



**School name: St Joseph's School, Atherton**

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
<b>Hygiene and spread prevention</b>					
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 advise school of student absences. School follows up any unexplained absences. Staff apply for leave as per CES processes.	Admin Officer  Principal	Term 1 and ongoing as advice changes	Completed
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 COVID-19 updates shared with staff through staff meetings, memos and emails. Parents updated through emails and newsletter.	Principal	Ongoing as advice changes	Completed
3.	Staff have been briefed on <a href="#">general hygiene measures</a> , and leadership are ensuring their implementation.	Staff briefed and regular updates/reminders through staff meetings, memos, emails, posters strategically positioned in classrooms and common areas.	Principal, APRE	Term 1 and ongoing	Completed
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Each classroom has posters, hand sanitiser, tissues. Teachers explicitly teach and build into class routines appropriate to students' level of development.	Teachers and SLOs	Term 1 and ongoing	Completed
5.	The school has a method for ensuring/monitoring student hygiene.	As above	Teachers and SLOs	Term 1 and ongoing	Completed
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	As per CES recommendations and guidelines. See COVID-19 Management Plan.	Principal	Term 1 and ongoing	Completed

7.	Cleaners have been provided with the <a href="#">Cleaning and Disinfection Frequencies document</a> , and have been supported with any additional requirements.	Cleaner provided with Cleaning and Disinfection Frequencies document. Additional hours allocated for extra cleaning requirements.	Principal	Term 1	Completed
8.	Staff have been briefed on <a href="#">additional cleaning regimes</a> that may be required of them.	Copies of documents provided and discussed at staff meetings.	Principal	Term 1 and regular review	Completed
9.	<a href="#">Hygiene info posters</a> have been displayed in prominent and relevant locations within the school.	Posters in all classrooms and common areas.	Admin Officer and teachers	Term 1	Completed
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand sanitiser provided in all classrooms and common areas.	Admin Officer orders supplies. Staff request as needed.	Term 1 and ongoing	Completed
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	N/A			
<b>Staff leave</b>					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	Staff advised through staff meeting and COVID-19 Management plan distributed.	Principal	Term 1 and regular updates	Completed
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Staff advised through staff briefing and email.	Principal	Term 1 and updates Term 2	Completed
<b>Communications and leadership</b>					
14.	Staff have been made aware of the <a href="#">COVID-19 portal page</a> , and the link has been uploaded to the school portal.	Links are on school portal.	CES	Term 1	Completed
15.	The <a href="#">Catholic Education website's COVID-19 page</a> has been shared with parents and caregivers.	Shared with parents through CES letters from the Director. Link on parent portal.	CES	Term 1	Completed
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Parents emailed with all updates.	Principal	Term 1 and ongoing	Completed

17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Parents contacted via email.	Principal and CES	Term 1 and ongoing	Completed
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Maintaining lines of communication with all updates and monitoring “at risk” members of the community DLT referral process for students. EAP for staff.	Principal and all staff	Term 1 and ongoing	Completed
<b>School activity planning</b>					
19.	Staff have been notified that all school related international travel is suspended until further notice.	Yes.	Principal	Term 1	Completed
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	All excursions postponed until clearance is given. Infection control measures to be included in risk assessment once they resume.	Principal Teachers	Ongoing	
21.	The school has cancelled all excursions, fetes and other school events in line with <a href="#">communications sent on 17<sup>th</sup> March.</a>	Yes.	Principal	Term 1	Completed
<b>Business and education continuity</b>					
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.	Yes.	Principal	Term 1	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.	Staff completed PD in online platforms at end of term 1 and have implemented in term 2. Students and parents provided with detailed instructions for home setup. Staff provided home support and maintain regular communication with parents to troubleshoot any problems. Parents provided with details of tech support access through CES help desk.	Principal Teachers CES helpdesk	Term 1 and 2	Completed
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Budget reviewed and adjustments made in consultation with CES support accountants.	Principal CES support accountants	Term 2	Completed