



School name: Our Lady of the Sacred Heart

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.	The Torres Straits is within a biosecurity zone and any travel from mainland Australia is restricted. There are strict quarantine procedures in place that are managed by the Torres Shire Council.	Disaster Management Group	Ongoing Expected review September 2020	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.	The Torres Straits is within a biosecurity zone and any travel from mainland Australia is restricted. There are strict quarantine procedures in place that are managed by the Torres Shire Council.	Disaster Management Group	Ongoing Expected review September 2020	Ongoing
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	Hygiene measures and expectations for student instruction detailed during staff meetings and briefings.	Principal	Weekly	Ongoing
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Hygiene measures established as routine. Lessons, reminders and posters provided. Hand wash and sanitiser provided.	Principal, all staff	Daily	Ongoing
5.	The school has a method for ensuring/monitoring student hygiene.	Hygiene measures established as routine. Lessons, reminders and posters provided. Hand wash and sanitiser provided.	All staff, Administration Officer (purchasing)	Daily	Ongoing
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and	All assemblies and gatherings for Term 2 at the TI campus have been cancelled. Assemblies at the HMD	Principal	Start of term 2.	Ongoing. Revise July.

	social distancing measures are in place where possible.	campus have been permitted as they have less than 30 attendees including staff and parents. Parents regularly reminded of social distancing measures through newsletters and signs.			
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Cleaners have been contracted for additional hours and provided with any additional resources required.	Principal	End of Term 1	Ongoing
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Staff have been briefed on expectations for tidiness of class and desktops to enable easy wiping of high touch surfaces.	Assistant Principal	End of Term 1 Mid term 2	Ongoing
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	Posters for handwashing, hand sanitising and coughing/sneezing are displayed in the office, classrooms and bathrooms .	Assistant Principal, Administration Officer	End of Term 1	Ongoing
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand sanitiser is available in the office and classrooms.	Assistant Principal, Administration Officer	End of Term 1 Maintained	Ongoing
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	N/A	N/A	N/A	Ongoing
Staff leave					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	Staff directed to report symptoms, not attend if sick and to leave if symptoms commence while at school. Staff are recommended to have COVID-19 testing.	Principal	End of Term 1 Start Term 2 Mid Term 2	Ongoing
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	All staff have been informed about how to access COVID-19 leave.	Principal	Start Term 2	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.	The page has been referred to during staff meetings and briefings as being the “point of truth” for school related information about COVID-19.	Principal	End of Term 1	Ongoing
15.	The Catholic Education website’s COVID-19 page has been shared with parents and caregivers.	The page has been referred to in parent communications as being the “point of truth” for school related information about COVID-19.	Principal	End of Term 1 Start Term 2	Ongoing

16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	eMinerva information is updated.	Administration Officer	Ongoing	Ongoing
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	The school uses SMS communication and parent slips to alert families of emergent issues.	Principal, Administration Officer	Ongoing	Ongoing
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Staff have been reminded that they can access EAP counselling. Additional release time and free “mental health days” organised. Clear information given to students. Personal check ins with individual staff and students.	Principal, Assistant Principal	Ongoing	Ongoing
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	All staff provided with copies of official CES letters that included information about travel restrictions.	Principal	End Term 1	Ongoing
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	Term 2 excursions cancelled. Term 3 excursions to be planned with consideration for social distancing.	Principal	Term 2 Revise July	Ongoing
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Term 2 excursions cancelled. Term 2 social gatherings and assemblies (TI Campus) cancelled.	Principal	Term 2 Revise July	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.	The school has an established chain of command in place, including Delegated Teacher at the Hammond Campus.	Principal, Assistant Principal, Delegated teacher	Established pre-Covid. Ongoing	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.	The school has determined that online education platforms are not suited to our school community due to the high percentage of students who do not have access to devices or internet. Remote learning is through paper platform.	Principal, Assistant Principal	End Term 1.	Ongoing
24.	The school has assessed financial implications in line with the Business	Parents have been encouraged to contact the school if impacted financially by COVID-19.	Principal, Finance Administration Officer.	Term 2	Ongoing

Continuity Plan, and has made preparations to manage risks accordingly.				
---	--	--	--	--