COVID-19 Safety Management Plan (COVIDSafe Plan)
KEY CHANGES IN THIS DOCUMENT ARE HIGHLIGHTED IN YELLOW

School Details	Details
Name of School	Roberts McCubbin PS
Date COVIDSafe Plan last reviewed	31st March 2022
Name of health and safety representative (where relevant)	
Name of principal or delegate	Amanda Wigg/Peter Watson
School Health and Safety Committee details (where relevant)	Amanda Wigg, Peter Watson, Sonia Robertson, Natasha Robb, Steve Roche, Fiona Hall, Kelly Vimpani

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, and outlines key health, safety, and wellbeing hazards that schools should manage. It links to the strategies described in the School Operations Guide and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). This includes implementing the pandemic orders of the Minister for Health and accessing the central and regional supports to reduce transmission risk and to support school staff, students and the school community to be well and COVIDSafe. The latest Coronavirus (COVID-19) advice for schools is available at COVID-19 advice for schools (education.vic.gov.au). A template presentation "Back to School Plan" has been circulated to School Principals to support conversations with staff around COVIDSafe measures in place for Term 1, as well as a template letter to support communicating with parents/carers about going back to school – see Support and Service (Schools) > Coronavirus and learning from home > Communicating with parents and students > Communications support pack (eduweb.vic.gov.au)

The School Operations Guide provides more detailed advice and guidance about these controls and supports, and should be read together with this COVID-19 Safety Management Plan (COVIDSafe Plan). The coronavirus (COVID-19) advice for schools is evolving over time and the OHS guidance and supports will be continually reviewed and updated as required.

Principals must consult with their local health and safety representative(s), health and safety committee(s) (HSC) (if applicable) and school staff to implement the recommended controls to the maximum extent reasonably practicable. Contact your Regional OHS Support Officer for assistance with local consultation if required. A draft agenda has been developed for HSC meetings to assist in facilitating consultation and identifying and managing risks.

COVIDSafe Roles and Responsibilities Posters must be displayed on the school's OHS noticeboard detailing the shared responsibility of health and safety in schools, and the health and safety measures that should be applied in schools. Posters are available in the communications support pack.

Your local Regional OHS Support Officers and the Department's OHS Advisory Service continue to be available to provide support to your school to implement the latest guidance, tailor this COVID-19 Safety Management Plan (COVIDSafe Plan) to your setting, for suggestions on establishing effective controls, or assist with access to supports, advice and resources.

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The DET COVID-19 hotline (1800 338 663) is available for all Department staff, contractors and parents 8.30am to 5.00pm Monday to Friday (excluding public holidays) for any questions, queries or concerns. Employees may also access the guidance at COVID-19 Advice Line - FAQs.

Employees are encouraged to use eduSafe Plus to report hazards, incidents and mental and physical injuries to ensure effective and timely resolution of OHS issues, as well to escalate issues for further support, when required. eduSafe Plus reports are being monitored to ensure that support can be provided.

If you or your family need support, personalised over-the-phone or video counselling is available 24/7 through the Employee Assistance Program (EAP). This service is available to all school staff and their immediate families (aged 18 years and over). Staff can book by calling 1300 361 008 or by using the live chat function on the Lifeworks' Australia website. Other mental health supports are available on OHS guidance and supports including supports tailored to respond to COVID-19 and remote working risks.

This plan covers four key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Work-Related Violence
- Mental Health and Wellbeing
- Working Alone, in isolation or from Home.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Infectious Disease (Infection Prevention and Control)	Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.	***Infection prevention and control*** • Refer to the School Operations Guide for advice on supporting COVIDSafe behaviours and activities on school premises. ***COVID-19 Testing*** • Free rapid antigen tests will be made available for all staff and students throughout Term 1 2022. Regular testing is voluntary, but encouraged, for all primary, secondary and specialist school students and staff.	***Infection prevention and control*** • Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate). ***COVID-19 Testing*** • School to distribute Rapid Antigen Testing kits to parents/carers, one pack for each child per fortnight, or two packs for each child in a specialist school throughout Term 1 2022. Test kits can be provided directly to a student to take home if necessary. • Communicate the recommended schedule for rapid antigen testing: twice weekly for Primary and Secondary school staff and students and five times weekly for Specialist school staff and students. • Communicate the rapid antigen testing instructions using the "how-to" video which is translated into 33 languages.

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		• If **symptomatic,** students/staff must stay home, take a rapid antigen test, or a PCR test and receive a negative test result before returning to school. • Student/staff household contacts should quarantine for 7 days from the date of the first positive test of the household index case. • Staff and students who report a positive result must isolate for seven days and not attend school during that period. • Staff or students must report a positive test result through the Department of Health system (Rapid antigen tests | Coronavirus Victoria) or via the coronavirus hotline at 1800 675 398. • Staff must also report the result of a positive test and request leave through the EduPay portal. • Principals must notify staff and the school community through a daily email when a student or staff member has returned a positive COVID-19 test result and attended the school. ***Face Masks*** • Primary school staff must wear masks indoors.	• School to review test kit allocation and track delivery through the test dispatch data portal for schools (login required). This data is updated on a daily basis. • Test kits can be made available to replacement teachers who fill a staff absence due to COVID-19 from week five of Term 1 onwards. • Test kit allocation does not accommodate for other non-school employed staff (e.g., regular on-site contractors such as cleaners, construction workers). They may be provided with tests if the school has sufficient kits available. ***Face Masks*** • Schools must display information and signage at school entrances and in communal areas to wear masks wherever they are required. Posters are available in the communications support pack. • Encourage students, staff and contractors/visitors to bring their own face mask. • Ensure there are enough single-use face masks available for staff, students or visitors who do not have their own or to replace masks that get damaged/soiled. • Everyone over 8 years old must wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. • Monitor staff and student face mask compliance and COVIDSafe practices at school. ***Practise Good Hygiene*** • All staff, students and visitors to schools should continue to practise good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students where required. • Sharing of food is not permitted. • Use non-contact greetings (not shaking hands).

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		• Masks are not compulsory for staff in secondary schools or when outdoors, however they are strongly recommended if physical distancing cannot be maintained. • Students in Grade 3 to Grade 6 must wear a face mask indoors, <mark>including age-equivalent children in specialist schools</mark> and Grades 3 to 6 students in settings such as P-9 or P-12 schools, and Outside School Hours Care (OSHC) programs. • Students in Prep to Grade 2 are strongly recommended to wear a face mask indoors at school or an OSHC program. ***Practise Good Hygiene*** • All staff, students and visitors to schools should practise good hand hygiene. • Hand sanitiser should be available at entry points to classrooms. • Ensure the highest hygiene practices amongst food handlers, as per the Department's Safe Food Handling Guidance. ***Safety Information and Training*** • Ensure staff complete the School infection prevention and control during coronavirus (COVID-19) LearnED module. Available on	• Ensure the highest hygiene practices amongst food handlers, as per the Department's Safe Food Handling Guidance. ***Safety Information and Training*** • Consult with all staff, including the elected HSR and/or Health and SafetyCommittee (if applicable) about the implementation of controls.

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		FUSE for preservice teachers, casual relief teachers and other staff working in schools who do not have eduPay access. ***Further Information*** • Contact the OHS Advisory Service for support for more detailed risk assessments if required to support students with complex needs. • Refer to ChemWatch (login required) to access hand sanitiser safety data sheet. Ensure adequate supervision of students using hand sanitiser, and safe storage of supplies.	
		PPE for staff • For information and training relating to the correct use of PPE, school staff should refer to the guidance for staff on the use of PPE in education settings. • Staff are also encouraged to watch the PPE Donning and Doffing education video. • Encourage staff who regularly provide support in school sick bays, or supervise students with medical conditions to access the webinars on infection prevention and control (login required).	***PPE for staff*** • Schools must ensure adequate supplies of PPE remain available in the event of a suspected or confirmed case of COVID-19. Schools can buy PPE items through the COS catalogue.

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		Ventilation and Air Purifiers • Schools are required to increase fresh air flow into indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible. • For more information relating to ventilation, refer to the Ventilation and Air Purification Policy and the How to use an air purifier fact sheet.	***Ventilation and Air Purifiers*** • Use the How to use an air purifier fact sheet. • Maximise the use of outdoor learning areas or environments wherever possible. • Implement measures for a comfortable learning environment (thermal, noise, safety) with ventilation strategies in place. • Display the Promoting airflow in your school poster around school. • For further assistance, contact the Victorian School Building Authority on 1800 896 950 or email airpurifiers@education.vic.gov.au.
		Vital COVIDSafe Steps ***Non-classroom based activities*** • Schools must conduct a risk assessment to consider COVID-19 risks and suitable controls for non-classroom based activities and extra-curricular activities including camps, excursions, sport and tours. • For more information refer to the School Operations Guide and the PAL Excursions Policy, which includes a template Risk Assessment for Local and Day Excursions (Word) and camps; and *Requirements for operation of*	***Vital COVIDSafe Steps*** ***Non-classroom-based activities*** • Standard COVIDSafe measures apply, including; mask wearing (in primary school settings), physical distancing, limiting duration of the activity, and optimising ventilation. ***Physical Distancing*** • Stagger recesses and lunchtimes between classes and year levels and use alternate spaces to increase physical distancing. • Consider staggered drop-off and pick-up times (noting these should not change standard school hours). • Use multiple entry and exit points to prevent bottlenecks of students and minimise parents onsite. • Roster access to shared spaces, limiting time in these spaces and promoting breaks outdoors.

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		school camps and *RAT Guidance for staff on school camps*. • For all other activities, schools should incorporate COVIDSafe risks and controls in this COVID-19 Safety Management Plan (COVIDSafe Plan) when tailoring their planned activities. **Physical Distancing** • Staff and students shall practise physical distancing 1.5m between themselves and others to the extent that is reasonably practicable. • For further information and guidance related to Vital COVIDSafe steps and physical distancing, refer to the School Operations Guide.	• Manage movement of adults through common areas, multiple entry/exit points and modifying staff arrival and departure times. • Remind staff, students and visitors to maintain physical distancing from each other. • Reconfigure class spaces where possible, using all available space in the school. • Mark the floor to indicate physical distancing in appropriate locations. • Communicate the strategies to staff, students and parents with using the communications support pack.
		Community use of school facilities • Schools are permitted to allow external providers to use or hire school facilities (including community sports and other community groups).	**Community use of school facilities** • For a summary of the use of school facilities by community and sports groups, please refer to the School Operations Guide. • When unsure, providers should be directed to the Victorian government Sector guidance to confirm COVIDSafe requirements.

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		• There should be no mixing between external parties and school staff and students during school hours (for example, a swim school should have **exclusive use** of a school pool and change room for the period of use). • Schools are required to follow the PAL policy on COVID-19 Vaccinations – Visitors and Volunteers on School Sites. • For further information and guidance related to community use of school facilities refer to the School Operations Guide.	
		COVIDSafe and vaccination requirements for visitors and volunteers who perform work • The third dose vaccination requirements that apply to staff, with the dates set out below, also apply to any visitor or volunteer performing work on school sites. • For more information refer to the COVID-19 Vaccinations – Visitors and Volunteers on Schools Sites Policy.	***COVIDSafe requirements for visitors and volunteers who perform work*** • A template letter is available for schools to advise contractors and other services of the vaccination requirements. • A template letter is available for schools to inform OHSC providers of the vaccination requirements. • A template vaccination status register is available for schools to use to collect and record vaccination status for visitors and volunteers working on school sites.

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		Required vaccinations for school staff • Information about vaccination requirements for school staff is available in [COVID-19 vaccinations - teaching service and scho ol council employees policy.](#) • Staff must upload evidence of their vaccination status in eduPay, including a record of their third dose. • Schools must treat health information in accordance with the [Schools' Privacy Policy](#).	***Required vaccinations for school staff*** • <mark>Staff must have received, or have a booking to receive, a third dose of a COVID-19 vaccine on or before 25 March 2022</mark>. • A [quick reference guide](#) is available to assist staff to upload vaccination evidence and updating vaccination status on eduPay.
		Vaccination requirements for parents/carers who do not perform work • Parents, carers and other adult visitors **not performing work** need to show evidence of two doses of COVID-19 vaccine when entering a school building or have a valid medical exception. The following limited exceptions also apply: o when attending to administer medical treatment to their own child when the treatment cannot be administered by the school	***Vaccination requirements for parents/carers who do not perform work*** • Routine school visitor record keeping arrangements will continue to apply. • Proof of vaccination can be checked by a COVID-19 digital certificate (Service Victoria app or smartphone wallet) or printed copy of a digital certificate or immunisation history statement.

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		o when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer o when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project, collecting a packet of rapid antigen test or similar. • For more information refer to the School Operations Guide or the COVID-19 Vaccinations – Visitors and Volunteers on School Sites Policy.	
	Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.	• All Victorian government schools will return to the business-as-usual cleaning scope. • If there is an outbreak of COVID-19 in a school, the Department of Health or a Local Public Health Unit will advise schools if additional cleaning is required, based on risk assessment as part of an outbreak management plan. • For more information refer to the 'Keeping COVIDSafe at school' measures in the School Operations Guide.	• Any outbreak cleaning that is needed is arranged and paid for by the Victorian School Building Authority (VSBA). • Once advised of the need for outbreak cleaning to occur, the VSBA will contact the principal as soon as possible to make arrangements. • Cleaning is conducted in accordance with guidelines that have been developed with the Department of Health.

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	Vulnerable workforce or students may be at higher risk of contracting the virus	• Refer to the advice in the School Operations Guide in relation to the supports available to assist schools to support medically vulnerable staff and students, including:
		  o Those staff members who may be medically vulnerable, or living with or caring for elderly or chronically ill relatives; and
		  o Preparation of an up-to-date Student Health Support Plan and accompanying condition-specific health management plan for any students that may be medically vulnerable.
			• Ensure consultation with elected health and safety representative/s and staff and incorporate into workforce planning.
			• The Medical Advisory Service is a specialised support service for principals to help them fulfil their responsibilities in relation to employee health.
			• Actively use the Students at Risk Planning Tool and the Student check-in resource to identify students who may be vulnerable and require support to maintain engagement and connection.

	A suspected case may occur among staff and students	• See guidance for Management of Students Displaying COVID-19 Symptoms in Education Settings. • For more information on the management of suspected cases of COVID-19 in schools, refer to the School Operations Guide.	• Communicate messages to the school community and staff which promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents/carers and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites. • Guidance and templates to communicate with the school community is available in the communication support pack.
	A confirmed case or household contact at school	• For full details relating to the management of confirmed cases and household contacts at school, refer to the School Operations Guide.	• As soon as practicable after becoming aware of a confirmed case in a staff member or student – and if that person has attended onsite while displaying symptoms, or 48 hours before they developed symptoms – the principal must: o Follow guidance for Management of Students Displaying COVID-19 Symptoms in Education Settings.

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			o Let the person know they need to follow guidelines in the Testing Requirements for Contacts and Exposed Persons. If applicable the affected person/s should follow the COVID-19 RAT procedure, which recommends a symptomatic person in a workplace takes a COVID-19 test. o If the symptomatic person is confirmed to have COVID-19, the principal must follow the steps in the School Operations Guide under the section, *Management of confirmed cases and household contacts at school.* o If a Casual Relief Teacher (CRT) tests positive to COVID-19, the CRT should notify the school, their employer (where it is not the school), and the Department of Health. • Stay in contact with affected staff or families remotely to offer wellbeing support. Guidance and template communications to support schools to communicate and support COVID positive staff are available through your Regional OHS Support Officer. • Guidance and templates to communicate with the school community is available in the communication support pack.
	Exemptions for staff who are household contacts	• Asymptomatic close contacts may return to work during the home isolation period, if it is necessary for continuity of operations of the school and if other options have been exhausted, subject to strict infection prevention and control requirements being met.	• Refer to the advice in the School Operations Guide regarding school staff eligibility for household contact home isolation requirements and for steps on managing staff absences.
	Non-Department contractors and their staff may need to enter school grounds to carry out work.	• Visitors to school grounds must comply with vaccination requirements, density limits, face mask requirements and practices respiratory etiquette and good hand hygiene. For further	• Schools should ensure contractors (such as CRTs) receive appropriate induction, including in relation to the record keeping requirements on site. • Ensure, so far is as reasonable practicable, that sign in requirements are followed by all contractors and visitors attending site (including parents

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		information refer to the School Operations Guide.	entering a school building), by communicating with contractors about the requirements.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Working Alone, in Isolation or from Home*	The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).	• Refer to working alone, in isolation or from home policy and procedure. • Refer to OHS guidance for working from home. • Refer to ergonomic advice. • Refer to tips for working from home safely and productively.	• Enable reasonable access to available school equipment. • Proactively plan with staff who have a known pre-existing injury. • Establish protocols for regular check-ins with staff. • Encourage staff to access the OHS guidance for working from home. • Staff working from home are to access the Working Alone, in Isolation or from Home guidance, available on PAL.
	Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers.	• Encourage staff to regularly stretch and move during the day. • Consult with staff to identify possible adjustments to work/tasks/timetable to reduce static postures and prolonged desk/screen time.	• Where possible, encourage and allow time for keeping active while working from home – i.e. times when staff are encouraged to stand up and stretch, or take a short break from their workstations. • This many include ending meetings five minutes early to stretch and move, starting meetings or lessons with a stretch session, timetabling movement breaks and (where possible) having phone calls instead of virtual meetings to reduce screen time and eye strain. • Proactively plan with staff who have a known pre-existing injury.
	Increased isolation (on-site and/or at home) may increase risk of injury.	• Advice and support (including ergonomic advice via videoconference) is available to all staff via the OHS Advisory Service.	• Establish protocols for regular check-ins with staff. • Promote the OHS advice and support (including EAP and wellbeing webinars) to staff. Other mental health supports are available at OHS guidance and supports.

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	Exposure to family or gendered violence.	• Assist staff in following the advice and support for employees exposed to family violence.	• Establish protocols for regular check-ins with staff.
	*To be applied in conjunction with Mental Health and Wellbeing and Work-Related Violence hazard sections below.		

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Work-Related Violence	Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other members of school community.	• Refer to the Work-Related Violence in Schools Policy, which covers online and on-site behaviour, and the new advice page outlining strategies and resources to help schools prevent and manage unacceptable behaviours from parents and carers. • Refer to the new Respectful Behaviours within the School Community Policy, which promotes the importance of respectful and collaborative relationships between parents, carers and school staff. • Refer to Creating Respectful and Safe School Communities (including template Statement of Values), the Respect for School Staff local policy template, and resources available through Respectful Relationships and	• Ensure on-site staff are ready to manage the students that will be attending and that student supports, including reviewing and ensuring Behaviour Support Plans are up to date if required. • Liaise with Student Support Services for Behaviour Support Plan assistance where required. • If wearing a mask when working with students at risk of grabbing or pulling it, use a mask that will release easily, e.g. with hooks over the ears rather than ties around the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks. • Set expectations for behaviour with the school community and promote appropriate ways for parents to raise their concerns. • Display the posters for school staff and for parents/carers to help schools communicate the Respectful Behaviours within the School Community Policy and appropriate behavioural standards with their school community. • Discuss extra supports or strategies for staff who engage with anyone known to present a risk. • Encourage staff to report incidents in eduSafe Plus and IRIS as appropriate, de-brief, and seek escalated support (e.g. through EAP) if required.
	On-site violence, bullying or harassment by students, parents/ carers, school staff or other members of school community.		
	Staff experiencing stress or anxiety stemming from exposure to increasing		

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	onsite or online work-related violence and aggression from parents. Many parents/carers are likely to be anxious during this time.	School wide Positive Behaviour Support. • Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to Coronavirus (COVID-19) advice for parents, carers and guardians, and to the communications support pack. • Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team. • Refer to the mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page, and the relevant policy and procedure.	
Mental Health/ Psychosocial Hazards	Leaders managing the anxiety and mental health of others – including students, staff, and members of the school community. Staff experiencing changes to workload (increase/decrease) from	• Refer to the mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page, and the relevant policy and procedure. • Consult with staff to identify causes/sources of workload challenges and to identify possible adjustments.	• Consult, communicate and check-in regularly with staff on how they are feeling with the current situation and what supports might help. Encourage team leaders to be flexible and supportive about work requirements. • Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered. • When a transition occurs either to or from remote learning, consider how best to enable staff to respond to the transition and adjust their planning to suit.

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	modifications in tasks and priorities.	• Refer to the Return to Work Coordinator Portal.	• Encourage staff to take scheduled screen breaks and to take time off for wellbeing.
	Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.	• Refer to the Principal Health and Wellbeing services on the OHSMS COVID-19 Employee support page.	• Consider the introduction of any new initiatives or additional professional development activities, to be held face-to-face or remotely following guidance in the School Operations Guide. Staff who are attending school under critical workforce exemptions should not attend face-to-face staff meetings or professional development activities.
		• Refer to the Department's Flexible Work Policy.	
	Staff experiencing uncertainty, stress, and anxiety from the transition to an altered working environment.	• Refer to School Operations Guide.	• Limit meeting duration and record meetings to enable flexibility in attending.
		• Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their immediate family (aged 18 years and over).	• Allow time for staff to access the relevant information, instruction and training.
	Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).	• Actively use the Students at Risk Planning Tool and the Student check-in resource to identify students who may be vulnerable and require support to maintain engagement and connection.	• Encourage staff to use EAP, for themselves and their immediate family, as well as the other supports and resources available by contacting *employee.wellbeing.response.team@education.vic.gov.au*
		• Use edusafe Plus to escalate incidents and risks so that Area support can be provided.	• Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.
	Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.	• The Mental Health Toolkit has advice and resources to support student mental health and wellbeing. This includes advice on	

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	Aggravation of stress caused by pre-existing conditions (e.g. existing mental health conditions, disabilities, vulnerable cohorts, and staff on leave, including Workers' Compensation or sick leave, etc.).	positive mental health promotion, curriculum support, how to identify and access support as well as parent and student-specific pages. • The Advice for teachers – supporting student's mental health and wellbeing resource and the Quick Guide to Student Mental Health and Wellbeing Resources highlights the most relevant evidence-based resources for teachers, parents and students.	

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DET USEFUL CONTACTS

Support Area	Phone
Employee Assistance Program (EAP)	1300 361 008
DET COVID-19 Hotline	1800 338 663
Principal Advisory Service	7034 6777
Cleaning	1300 842 754
Incident Support and Operations Centre (ISOC)	1800 126 126
Employee Conduct Branch	7022 0005
Vaccinations (COVID-19)	Teaching Service queries: Schools People Services: 1800 641 943. Visitors and Volunteer queries: OHS Advisory Service: 1300 074 715
Regional OHS Support Officers	OHS Management System (OHSMS) Overview: 1 Useful OHS contacts for schools | education.vic.gov.au
Staff Health and Safety - OHS Advisory Service	1300 074 715 or safety@education.vic.gov.au
Medical Advisory Service	Staff Related Queries: 1300 495 559 Student related queries: 7022 0007
Legal	9637 3146
Finance – School Financial Management Support Unit	Schools.finance.support@education.vic.gov.au or (03) 7022 222
Cleaning	cleaning@education.vic.gov.au
OSHC and other early childhood	1800 338 663
Student Transport	Student.transport@education.vic.gov.au or 7022 2247
SEILs	Schools should contact their SEIL to discuss any queries
Media Unit	(03) 8688 7776

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