear a surgical face mask, gloves, gown and eye protection. See the Department's PPE Guidance for the use of PPE in education. • Face masks should not be used in situations where an individual is unable to safely or practically tolerate a face mask (for

	<p>example, a child with complex medical needs including existing respiratory needs.</p> <ul style="list-style-type: none"> • Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19). • If a staff member is unsure whether a student is unwell it is advisable in the first instance to contact the parent or carer to discuss any concerns about the health status of the student, and taking a precautionary approach, request the parent or carer to collect their child if concerns remain. • Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. • Where staff or students have been tested, they must isolate until they receive their test result. • Staff and students are generally not required to present a medical certificate stating they are fit to return to an education setting after a period of illness, however staff and students should not return until symptoms resolve. Staff continue to be required to present a medical certificate in accordance with personal leave policy for periods of absence on personal leave. • Follow cleaning guidance according to the situation of the case. If a student spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.
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Managing a suspected or confirmed case of coronavirus (COVID-19)	<ul style="list-style-type: none"> • Our school will follow DHHS advice in relation to managing a suspected or confirmed case of coronavirus (COVID-19). • If our school becomes aware of a case or potential case, we will report directly to DHHS as soon as possible.
At risk cohorts (staff and students)	<ul style="list-style-type: none"> • Staff members caring for someone who is medically vulnerable should seek advice from that person's treating medical practitioner in relation to on-site attendance and individual risk. • It is recommended that parents and carers of students with complex medical needs seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable.
Staff meetings	<ul style="list-style-type: none"> • Our school will maintain physical distancing and density quotients, as per the "physical distancing" section.
Visitors to school site (e.g. parents)	<ul style="list-style-type: none"> • Visitor numbers must be in line with public gathering limits. • Strict attendance register will be maintained for all visitors on site, see 'keeping records' section. • Visitors to school grounds must comply with physical distancing and face mask advice set out in this document, and practise good hand hygiene.
Large gatherings (e.g. awards ceremonies, assemblies)	<ul style="list-style-type: none"> • Face-to-face year level gatherings can occur for students and staff. • Overall gathering numbers must align with public gathering limits and should be hosted outdoors where viable.
Sharing food (e.g. celebration cakes)	<ul style="list-style-type: none"> • The sharing of food is permitted, but not recommended.
Aerosol generating	<ul style="list-style-type: none"> • Singing brings the risk of potential spread of aerosols and droplets.

activities (e.g. singing)

- Our school will observe the indoor cap of five people for singing activities.
- As our school may use singing as part of our language program, it is recommended that it be conducted outdoors.

This plan is prepared on 25 January 2021. Please note that content is subject to change based on the latest advice from the Department of Health and Human Services and the Department of Education and Training