



School name: St Anthony's School, Dimbulah as of 23/3/2020

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.	Parents are asked to contact the school office through emails or phone contact regarding sickness and absences. All parents and staff have been advised that after 16 th March to rethink all travel arrangements and follow Queensland Health re updates and directives.	Caterina Serafin	12/03/2020	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.	All staff and parents have access to regular advice sent from CES as well as the portals. Personal phone calls made to family returning from overseas. Personal discussions with staff planning personal overseas travel this year.	Principal	13/03/2020	Completed
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	All staff have been advised to wash hands, avoid unnecessary contact and to stay at home if unwell.	Principal APRE	17/03/2020	Staff Briefing
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	All students have been instructed to follow all hygiene protocols and a reminder is given each Monday morning on Assembly at this stage. If assembly is cancelled then a class by class reminder will be given by the Principal or APRE. Posters are displayed around the school.	Principal APRE	2/3/2020	Weekly
5.	The school has a method for ensuring/monitoring student hygiene.	All classroom teachers are monitoring their students daily to ensure adequate hygiene practices are followed.	Classroom Teachers	2/3/2020	Daily
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	Events already planned for Term 1 include Swimming Carnival and Cross-Country. Swimming Carnival will run with students from year 3-6 only (25 students). Cross-	Rachelle De Iacovo	By 2/4/2020	Completed

		country will run with students only in year levels at a time. Parents will be informed not to attend.			
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Cleaners have been provided with the document and briefed on expectations.	Principal	17/03/2020	Completed
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	All cleaning staff have been briefed on extra vigilance around cleaning and to wear protective gloves.	Principal	17/03/2020	Completed
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	Posters have been displayed around the school.	Principal	17/03/2020	Completed
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand sanitisers have been placed in all classrooms and library and replenished when stock is available.	Caterina Serafin	09/03/2020	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.	All staff have been advised to stay at home and follow recommended advice.	Principal	13/03/2020	Completed
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	All staff have been advised to access 5 days leave if school closures happen. If they contract the virus, it is normal sick leave. Travel is at the risk of each individual and sick leave will need to be accessed.	Principal	17/03/2020	Completed
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 have been made aware and all have access to a computer.	Principal	17/03/2020	Completed
15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Letter sent home to parents with website address and Queensland Health address.	Principal	13/03/2020	Completed

16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Staff regularly check parent details and update as they occur.	Caterina Serafin	17/03/2020	Ongoing
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Parents have been asked to check first with Queensland Health regarding travel directives, then to check the advice on the portal and if they are still unsure contact the school.	Principal	17/03/2020	Ongoing
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Daily check in with staff and making sure they are informed but not alarmed.	Principal	17/03/2020	Ongoing
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	All staff notified.	Principal	13/03/2020	Completed
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	Deposit has been paid for Canberra trip in 2021. Close monitoring of the situation next year will determine if additional measures will be required.	Rachelle De Iacovo Joel Tomkinson	13/03/2020	Ongoing
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	P and F have been advised that they may have to cancel the major fundraiser in May (Dimby Dinner Do). School will not participate this year in the Lions Festival. All events have now been cancelled.	Principal	17/03/2020	Completed
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 will delegate APRE in the case of Principal absence. APRE will consult with Principal and delegate another staff member in case of Principal and APRE absence.	Principal	17/03/2020	Completed
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.	School has been working on providing access to learning through a variety of modes dependent on year levels and ability to access learning at home.	Joel Tomkinson	17/03/2020	Ongoing
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	The school is continuing to assess the financial implications, with no school fees impact on fee relief will be minimal. Other funding should continue to be	Principal	17/03/2020	Ongoing

		forthcoming. Most families are able to continue working with minimal impact on farms.			
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