



School name: Our Lady Help of Christians Earlville

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.	Notified front reception staff to inform school leadership of families returning from overseas travel.	Luke F		Done
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.	Staff and parent community kept up to date with current advice from school and provided with link to CES website that is a trusted source and regularly updated.	Luke f		Done
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	WHS Officer has been sending out information and resources to CT's.	Luke F / Nat See Kee		Done
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	CT and SO's have repeatedly reinforced student hygiene procedures.	CT's		Ongoing
5.	The school has a method for ensuring/monitoring student hygiene.	CT vigilance and hygiene routines throughout day	Leadership, CT's and SO's		Ongoing
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	Assemblies and Liturgies cancelled; parents kept outside of school. Staff social distancing.	Leadership, CT's and SO's		Ongoing

7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Cleaners engaged for extra daily disinfection of high contact surface areas within school.	Luke F / Nat See Kee		Ongoing
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Sent to all staff by CES.	Leadership		Done
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	WHS Officer has disseminated this information to staff.	Nat See Kee		Done
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Yes.	Nat See Kee		Done
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.	Yes – Via Executive Directors correspondence and internal correspondence.	Leadership		Done
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Yes - Via Executive Directors correspondence and internal correspondence.	Leadership		Done
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.	Done	Luke F		Done
15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Yes	Luke F		Done
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Correspondence has gone out requesting update of any changed contact details.	Front Reception		Done

17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Emails from Principal and access to CES Covid-19 website.	Leadership		Done
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Monday morning briefing, classroom visits, entry and exit of school.	Leadership, CT's and SO's		Ongoing
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	Yes - Via Executive Directors correspondence and internal correspondence.	Luke F		Done
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	Done – All cancelations communicated to parents and staff.	Leadership		Done
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Done	Leadership		Done
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		Done
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.		Leadership, CT's and SO's		Ongoing
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.		Luke F		Done