Coronavirus Action Plan

as at 16/03/2020

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| **PURPOSE** | To support the college community including students, staff, families and the community by providing advice, information and actions to reduce the risk of contracting coronavirus; and, if in the event of a school closure, to continue to  support student learning. | |
| **ITEM** | **DESCRIPTION** | **ACTIONED BY** |
| **Current Information** | Information is sourced on a daily basis from Department of  Human Services and the Department of Education. Actions from these updates will be completed. | Principal Team |
| **Visitors to the College - Volunteers** | **Contractors (casual and on-going), Service Providers and General Visitors** will be asked, on sign in, to complete a form relating to:   * Recent international travel * Health and Wellbeing (form attached)   Signage regarding requirements will be placed at both office areas.  At this stage Parents will be exempt from completing this form and information will be placed in the College Newsletter regarding expectations. | Admin Team    Contractor Service Provider Visitor - Co |
| **Professional Development eg: conferences** | External professional development will continue to be  monitored, “watch and wait”, to see if it goes ahead. At this stage, staff will have to option to attend or not. | All staff |
| **Staggered lunch**  **and / or recess times** | No staggered breaks at this time due to enough available space in the yard and yard duty considerations. |  |
| **Excursions – cancellation; postponement; refunds process** | All excursions / camps have been cancelled and parents notified via compass. Where future trips are undecided, these have been changed on the compass calendar to ‘save the date’ with further review weekly.  NB – bullying ‘no way’ occurring in the library on Friday will be done outside and / or with only approximately 25 students in the library at once.  **Year 10 Melbourne Work Experience Camp** – cancelled for Semester One: pending further review for Semester Two **Grade 5/6 Camp – Canberra** – on hold, pending further review. **Year 11 and 12 Camps** – cancelled.  **Anzac Day Kyabram P-12 event** – cancelled. | Accounts Receivable  Wellbeing Team |
| **Work Experience** | Community Health – No visits for Warramunda or any Health work experience.  Work experience will be suspended until further notice. |  |

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|  | For those students who have one day per week work placement, these cases will be looked at individually and employers contacted.  VET Wednesdays – to continue at this stage. | Careers Team |
| **Debutante Ball** | Postponed pending further review. Students and College Council  notified. | Noted |
| **Production** | Mid August – going ahead at this stage with further review | Drama Team |
| **Wellbeing for** | * Reminder to staff will be given re Employee Assistance Program. * Need to be aware of heightened emotions and possible anxiousness of staff and students. * Need to support front office staff and social media team who may be asked repeated questions from the community. A range of questions and standard answers will be developed. * Food – concerns were raised about the availability of food for some families and for those students who work at supermarkets. Breakfast Club to continue. * Hi risk students – it is up to the parents if they choose to send their child to school. Message to be sent to families. | BM |
| **staff, students** |  |
| **and the** | All |
| **community** |  |
|  | Admin Team |
|  | Wellbeing |
|  | Team |
| **First Aid considerations** | All students who exhibit coronavirus type symptoms will be sent home immediately.  First Aid staff will be provided with masks.  Library staff will wear gloves when handling books. Library tables will be disinfected daily by College Cleaners.  Library will continue to be aired and cooled. | Library Team |
| **Meeting schedule** | Whole College meetings will be split between Primary and Secondary.  No immediate change for other meetings, however convenors may consider if there is a need to meet, or if these meetings can be done via skype or email. |  |
| **Learning Programs** | Teaching Leaders have prepared an extensive program so that staff will have the resources available if the school is closed and not have to reinvent new programs. This will be shared with staff on Tuesday after school.  At P-6, tools could be used including: essential assessments; mathletics; books, log-ins provided to families, hard copies of work. | Principal  Teaching and Learning Leading Teacher |
|  | To be discussed at the relevant staff meetings on Tuesday. |  |
|  | Learning platforms will also be available within the next week from DET. Wait and see. |  |
| **Attendance Records** | May need to reduce number of phone calls home regarding attendance? Message will be that it is important to send students to school, however also need to let students know that  it is OK to be away if they are unwell. Need to monitor. | Admin Team / Principal |
| **Communication:**  **staff, school** | Communication – updates will be sent to staff on a regular basis.  College community will be notified via Compass; social media | Communication  Committee |

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| **council, parents, community** | and College Newsletter promoting positive messages. A media  plan will be developed to ensure timely and appropriate messages. |  |
| **Cleaning considerations** | * Further sanitisers have been placed across the College – map to be sent out * Cleaners have been engaged to clean all student tables across the College, including Library, every day. * Disinfectant stations to be set up across the College for use for staff re hard surfaces, door handles etc. These will be refilled by the Cleaners. * No disinfectant wipes are yet available for computers or keyboards. * Bubble taps and troughs will be checked by cleaners for cleanliness. * Cleaners will have heightened focus on all toilets. | BM / OHS Team |
| **Signage / education** | Signs have been posted across the College and education of  hand washing will be done in Home Groups and across Classrooms in the Primary Campus. | OHS Team Teachers |
| **Staff Leave** | A range of COVID leave may be available for centrally paid staff following exposure to any confirmed novel coronavirus case; or when returning to Australia from some countries; or following a recommendation issued by the Chief Health Officer, Victoria.  Staff are generally eligible to access up to 10 days paid special leave. All leave for coronavirus will be processed centrally and not by individual schools. Please contact Jan for queries on your specific circumstance. | BM |
| **School closure – staff roles** | In the event of a school closure, staff will be notified of their  role, including teaching and education support staff. Draft to be sent out for feedback | Principal BM |
| **Other** | * Senior kitchen closed * Suggestion to use / bring own items eg; water bottles, coffee mugs, so that resources are not shared. * Ipad screens – can be wiped down with a disinfectant wipe – unavailable at this stage. | Noted |