



School name: Mother of Good Counsel, Cairns North

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.	Absenteeism – knowing why	Classroom teachers and Admin Officer	Ongoing	
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.	Qld Health information and CES advice	All staff	Ongoing	
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	Staff Meetings & Weekly Bulletins	Leadership Team	Ongoing	√
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Assembly Term 1 Supervisors and Classroom Teachers	Leadership Team Supervisors and Classroom Teachers	Ongoing	√
5.	The school has a method for ensuring/monitoring student hygiene.	Supervisors and Classroom Teachers monitoring	Supervisors and Classroom Teachers	Ongoing	
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	Assemblies recorded / no attendance Single classes only in rooms Library not in use Hall used for staff meetings	Reminders via discussions with staff and Weekly Bulletins	Ongoing	

		Two staff spaces have been set up, so that density rules can be adhered to			
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	As per phone calls and emails to cleaning contractors	Principal & Leadership Secretary	Ongoing	
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Staff Meetings & Weekly Bulletins	Leadership Team	Ongoing	
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	Term 1	Leadership Secretary	Ongoing	
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand Sanitiser Soap Sneeze Barrier in Admin Disinfectant spray Disinfectant Wipes	All staff Burser and Leadership Secretary ensuring supply and storage	Ongoing	
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.	Staff Meetings & Weekly Bulletins Personal Conversations / Reminders	Leadership Team	Ongoing	
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Staff Meetings & Info from CES	Leadership Team	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.	Staff Meetings & Info from CES Letter from Principal to community	Leadership Team	Ongoing	
15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Info from CES Letter from Principal to community	Leadership Team	Ongoing	

16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Reminders / requests made via Letter to community	Leadership Team	Ongoing	
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Letter from Principal to community SMS and other communications available	Leadership Team	Ongoing	
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Remaining aware Surveys	Leadership Team	Ongoing	
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	N/A			
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	According to Qld Health Letter from Principal to community Newsletter	Leadership Team	Ongoing	
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Letter from Principal to community Newsletter	Leadership Team	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.	Leadership Team abreast of info and plans	Leadership Team	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.	Websites and Apps – PD for staff	Leadership Team	Ongoing	
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Reduced income due to remissions; minimise spending during Term 2; revise for Term 3	Leadership Team	Ongoing	

