



HYGIENE POLICY

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Rationale

In line with the Mercy value of Respect, at Sacred Heart College we aim to provide a healthy and safe environment for all staff, students and families. The recent COVID-19 pandemic has highlighted how quickly communicable diseases can spread and what damage they can have on our community. It is very clear that simple, conscientious measures around personal hygiene, cleanliness, and physical distancing can be incredibly effective in preventing adverse health outcomes in workplaces, including schools regardless of the current health threat.

Policy Statement

This policy will detail general health and hygiene measures that the College will employ indefinitely, and beyond the point at which COVID-19 presents an active threat. The approach to an active threat will be detailed in individual appendices to this document as and when the need arises.

This policy is expected to be understood and implemented by all workplace participants and students.

General Hygiene Measures

Cleanliness

It is the responsibility of each staff member and student to ensure the College is a clean and healthy environment and all have a duty of care to themselves and each other. It also demonstrates respect for ourselves and each other and the physical and financial resources we are responsible for maintaining in a dutiful way.

Teaching staff in particular are responsible for leading students and setting the example for students to maintain a clean internal and external learning environment and are key in ensuring a high standard is maintained through the use of restorative measures. Specific measures relating to the various types of areas of the College are detailed below.

Designated Eating Areas

In order to maintain an appropriate level of hygiene and cleanliness and to reduce the risk of infection of communicable illness and potential for allergic reactions, student eating areas will be limited to the following areas:

- Atrium Cafe
- Atrium, and the large and small gathering spaces in the Innovation Precinct
- Learning Centre - Level 1 (lower floor) and Level 2 (ground floor)
- External areas

Eating may not occur in classrooms, meeting rooms, hallways, corridors, quiet study spaces, Level 3 and Level 4 of the Learning Centre and stairwells. Restorative measures to educate students on the importance of following these guidelines are detailed below.

Classrooms

Cleaning staff are not contracted to clean and vacuum classrooms on a daily basis, but rather during each term break. It is therefore the responsibility of teaching staff and students to ensure classrooms are maintained in a clean state. Teaching staff and their students are responsible for ensuring that they only commence teaching (including mentor groups) in a clean classroom. Likewise, teachers and students are responsible for ensuring that the classrooms they have just used are left in a clean state for the next class to use the space. This is applicable for all teaching periods during the day. In order to maintain cleanliness and hygiene, each classroom is equipped with the following cleaning equipment:

- Bins
- Vacuum cleaner
- Cleaning kit containing:
 - Disinfectant spray
 - Paper towel
 - Gloves

The cleaning staff are responsible for restocking cleaning kits. The College's cleaning contractors will empty vacuum bags on a fortnightly basis.

Common Areas

Common areas, both inside and outside, are particularly prone to the collection of litter especially following recess and lunchtime. Staff, including those on yard duty, are responsible for reminding students to collect their food waste and rubbish and correctly dispose of it. Staff are to use restorative measures to educate students on the risks and impact of not disposing of their litter correctly. Restorative measures available to staff are detailed below.

Areas where student access is restricted

In order to preserve the reverence of the historically significant and sacred areas of the College by maintaining their cleanliness, students are restricted from using the following areas:

- The northern end of the ground floor of the Heritage Precinct including:
 - Sacristy
 - Chapel kitchenette
 - Both heritage staircases
 - Bishop's Parlour
 - Reception Parlour

The College Chapel is available to staff and students for silent prayer and reflection.

Lockers

Leaving lockers insecure increases the risk of theft and loss of personal items, restricted access to personal items, as well as the spread of illness if lockers are accessed by individuals other than their owners. Students are required to ensure their lockers remain locked during the day with a College-approved lock or the integrated locker in the Innovation Precinct.

Should a student be locked out of their lockers, yard duty staff (SDCs after school only) are responsible for providing access, and are only required to do so at two times per day as follows:

- Lunchtime - Yard Duty Staff
- After school - SDCs

There are two types of locker and the process for providing students access is as follows:

- Standard combination lock
 - If a student requires access to their locker that has been locked by someone else's lock or they forget their combination, they are to approach a yard duty staff member at lunchtime for access (SDCs after-school). Yard duty staff can access the combination locker master key from the following three areas.
 - SDC's office
 - Year 7 Staff Room
 - Reception
 - After accessing the locker, the staff member is to return the master key. Under no circumstances are the locker master keys to be given to students.

- Integrated lockers, eg Innovation precinct
 - If a student requires access to a locker that has been locked by someone entering a different code etc, then the student must approach the yard duty staff member on duty in the Innovation Precinct at lunchtime, or an SDC after school. The master codes for each locker are held at the IT Helpdesk, Print Room and by the SDC's. The yard duty teacher is to access these codes in order to allow students to re-access lockers. Under no circumstances are staff to provide students with the master locker codes.

The Facilities and Maintenance Staff will only assist in providing locker access in instances where a lock requires cutting with the use of bolt cutters. These requests are to be logged by mentor group teachers via the maintenance log. Should any scenario arise that is outside these guidelines, the student is to be referred to their Mentor Group teacher.

School Bags

School bags are to be stored in lockers at all times and are not to be taken to classrooms. This is to prevent any OH&S hazards and reduce the risk of communicable disease. Teaching staff are to ensure students do not bring their bags to class and store them in their lockers.

Restorative Measures

The following measures are available to staff to educate students on maintaining appropriate hygiene at the College:

1. A conversation between staff and students explaining the need to maintain good hygiene, the need to permanently rethink the way we approach the risk of communicable disease, and the impact of litter on our environment
 - a. Staff may have these conversations at any time as appropriate
2. Accountability times where staff allocate students to accompany them to collect litter
 - a. Staff may allocate students and times at any time as appropriate
3. Allocation of accountability points through the portal relating to rubbish and locker access to inform parents
 - a. Staff may allocate points if a student litters or does not dispose of their rubbish correctly, or does not assist in maintaining a clean environment
4. The closing of common areas including kitchens and food preparation areas for a period of time should litter/cleanliness become an issue in those spaces
 - a. SDCs are to monitor areas where litter is an issue and recommend to the CLT what areas should be closed for a period of time
5. Whole-school cleaning by staff and students during times where litter becomes a significant issue and before significant College events

Contracted Cleaning

Contracted cleaning staff are responsible for the following daily cleaning:

- Emptying all bins on a daily basis
- All common areas and staff areas
- Kitchenettes and amenities
- Within 4ms of building

Daily cleaning of classrooms is excluded from the cleaning contract and is the responsibility of teaching staff and students.

Pre-Holiday Cleaning

Staff and students are responsible for clearing lockers and fridges of foodstuffs from their staff room fridges and all personal perishable food items from their offices/work areas prior to the commencement of each holiday period. Teachers are also to supervise the cleaning of classrooms on the last day of each term. This is to prevent the infestation of pests and the spread of disease to staff and students.

Kitchenettes and Communal Food Preparation Areas

All staff and students are responsible for maintaining clean food preparation areas and ensure these areas are left clean and tidy following their use. Staff are able to use the aforementioned restorative measures to ensure this occurs. Staff rooms - thoroughly clean cups and and put items in the dishwasher and clean up after themselves.

Waste Collection

The College provides bins for two types of waste collection, ie general waste and commingled recycling. All waste is collected from each bin on a daily basis. Staff are encouraged to educate students on what waste is appropriate for particular bins and that even a small amount of contamination of commingled recycling renders the entire collection unrecyclable.

Conclusion

All staff and students are responsible for maintaining a clean and hygienic environment. Teaching staff in particular are key in setting the example for students and educating them on good hygiene practices and provide restorative education to those students who are unaware of their responsibilities.

A clean environment is necessary for the health and safety of all staff, students, and visitors. It also ensures the long-term sustainability of our financial and physical resources by minimising waste, caring for the environment and reducing the cost of contracted cleaning services.

Appendices

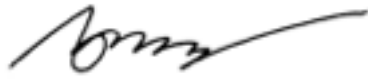
- Appendix 1 - SHC Geelong COVID-19 Safe Plan

DOCUMENT CONTROL

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Signature:



Sponsor: Leader of Business Operations

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- School Committee: OHS Committee; Critical Incident Team; Hygiene Team
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