



PROPOSAL TO OPEN BOARDING AT MOUNT ST BERNARD COLLEGE

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CONTEXT:

- Mount St Bernard College is located on the Atherton Tablelands and forms a part of the Cairns and Hinterland Hospital and Health Service region.
- After the decision of the Queensland Government to allow Year 11 & 12 students back to school from Monday 11th May, and with the potential for other year levels to follow, Mount St Bernard College has reviewed operating procedures to minimize the risk of Coronavirus transmission.
- The College believes it can provide a low risk environment for boarding students due to:
 - The small size of the school
 - 160 students total (current enrolment) from Year 7-12 (59 'day' students, 101 Boarding students)
 - Lower than capacity population in the boarding facility (even if all boarders returned)
 - Full time nurse and health facility onsite

- Onsite quarantine areas (if required)
 - General community concern as well as travel restrictions would suggest a significant number of students will not return immediately even if possible – see modelling – Page 5.
 - Risk minimization strategies incorporated in the day school also (physical distancing, hygiene, etc).
 - The overwhelming majority of the College’s boarding students will have spent the past eight weeks in areas where no coronavirus case has ever been reported.
- The non-return of boarders when day students are permitted would create the multi-modal system of work provision that will be very difficult for teachers to maintain.

DATA:

- Cairns and Hinterland Hospital and Health Service region statistics as at 11/5/2020

Region	Total cases	Active cases	Total recovered	Total deaths
Queensland	1,045	18	1,021	6
HHS				
Cairns and Hinterland	34	2	32	0

- Cases by Local Government Area and likely source of infection

Local Government Area	Overseas acquired	Locally acquired—contact known	Locally acquired—no known contact	Interstate acquired	Under investigation	Total
Cairns (RC)	14	6	3	1	0	24
Tablelands (RC)	4	0	0	0	0	4

- Student population

Year Level	Female	Male	Total
Year 7	16	13	29
Year 8	12	25	37
Year 9	12	14	26
Year 10	14	14	28
Year 11	6	18	24
Year 12	5	11	16
Total Secondary	65	95	160
	65	95	160

- Boarding Student population

Summary	Total enrolled boarding students	Total available beds
Total Students:	109	145
Male Count	41	60
Female Count	68	85

- Students by postcode

Postcode	Suburb	Address Count	Area
0810	Alawa	1	REMOTE NORTHERN TERRITORY (BOARDERS)
0822	Wadeye	2	
0830	Woodroffe	1	
0846	Adelaide River	1	
0862	Elliott	1	
0871	Tara	1	
0871	Via Alice Springs	2	
0872	Ti Tree	1	
0872	Utopia	1	
0872	Tara Community	2	
0872	Santa Teresa	3	
0872	Engawala	2	
4830	Doomadgee	1	
4871	Almaden	2	
4871	Chillagoe	1	
4871	Croydon	6	
4871	Forsayth	1	
4871	Yarrabah	1	
4875	Murray Island	1	TORRES STRAIT ISLANDS (BOARDERS)
4875	Poruma Island	2	
4875	Thursday Island	2	
4875	Masig Island	1	
4875	Mabuiag Island	9	
4875	Hammond Island	3	
4875	Darnley Island	2	
4875	Coconut Island	1	
4875	Badu Island	4	
4875	Boigu island	3	
4875	Yorke Island	3	
4875	Yam island	2	
4875	Moa Island	6	
4875	Warraber Island	12	
4875	Warraber Islet	1	
4876	Seisia	2	FAR NORTH CAPE (BOARDERS)
4882	Tolga	1	LOCAL TABLELAND DAY STUDENTS
4883	Atherton	3	
4884	Yungaburra	2	
4886	Maalan	1	
4886	Millaa Millaa	1	
4887	Kalunga	5	
4887	Herberton	9	
4887	Watsonville	1	
4887	Wondecla	7	
4888	Kaban	5	
4888	Evelyn	1	
4888	Millstream	8	
4888	Ravenshoe	8	
4892	Pompuuraaw	1	
4892	South Wellesley Islands	2	
4892	Kowanyama	11	
4892	Coen	2	
4895	Wujal Wujal	2	Within 150km
4861	Babinda	3	

4870	Manoora	2	(BOARDERS)
4872	Mount Garnet	1	

- The overwhelming majority of the College's boarding students will have spent the past eight weeks in areas where no coronavirus case has ever been reported.

- Facilities

- Dorms

Summary	Total Students	Total Year 11 & 12 Boarding students	Total available beds	Toilets in dorm	Showers in dorm	Bathroom sinks	Maximum ratio of bathroom sinks:student should all Year 11 & 12 return	Maximum ratio of bathroom sinks:student should all boarders return
Total:	109	27	145	37	37	53		
Male Count	41	5	60	15	15	20	More than one each	approx. 1:2
Female Count	68	22	85	22	22	33	More than one each	Approx. 1:2

- Health clinic
 - Two infirmary areas
 - Two consultation rooms
 - Full time nurse
- Potential quarantine areas
 - Self-contained 4 bedroom house
 - Unused 10 bedroom dormitory (not included in the above numbers)

RISK MINIMISATION PLANNING:

The following pages, a comprehensive plan is outlined that could allow boarders to return.

Coronavirus Planning Team & Key responsibilities

- **Communication**
 - MARI & OBRH
- **Continuity of Learning Planning**
 - BRAM
- **Completing and promoting Risk Assessment – Day school**
 - MARI
- **Compliance with risk assessment – Day school**
 - NIED
- **Completing and promoting Risk Assessment – Boarding**
 - WHIS
- **Compliance with risk assessment – Boarding**
 - WHIS
- **Health promotion**
 - HENS
- **Management of suspected and confirmed cases**
 - HENS
- **Hygiene supplies**
 - THOW
- **Staff Wellbeing**
 - LINM
- **Community engagement**
 - MUDP & TALB
- **Travel Requests**
 - FROS

STUDENT NUMBER MODELLING

REVIEW							
The risks assessment is based on current numbers and will be reviewed weekly to consider the gradual return of boarding students							
Date	Status	Day school Numbers *anticipated numbers	Anticipated Day School Numbers in 7 days	Boarding Numbers	Anticipated Boarding Numbers in 7 days	Current Cairns & Hinterland Active Cases <small>https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/statistics</small>	Comment
7/5/2020	CURRENT	14	25	0	0	3	Risk assessment created
14/5/2020	anticipated	25*		0	0	2	*anticipated numbers
21/5/2020	anticipated	25*		10			Boarding numbers are those relatively near to the College. Travel for remote boarders will need to be organized and council and state boarders considered
28/5/2020	anticipated	51*		20			Potential for some more remote boarders to return.
4/6/2020	anticipated	51*		30			
11/6/2020	anticipated	51*		40			
18/6/2020	anticipated	51*		40			
Term break							
13/7/2020	anticipated	51*		80			Community/family needs considered – it is anticipated many remote families will want to have their children remain at home till Term 3 Travel restrictions considered also

AHPPC Identified Context	Identified Risk	<h2 style="text-align: center;">DAY SCHOOL</h2> <p style="text-align: center;">Risk minimization strategy</p>	Coordinated and monitored by who
Physical distancing	School gatherings	<ul style="list-style-type: none"> - Continue the suspension and/or online provision of non-essential gatherings including: <ul style="list-style-type: none"> o Liturgy continues via Zoom o Assemblies commence (11/5) and continue via Zoom o Staff meetings continue via Zoom 	LINM NIED MARI/BRAM
	Excursions	<ul style="list-style-type: none"> - School excursions, camps etc remain suspended 	BRAM
	Classrooms - students	<ul style="list-style-type: none"> - Classroom furniture arranged to leave as much space as possible between students (single desk) - Zone marked around teacher desk to maintain 1.5m 	THOM
	Classrooms - teachers	<ul style="list-style-type: none"> - Teaching & Learning considerations <ul style="list-style-type: none"> o Student work being submitted electronically, where feasible o Student work being handed to a teacher for feedback rather than feedback being provided immediately by the teacher near the student o Physical Education <ul style="list-style-type: none"> ▪ may continue ▪ should take place outdoors or in large gymnasiums or covered areas ▪ physical distancing maintained where possible ▪ Adhere to AIS Framework for return to sports including non-contact sports 	BRAM
	Staff spaces	<ul style="list-style-type: none"> - Staff maintaining 1.5m physical distance from other adults in roomsall areas <ul style="list-style-type: none"> o Social distance signage o Floor markings in queue areas 	THOM
	Library	<ul style="list-style-type: none"> - Cleaning regime - Headphones sanitised between use - Games santised after use e.g. Chess, Jenga. - Back room sink for handwashing (cold water) all visitors, library users. - Provision of hand sanitiser stations at sink, circulation desk, back of Library - Social distancing enforced and supervised during breaks. - Number permitted in Library any 1 time is 12 - Separate seating enforced at tables with removal of some seats - Signage at entry door to remind students and staff of hygiene, distancing, coughs, staying away, handwashing. - Quarantine returned items on timber trolley - Paper based items sit for 48 hrs in Returns. Then wipe down before reshelving and again before issuing - DVDs and cables wiped down upon return to library 	WEEC (Teacher-Librarian)

	General	- Encouraging non-contact greetings <ul style="list-style-type: none"> ○ Posters displayed ○ Promote to parents 	HENS MARI & Team	
		- Limit access to school site by non-essential visitors <ul style="list-style-type: none"> ○ Parent Promotion <ul style="list-style-type: none"> ▪ Encourage parents when collecting students from school to remain in the car 	BRAM	
	Visitors	- Manage and monitor student drop off and pick up including supervision at key times via Duty Roster at: <ul style="list-style-type: none"> ▪ Bus stop ▪ School car park 	BRAM	
		- Visitors (including parents and contractors) to the sight complete 'Health Questionnaire' - Referred to College Nurse if required	HENS Main and Student Reception	
		- Ensure unwell staff stay away from school <ul style="list-style-type: none"> ○ Promotion ○ Health questionnaire 	MARI HENS	
Risks to vulnerable populations in schools	Vulnerable students	- Parents and carers of children and young people with complex medical needs are encouraged to seek medical advice from their health practitioner. - Support to complete schoolwork from home if required	MARI	
	Vulnerable staff	- Continue to risk assess environment for individual vulnerable staff - Work from home if onsite environment cannot be adequately modified	MARI in conjunction with individual staff	
Hygiene	Classroom	- Students and staff hand sanitise on classroom entry - Students wipe down desk at the end of lesson - Hygiene promotion posters around College - Tissues in each classroom - Staff will regularly reinforce thorough hand washing and coughing/sneezing protocols	THOW to supply Staff to monitor HENS Staff to monitor All staff	
		School entrance	- Hand sanitiser available at school entrances - Social distancing barrier at front reception desk	THOW
		Around grounds	- Close all communal water fountains/bubblers	THOW
		Environmental cleaning	- Update environmental cleaning plan to ensure cleaning of frequently used high-touch surfaces <ul style="list-style-type: none"> ○ high-touch surfaces such as benchtops, desks, doorknobs, taps, and hand rails at regular intervals throughout the day ○ frequently used objects such as computers, photocopiers and sports equipment have wipes at the station/in the room ○ clean frequently touched points in the bathrooms after each break and at the end of the day - Students wipe down mobile phones before handing in to student reception - Increase the amount of fresh air available indoors by opening windows and doors or adjusting air conditioning	THOW TITJ ALL STAFF

Psychological wellbeing	Health Promotion	<ul style="list-style-type: none"> - Encourage <ul style="list-style-type: none"> o good habits, including healthy eating, exercise and sleep 	HENS
		<ul style="list-style-type: none"> - Pastoral Care Team intervention <ul style="list-style-type: none"> o make time for student observation o make time to talk as required o find out what students know o address any misconceptions o explain COVID-19 and requirements in a way the child can understand o tune in to the child's feelings, validate their concerns etc 	NIED

AHPPC Identified Context	Identified Risk	BOARDING Risk minimization strategy	Coordinated and monitored by who
Accommodation and sleeping arrangements	Frequently touched surfaces and social distancing	<ul style="list-style-type: none"> - Distribution of students to maximize social distancing - Review numbers regularly and adapt strategy as numbers increase - All boarders will have a single room, and the room sizes would comply with/exceed the 4m² rule 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Infection prevention and control	Community transmission	<ul style="list-style-type: none"> - Processes to assess that boarders, staff and visitors are well and not symptomatic <ul style="list-style-type: none"> o Health screening questions o All students, staff and visitors to enter the College via the Clinic to undertake health check o Refer to College nurse if required 	WHIS HENS
		<ul style="list-style-type: none"> - Reduce out of facility visits (e.g. home visits) to reduce risk of virus introduction into the facility <ul style="list-style-type: none"> o Strongly discourage weekend leave <ul style="list-style-type: none"> ▪ Signed out by immediate family only o No off-site weekend activities o Essential off-site appointments only 	WHIS
		<ul style="list-style-type: none"> - Daily student screening using a questionnaire to aid early identification of symptomatic students, staff and visitors 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
		<ul style="list-style-type: none"> - Knowledge and understanding of <ul style="list-style-type: none"> o Isolation Policy and Procedure for Infectious Disease o Risk Assessment of Isolation Policy and Procedure for Infectious Disease - All Students to be allocated a designated bathroom within the boarding house - Posters related to hygiene, hand washing and distancing to be placed within every room in boarding houses 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS

Physical distancing	Staff physical distance	<ul style="list-style-type: none"> - All staff and students maintaining 1.5m physical distance from each other <ul style="list-style-type: none"> o Floor marking in queueing areas o Distance tape around staff desk areas and reception to keep distancing from students o Risk assess vulnerable staff o Those required work from home 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
	Student physical distance	<ul style="list-style-type: none"> - Student single rooms for sleeping and adhering to 4sqm ruling 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Hygiene facilities	Student facilities	<ul style="list-style-type: none"> - Environmental cleaning plan including <ul style="list-style-type: none"> o Additional cleaning of shared bathrooms o Additional cleaning of common spaces o Student designated bathrooms o Closing off every second sink o Students to disinfect sink after use o Students to use College mobile phone instead of office phone o Wipe down phone with wipes after use 	THOW WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
	Staff facilities	<ul style="list-style-type: none"> - Update environmental cleaning plan including <ul style="list-style-type: none"> o Staff offices and amenities to be cleaned 3 times per day 	THOW
Catering processes	Exiting and entering dining room, collecting food, seating	<ul style="list-style-type: none"> - Allocated seating in dining room to ensure physical distancing - Line up processes to ensure physical distancing (markers on ground) - Gloves to worn when distributing supper and other snacks - Vending machine cleaned after every transaction - Afternoon Tea to be served by a staff member, food to be consumed outside. 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS GALS
Medical	Care for students requiring first aid or basic medical care	<ul style="list-style-type: none"> - Medical care provided by College Nurse in the Health Centre between hours of 8am and 4pm - Medical care provided by staff after hours <ul style="list-style-type: none"> o Vulnerable staff do not assist unless emergency - Isolation facilities ready to use as required 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Travel (Medical, Outings)	Care for students requiring first aid or basic medical care	<ul style="list-style-type: none"> - Adhering to social distancing regulations - Limited numbers on buses to maximise social distancing - Vehicle aircon switched to 'Fresh' - Sanitise touch points of vehicle after use - Windows open where possible 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS

Study	Reduce non essential gathering	<ul style="list-style-type: none"> - Study to take place individually in bedrooms - Laptops cleaned upon collection and distribution - Designated location for study support in common room abiding by social distancing 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Entry and exit to the site – returning students	Reduce risk of community transfer	<ul style="list-style-type: none"> - Entry to the site must be via the Health Clinic for all staff and students - Students returning from holiday will be screened by the College Nurse prior to proceeding to Boarding House - Weekend leave restricted to sign-out by immediate family only 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Entry and exit to the site – Visitors	Reduce risk of community transfer	<ul style="list-style-type: none"> - All visitors must enter via the Health Clinic undergo screening process / questionnaire - Facilities available for interstate boarders to quarantine 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Off campus visits	Reduce risk of community transfer	<ul style="list-style-type: none"> - MSB are discouraging off campus visits by boarding students. Limited to medical appointments. 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Vulnerable students	Students at increased risk	<ul style="list-style-type: none"> - Vulnerable students will be discussed by the Wellbeing Team and have their needs addressed in conjunction with our medical staff - Individual risk assessment completed for vulnerable students in conjunction with parents and health specialists - Continue remote learning for High risk students 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Vulnerable staff	Staff at increased risk	<ul style="list-style-type: none"> - Individual risk assessment with intervention options to included; <ul style="list-style-type: none"> o Greater social distancing requirements o Working from home option o Options for additional PPE o Additional cleaning routines 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Cleaning regimes	Hygiene	<ul style="list-style-type: none"> - All staff areas to be cleaned 3 times per day - All student areas cleaned after use - Bathrooms cleaned daily at 8am, 6pm and 9pm - Staff to use own stationery and materials to prevent cross contamination 	WHIS KANP ANNJ SHAD BULJ

		<ul style="list-style-type: none"> - Students to wipe work-spaces/down rooms after use - Staff to have 2-Way Radio and Umbrella allocate for shift and wiped down at the end of shift 	FREM MCAP FROS
Education and training for COVID-19	Awareness	<ul style="list-style-type: none"> - All staff and students updated by College Nurse on safe practices - Regular daily briefings / memo - Posters and Notices displayed 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Indoor/outdoor recreation areas	Social distancing & Hygiene	<ul style="list-style-type: none"> - Outdoor games to adhere to social distancing rules - No sharing of equipment to minimise spread of germs - Common Rooms to adhere to social distancing and limit to persons in room - Furniture and surfaces sprayed with disinfectant after each use - Gym equipment and mountain bikes to be sprayed with disinfectant after use - Non-contact sport 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Laundry areas and other ancillary areas	Social distancing	<ul style="list-style-type: none"> - Staff to collect laundry whilst numbers are less than 30 - Multiple distribution point and social distance markings for collection when numbers are higher than 30 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Roll Call	Social distancing	<ul style="list-style-type: none"> - Reduce numbers congregating by calling Roll Call by year level on exit of the Boarding facility 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS
Shared Offices	Social distancing & Hygiene	<ul style="list-style-type: none"> - IT, phones, work-space to be sanitised after each staff member departs / end of shift 	WHIS KANP ANNJ SHAD BULJ FREM MCAP FROS

AHPPC Identified Context	Identified Risk	<p style="text-align: center;">OUTBREAK MANAGEMENT</p> <p style="text-align: center;">Risk minimization strategy</p>	Coordinated and monitored by who
Accommodation and sleeping arrangements	Separate sleeping quarters	<ul style="list-style-type: none"> - Identify most appropriate space <ul style="list-style-type: none"> o Transition House (currently unassigned even if students return) <ul style="list-style-type: none"> ▪ 2 bedrooms with individual bathrooms ▪ 2 additional bedrooms ▪ Cooking & laundry facilities o Lourdes (currently unassigned even if students return) <ul style="list-style-type: none"> ▪ 10 Bedroom ▪ Shared bathroom ▪ Kitchen & laundry facilities 	WHIS HENS
Physical distancing	Staff supervisors	<ul style="list-style-type: none"> - Fitted with appropriate PPE - No 'vulnerable' category staff 	WHIS HENS
	Student physical distance	<ul style="list-style-type: none"> - Student remain isolated 	WHIS HENS
Catering processes	Meals	<ul style="list-style-type: none"> - Meals delivered - Placed outside door for collection 	WHIS GALS
Medical	Care for student's health	<ul style="list-style-type: none"> - Medical care provided by College Nurse in the Health Centre between hours of 8am and 4pm - Atherton hospital used as required 	WHIS HENS
Study/School Work	Reduce non essential gathering	<ul style="list-style-type: none"> - Any study/school work completed in isolation area 	WHIS
Entry and exit to isolation area	Reduce risk of community transfer	<ul style="list-style-type: none"> - No entry or exit except: <ul style="list-style-type: none"> o Health staff o Supervisor - All above staff with appropriate PPE 	WHIS HENS

SOCIAL DISTANCING VISUAL EXAMPLES:

1. Boys sleeping & study area



2. Bathroom – social distancing in bathrooms



3. Bedrooms – example where individual rooms are not full enclosed, spacing between occupants will be increased



4. Dining room seat allocation



PROCEDURE FOR SUSPECTED CORONAVIRUS CASE:

1. The College has an 'Isolation Procedure for Infectious Diseases' guideline which will form the basis of the management of symptoms of Coronavirus (see below)
2. All process will be in conjunction with the any advice or direction given by Queensland Health
3. A confirmed case of COVID-19 will require specialist cleaning. Two local cleaning companies have already been sourced who are capable of performing a deep COVID-19 clean, with the use of electro-static "fogging" machines.

Isolation Procedure for Infectious Diseases

When a residential student is suspected of having a notifiable infectious disease, the following steps will occur:

1. Student will begin isolation while awaiting confirmation (*QLD Health Time Out recommendation*):
 - a. Single dorm room with private bathroom
 - b. Health clinic with private bathroom
 - c. Transition house (if available)
2. School doctor/Nurse/Eacham Medical centre to review, investigate and confirm infectious disease
3. If COVID-19 symptoms, appropriate testing/swabbing will be done at the Atherton Fever clinic (near Atherton Hospital), boarder will be isolated until results come back

Once confirmed:

1. Local Public Health department notifies the College (*Tropical Public Health Services Cairns*)
2. College Leadership notified
3. College Head of boarding and supervisors notified
4. Team members roles established and discussed –
 - a. Supervisor roster – minimum number of people in contact with student as possible
 - b. Nurse role – daily monitoring health of student and staff involved in supervising
5. Dining staff, laundry staff and cleaners notified –
 - a. food management during isolation period organised as to food drop off and collection
 - b. laundry to be washed separately to avoid spread of infectious if required
 - c. specific cleaning required during and post isolation period (depending on the infectious disease -
6. Whole staff notified
7. College parents and students are to be informed via email of the infectious disease and be provided with facts, containment process and useful education – any queries should be directed to the Principal or College Nurse
8. Daily morning reminders to all students in Homeform of the signs and symptoms and the importance of basic hygiene to control the spread of the infectious disease
9. Regular updates on the situation is to be communicated with the parents – *this is to be done by the Principal or College Nurse only*
10. Once the student has completed the recommended isolation period by Queensland Health guidelines and is symptom free they are able to go about their usual activities in the community and attend school
 - a. If the student is still showing symptoms and unwell – seek medical attention

If boarders are unable to return home in holidays periods due to notifiable infectious disease then College Leadership, College Nurse and Head of boarding will discuss further actions. Principal to notify and liaise with students' parents.

When a confirmed case of an infectious disease is notified in a day student the following steps will occur:

1. Student is isolated until parent/carer is available to pick up the student –
 - a. Health clinic isolation
 - b. Student reception sick bay (if health clinic is closed only)
2. Local Public health department notified (*Tropical Public Health Services Cairns*)
3. College Leadership notified
4. Principal to notify College parents and carers of infectious disease, containment process and useful education information – liaise with College nurse
5. Student is to stay home in isolation for the Queensland Health recommended isolation period depending on the infectious disease (*QLD Health Time Out recommendation*)
6. Once the student has completed the recommended isolation period by Queensland Health and is symptom free then they can go about their usual activities in the community and return to school
 - a. If the student is still showing symptoms and unwell – seek medical attention