



COVIDSAFE PLAN STATEMENT:

Fibre Arts Australia maintains a COVID Safe workplace and manage suspected or confirmed cases of coronavirus (COVID-19).

In successfully implementing this Plan, FIBRE ARTS understands that a whole event approach by staff, students is required.

FIBRE ARTS is also mindful of the impact that the COVID-19 pandemic has had on the community including each individual's mental health and wellbeing.

In implementing this plan, FIBRE ARTS will continue to be mindful of each individual's physical and mental wellbeing and strive to provide a safe and supportive environment for its community.

DETAIL:

Definitions

COVID-19 (Coronavirus) – is an illness caused by a virus that affects the respiratory system. Symptoms include but are not limited to fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

Social Distancing – includes ways to stop or slow the spread of infectious diseases. It means less close contact between individuals.

Staff – includes FIBRE ARTS team and tutors

PPE – means Personal Protective Equipment.

Reasonably practicable – means that which is reasonably able to be done in relation to ensuring health and safety, considering, and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned;
- The degree of harm that might result from the hazard or the risk;
- What the person concerned knows, or ought to reasonably know, about:
 - The hazard or the risk; and
 - Ways of eliminating or minimising the risk;
 - The availability and suitability of ways to eliminate or minimise the risk; and
 - After assessing the extent of the risk and the available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

COVIDSafe Plan

Part 1 – General Hygiene and Health

1. It is critical that anyone who is unwell should not attend any of the FIBRE ARTS events.

2. All members of FIBRE ARTS community are expected to practice good hand and sneeze/cough hygiene, this includes but is not limited to the following:

2.1 Washing their hands **or using hand sanitiser** frequently in accordance with the recommendations of the World Health Organisation (please refer to Annexure 1) with soap and water, before and after eating, after going to the toilet and at reasonable intervals.

2.2 Cover their cough and sneeze with a tissue or use their elbow, dispose of tissues, and use alcohol-based sanitiser when moving between buildings

2.3 Not touching their face.

3. FIBRE ARTS will promote the following strategies

3.1 return home if you become unwell and RAT test positive.

3.2 no refund of monies paid will be given due to expenses already incurred by FIBRE ARTS.

3.3 Keep your distance - 1.5 metres apart where reasonably practicable;

3.4 Wash or sanitise your hands when entering and leaving every building;

3.5 Cover your cough or sneeze;

3.6 Wear your face masks;

3.7 Keep left and keep moving; and

3.8 Be kind.

Part 2 – Attending campus

1. Prior to entering any building all individuals are required to sanitise their hands via the automated dispensers on the outside or just inside each buildings. Bathrooms and sanitising stations throughout the School also contain diagrams from the World Health Organisation demonstrating the recommended procedure for all individuals to wash hands and sanitise hands.

2. All individuals must sign in when they arrive at campus through the FIBRE ARTS sign in located at the HEYHOE accommodation building.

3. **It is the responsibility of the supervisor or visitor contact to ensure the visitor adheres to all requirements.**

4. All visitors are required to adhere to Government requirements and risk mitigation strategies that FIBRE ARTS has in place.

5. All individuals are requested to monitor their own temperatures and health.

Part 3 – Testing

1. FIBRE ARTS will provide Rapid Antigen Tests during the week for those that are feeling unwell

2. FIBRE ARTS will inform family of a positive case.

3. Any positive results and close contacts must be reported to the COVID-19 Information Hot line. Students are responsible for reporting their positive test to the Department and notifying any social or workplace contacts in line with Government requirements.

4. FIBRE ARTS will notify relevant individuals, as required by the Department, that there has been a positive case

5. FIBRE ARTS will notify relevant individuals, as required by the Department, that there has been a positive case in the community and that they should monitor for symptoms.

Part 4- Students

1. In line with the Victorian Government COVID-19 safe plan to ensure every possible effort is made to ensure staff and students are safe to attend onsite learning

2. A student who reports a positive result must depart the school as soon as possible to return to their home.

3. A student who is deemed a close contact must follow the Department's advice and ensure high compliance of risk mitigation strategies, including mask compliance whilst onsite and undertaking RAT tests prior to returning home for 5 days.

4. All students will be encouraged to maintain physical distancing as far as reasonably practical.

5. All students will be required to wash or sanitise their hands upon arrival and throughout the day, particularly when entering and exiting common areas.

6. All students will be required to follow Government requirements regarding the use of face masks and asked to bring a spare mask with them. Face masks compliance will be managed in accordance with government guidelines

Part 5 – Staff

1. All staff are required to work onsite in line with the Victorian Government's guidelines for Schools

2. All FIBRE ARTS staff will be briefed by GLENYS MANN at the start of each day regarding the risk mitigation strategies in place.
3. FIBRE ARTS requires all staff, to be proactive in maintaining a sensible physical distance of at least 1.5 metres from any other individual at all times.
4. The Victorian Chief Health Officer has **previously** determined that the COVID-19 booster vaccination is mandatory for staff who work in Schools. FIBRE ARTS staff are required to adhere to this direction but it is not mandatory.
5. FIBRE ARTS requests that staff and students adhere to displayed area limit signs in shared spaces and are especially aware of physical distancing in common areas such as staff rooms and respect each staff member's personal space and workspace.
6. All staff are required to use hand sanitiser upon entry and exit to all common areas.
7. As far as reasonably practical, staff will endeavour to ensure there are no queue lines. Should this occur, physical distancing will be encouraged
8. Although face to face meetings and professional development is permitted, all persons are encouraged to eliminate groups of individuals using the kitchen and staff rooms at the same time.
9. Paper towel is **recommended** to be used in common areas rather than tea towels.
10. FIBRE ARTS will closely monitor all Government recommendations.
11. Any FIBRE ARTS member who presents with any symptoms suspicious of COVID-19, tests POSITIVE or other respiratory infection is required to leave to return home immediately.
12. A FIBRE ARTS member who is deemed a close contact must follow the Department's advice and ensure high compliance of risk mitigation strategies, including mask compliance whilst onsite and undertaking RAT tests prior to attending campus for 5 days.
13. Any FIBRE ARTS member with any symptoms suspicious of COVID-19 or other respiratory infection is required to present for testing and/or follow Victorian Government Guidelines.
14. All FIBRE ARTS members must follow any recommendations or requirements of the Australian Government Department of Health whilst on campus. This includes the use of face masks where applicable. FIBRE ARTS members will provide their own mask
15. FIBRE ARTS members will be required to read and understand this policy and be advised of any material changes.

Part 6 – Cleaning

1. Should an outbreak occur, where appropriate, a deep clean will be organised as soon as circumstances permit.
2. Disinfectant Wipes and spray bottles will be made available in community areas or high touch services, which staff will be encouraged to use when leaving any space.
3. Specialty areas, such as Art and Science, may require the students and/or staff to clean surfaces and/or equipment before and after use.
4. Cleaning logs of shared spaces will be required to be completed by cleaning staff.

Part 7 – Buildings and Grounds

1. As far as reasonably practical, the amount of fresh air and ventilation will be increased.
2. Common areas will be clearly labelled to provide an estimate of the maximum number of individuals are allowed in each space.
3. As far as is reasonably practical, visual reminders will be displayed in buildings to remind staff and students of physical distancing.
4. Clean Perspex screens will be installed in designated spaces for additional protection.
5. To limit access to the campus, at designated times, perimeter gates not used as entry for staff and students will be locked. **Staff and students will be able to use their security passes to enter.**

Part 8 –Other Visitors to the School

1. visitors are permitted onsite however must adhere to the following:
 - 1.1. Upon entry GLENYS MANN must be contacted before being checked in to the School.
 - 1.2. If they are going indoors they **may be** required to show evidence that they have received two doses of COVID-19 vaccine or hold a valid medical exemption **based on the School's risk assessment for that area**;
 - 1.3. Be met by a designated staff member who will be responsible for ensuring the visitor is aware of the requirements once they are onsite.

Part 9 – General

1. All positive case notifications will be dealt with in line with the Victorian Governments classification of contacts. Advice and guidance will be sought from the Grampians Public Health Unit as required by FIBRE ARTS.
2. If a member of the FIBRE ARTS Community is a positive case or a close contact, they are required to report this information to GLENYS MANN.
3. FIBRE ARTS must notify the FIBRE ARTS Community through a daily notification when a student or staff member has returned a positive COVID-19 test result and had attended campus. The notification will include the following:
 - 3.1. Dates of attendance;
 - 3.2. Affected group/ class/ cohort/ year levels (as applicable); and
 - 3.3. Any relevant extracurricular activities.It is the discretion of FIBRE ARTS as to whether this notification is provided to an affected group/ cohort/ year level or the whole school.
4. Should a member of FIBRE ARTS community require further information than what is outlined on the Victorian governments COVID Information Page then they are encouraged to email for assistance.
5. FIBRE ARTS has a primary duty of care to ensure as far as is reasonably practical, the health and safety of its staff and students. This duty of care includes the following:
 - 5.1. Eliminating risk to health and safety, so far as is reasonably practical; and
 - 5.2. If it is not reasonably practical to eliminate risks to health and safety, to minimise those risks as is reasonably practical.
 - 5.3. FIBRE ARTS will continue to adhere to Federal and State Government recommendations in order to adhere to this.
6. FIBRE ARTS will continue to encourage staff to use open communication and communicate key messages with the FIBRE ARTS community, on an ongoing basis as further advice and recommendations are received.
7. FIBRE ARTS will continue its support and wellbeing program for staff and students to ensure members of the FIBRE ARTS community receive counselling and other pastoral support during these challenging times.
8. All deliveries are required to be left in the **Centennial building Reception area** and be contactless where possible.
9. FIBRE ARTS acknowledges that this Plan does not remove its requirements to fulfill its obligations under the Occupational Health and Safety Act 2004.

Part 10 – Review

1. This Plan will be reviewed on a monthly basis or when circumstances change.
2. Given the unprecedented and evolving nature of the pandemic and its impact on the FIBRE ARTS community and given that government advice and restrictions are changing frequently the School will review the control measures on a regular basis to ensure that they are working as planned.

FIBRE ARTS SUMMARY

Face masks indoors **Recommended** For all staff **and students YES**

For anyone who is a close contact or on School Face masks outdoors **Recommended**
when physical distancing cannot be Maintained For all staff **YES**
For anyone who is a close contact Working across multiple sites **YES**
Minimise cohort mixing: Stagger breaks and arrival and departure times **Recommended**
The school will take steps to minimise wherever possible Deep Cleaning **NO**
Only **as assessed by the Outbreak Management Team**
Community use of school facilities **YES**
With recommended precautions including adding cleaning practices and defined areas of use.
External Hire of school facilities **YES**
With no mixing, recommended precautions including adding cleaning practices and defined areas of use.
Visitors to schools **YES**
Yes, with required risk mitigation strategies in place
Health, wellbeing, inclusion visits **YES**
Outdoors where possible and appropriate **risk mitigation strategies in place**
Following recommended health advice. Professional development and staff meetings (face to face) **YES**

FIBRE ARTS AUSTRALIA
ABN: 22945 159 488

GLENYS MANN CEO
505 REDHILL RD
CALLIGNEE 3844
VICTORIA

E: mail@fibrearts.net.au
W: www.fibrearts.net.au
M: 0417 446287