



School name: MacKillop Catholic College – Mount Peter

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.	<ul style="list-style-type: none"> Written Communication to families and staff 	Principal	T1W8	completed
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.	<ul style="list-style-type: none"> Written Communication to families and staff (as above #1) 	Principal	T1W8	completed
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	<ul style="list-style-type: none"> Regular reminder in week “Staff Matters” Printed COVID-19 posters in common areas to remind all staff and students of additional hygiene measures required. 	Principal		ongoing
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	<ul style="list-style-type: none"> Posters Oral reminders 	Teaching Teams		ongoing
5.	The school has a method for ensuring/monitoring student hygiene.	<ul style="list-style-type: none"> Daily student management protocols 	Teaching Teams		ongoing
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and	<ul style="list-style-type: none"> Implemented 	Principal		ongoing

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	social distancing measures are in place where possible.				
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	<ul style="list-style-type: none"> Implemented Regular weekly Maintenance Team meeting 	Business Manager		ongoing
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	<ul style="list-style-type: none"> Written instructions Weekly Additional cleaning materials provided 	Business Manager		completed
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	<ul style="list-style-type: none"> Student and staff areas All bathrooms/toilets/handwashing locations 	Business Manager		completed
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	<ul style="list-style-type: none"> Student and staff areas All bathrooms/toilets/handwashing locations Classrooms 	Business Manager		Ongoing refills
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	NA			
Staff leave					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	<ul style="list-style-type: none"> CES communications Local reminders 	CES Principal		ongoing
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	<ul style="list-style-type: none"> CES communications Local reminders 	CES Principal		ongoing
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.	<ul style="list-style-type: none"> CES communications Local reminders 	CES Principal		ongoing
15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	<ul style="list-style-type: none"> CES communications Local reminders 	CES Principal		ongoing

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16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	<ul style="list-style-type: none"> • Newsletter and EdSmart reminders and request 	MCC Enrolments		T2W5
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	<ul style="list-style-type: none"> • CES Emergency Communications Facebook page • COVID 19 Button on Website • EdSmart • BLINK SMS 	CES CES MCC MCC		
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Leadership - Staff	Leadership and Teaching Staff		ongoing
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	Notifications have been made	REEL	March 2020	completed
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	College Leadership group – ongoing review Planning to reinstate Camps and excursions – Stage 3 recovery, post 11 July 11 2020	CDT		ongoing
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Planning to reinstate Camps and excursions – Stage 3 recovery, post 11 July 11 2020	CDT	Term 3 and 4	ongoing
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.	Principal Deputy Principals Assistant Principal – Business Manager – Leader of Staff and community Engagement	College Development Team (CDT)	Established	ongoing
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.	Ongoing development of capacity <ul style="list-style-type: none"> • SeeSaw – Google Classroom – Canvas • Project Alpha 	Principal and curriculum leaders		ongoing
24.	The school has assessed financial implications in line with the Business	<ul style="list-style-type: none"> • 2020 scenario planning – financial impact completed. 	Principal, Business Manager		Ongoing

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	Continuity Plan, and has made preparations to manage risks accordingly.	<ul style="list-style-type: none">All non-essential purchasing placed on hold.			