



School name: Good Counsel Primary

This template has been developed to assist schools in ensuring adequate protocols are in place for the prevention and management of the COVID-19 threat.

#	Recommendation	School action taken	Person(s) responsible	Date due	Status
Hygiene and spread prevention					
1.	The school has a procedure for ensuring they are aware of students and staff who may be returning from higher and moderate risk countries or have been exposed to a confirmed case COVID-19.	Actioned	L. Kenny	08.05.2020	
2.	The school has a procedure in place for providing correct advice to students and staff who may be returning from higher and moderate risk countries or have been exposed to a confirmed case COVID-19.	Actioned	L. Kenny	08.05.2020	
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	Actioned	L. Kenny	08.05.2020	
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Actioned and ongoing	L. Kenny Teachers School Officers	20.04.2020	
5.	The school has a method for ensuring/monitoring student hygiene.	Actioned and ongoing	L. Kenny	20.04.2020	
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	Actioned and ongoing	L. Kenny M. Caltabiano All staff.	30.03.2020	

7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Actioned and ongoing	L. Kenny D. Vecchio	30.03.2020	
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Actioned	L. Kenny	08.05.2020	
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	Actioned	L. Kenny D. Vecchio	30.01.2020	
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Actioned and ongoing	L. Kenny	20.01.2020	
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	N/A			
Staff leave					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	Actioned	L. Kenny M. Caltabiano	20.04.2020	
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Actioned	L. Kenny	20.04.2020	
Communications and leadership					
14.	Staff have been made aware of the COVID-19 portal page , and the link has been uploaded to the school portal.	Actioned	L. Kenny	04.06.2020	
15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Actioned	L. Kenny	15.05.2020	
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Actioned	A. Dunne	April	

17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Actioned	A. Dunne	April	
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Actioned	All Staff L. Kenny	Ongoing	
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	Actioned	L. Kenny	April	
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	Actioned	L. Kenny	May	
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Actioned	L. Kenny	17.03.2020	
Business and education continuity					
22.	The school has established a chain of command with appropriate delegations so the school may continue to run effectively when key staff may be absent.	Actioned	L. Kenny M. Caltabiano	20.01.2020	
23.	The school has assessed availability and utility of online education platforms for education continuity and has developed a plan to ensure staff and students are competent in its use.	Actioned	L. Kenny M. Caltabiano J. Gallagher Teachers	30.03.2020	
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Actioned	L. Kenny J. O'Brien	May	