



INFORMATION:

Business Name: BGS Educational Services Ltd

Trading Name: BGS Educational Services

ABN/ACN: 85 085 415 452

QR Code/s for this site: Not Applicable- Ballarat Grammar Passtab (as required for security and Child Safe Standards)

Contact Person: Leah Moneghetti

Contact Number: 0407 691 353

Address: 201 Forest Street Wendouree Victoria 3355

Date Reviewed: 24 April 2022

Next Review: 31 May 2022

DECLARATION:

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order:

Name: Peter Francis O'Dwyer

Signature: _____

Job Title: Business Manager and Company Secretary

Date: 26 April 2022



DETAILS:

Part 1 – COVID-19 Management

1. Requirements

- 1.1. Workers must get tested at the first sign of symptoms.
- 1.2. If a worker who has tested positive for COVID-19 has worked in the work premise during their infections period, they must inform their workplace as soon as possible.
- 1.3. When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.
- 1.4. Visit coronavirus.vic.gov.au/case-workplace for the latest information and advice, and resources to help you manage the situation.
- 1.5. If you need help with any of the steps, call the **Department of Health on 1300 651 160**.

2. Action

- 2.1. Do your workers know to get tested and isolate at the first sign of symptoms?
 - 2.1.1. Yes, this is promoted through signage, briefing updates, online NEXUS posts, Hirer Agreements (where relevant).
- 2.2. Who will identify and notify workplace contacts?
 - 2.2.1. This will be a requirement of the worker, also the Deputy Head and/or Division Manager, with guidance from the Director of Risk, Compliance and Culture as required.
- 2.3. Who will notify your health and safety representative?
 - 2.3.1. Through the online reporting system and OH&S meeting.
- 2.4. Who will document the actions taken?
 - 2.4.1. Outbreak Management Team
- 2.5. Who will notify the Department of Health?
 - 2.5.1. Director of Risk, Compliance and Culture
- 2.6. What will your business do if you or your workers need to isolate?
 - 2.6.1. Seek casual support and/or cover as required.
- 2.7. Have you rostered your workers into groups?
 - 2.7.1. Yes
- 2.8. Is there an overlap of workers during shift changes?
 - 2.8.1. Yes

Part 2 – Vaccination

Make sure workers are fully vaccinated if working outside their home

1. Requirements

- 1.1. To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.
- 1.2. The Health Centre is responsible for ensuring all staff's vaccination status is up to date.
- 1.3. Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

2. Action

- 2.1. Who will check the vaccination status of your workers?



- 2.1.1. Health Centre, Deputy Head, Director of Risk, Compliance and Culture.
- 2.2. How will you manage the records of vaccination status?
 - 2.2.1. Through the Synergetic online database.
- 2.3. If your business operates across multiple sites, how will the records be managed — centrally or by location?
 - 2.3.1. Centrally to adhere to the School's Privacy Policy.

Part 3 – Checking In

Make sure customers check in and are vaccinated if required

1. Requirements

- 1.1. Make sure workers check in, as required.
- 1.2. It is the responsibility of the Division Manager to ensure this occurs for their area.
- 1.3. For information on:
 - 1.3.1. Customer vaccination requirements, visit coronavirus.vic.gov.au/sector-guidance
 - 1.3.2. How to check customer vaccination status, visit coronavirus.vic.gov.au/checking-customers-vaccination-status

2. Action

- 2.1. Who is responsible for making sure customers have checked in (if required for your business)?
 - 2.1.1. The Division Manager and each worker in the space.
- 2.2. Who is responsible for confirming customers are fully vaccinated?
 - 2.2.1. Not Applicable

Part 4 – Record Keeping

1. Requirements

- 1.1. In addition to records on worker vaccination information, businesses are required to maintain detailed records of worker attendance, areas of work and contact details.
- 1.2. Visit coronavirus.vic.gov.au/covidsafe-workplaces for the latest information and advice.
- 1.3. A hard copy register is available for anyone unable to use the electronic system.

2. Action

- 2.1. Describe how you will keep records of this information. Who will keep records up to date?
 - 2.1.1. The Health Centre retains this information after workers have forwarded information to covidinfo@bgs.vic.edu.au.

Part 5 – Face Masks

Wear face masks to reduce the risk of COVID-19 transmission

1. Requirements

- 1.1. Ensure all workers follow the current face mask requirements.
- 1.2. Visit coronavirus.vic.gov.au/face-masks-when-wear-face-mask for the latest information and advice.
- 1.3. In settings where face masks are required, businesses and venues must display face mask posters at each public entrance. These are available at coronavirus.vic.gov.au/signs-posters-and-templates.



- 1.4. For information on sectors requiring additional Personal Protective Equipment (PPE) obligations, visit coronavirus.vic.gov.au/sector-guidance for the latest information and advice.
2. **Action**
 - 2.1. Do workers know the face mask requirements for your business?
 - 2.1.1. Yes, this is communicated through signage and briefing updates.
 - 2.2. Who will make sure workers understand how to wear face masks correctly and when they need to wear them?
 - 2.2.1. The Division Manager.
 - 2.3. If required, who will provide workers with face masks?
 - 2.3.1. All staff were provided with a reusable mask.
 - 2.3.2. Reception staff have spare disposable masks available for all staff.
 - 2.4. Are face mask posters required to be displayed in your business setting?
 - 2.4.1. Yes.
 - 2.5. Where are face mask posters displayed?
 - 2.5.1. At all entrances.
3. **Recommendations**
 - 3.1. It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required.
 - 3.2. Visit health.vic.gov.au/worker-health-wellbeing/protective-personal-equipment-ppe for the latest information and advice.
 - 3.3. Masks should be worn for up to four hours and replaced after this time.
4. **Action**
 - 4.1. Do your workers understand the risk of airborne transmission?
 - 4.1.1. Yes.
 - 4.2. Do you provide training, instruction and guidance on PPE use and disposal?
 - 4.2.1. Yes.

Part 6 – Air Quality

Improve indoor air quality

1. **Recommendations**
 - 1.1. Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.
 - 1.2. This can be improved by:
 - 1.2.1. Opening windows
 - 1.2.2. Leaving doors open in hallways and corridors
 - 1.2.3. Adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.
 - 1.2.4. Use of air filters.
 - 1.3. Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.
2. **Action**
 - 2.1. Can doors and/or windows be opened?
 - 2.1.1. In most areas, yes. The School has also installed air filters to improve ventilation.



- 2.2. Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?
 - 2.2.1. Yes, in some areas.
- 2.3. Do you regularly service your HVAC systems including upgrading filters?
 - 2.3.1. Yes.
- 2.4. Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?
 - 2.4.1. Yes.

Part 7 – Hygiene and Distancing

Practice good hygiene and physical distancing

1. Requirements

- 1.1. Businesses should be aware of any rules that limit the number of people on a work premises.
- 1.2. Soap and hand sanitiser should be available for all workers. Encourage regular handwashing.
- 1.3. Visit coronavirus.vic.gov.au/how-we-work-current-restrictions for the latest information and advice.

2. Action

- 2.1. Are there any limits on the number of customers or workers currently in force for your sector?
 - 2.1.1. No
- 2.2. Are wash stations easily accessible and adequately stocked?
 - 2.2.1. Yes.
- 2.3. Can everyone access sanitiser when they arrive?
 - 2.3.1. Yes.

3. Recommendations

- 3.1. It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters.
- 3.2. Visit coronavirus.vic.gov.au/COVIDsafe-workplaces for the latest information and advice.

4. Action

- 4.1. How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms?)
 - 4.1.1. Wall signage, floor signage, briefing updates, briefing notes, Nexus reminders.

