



School name: St Joseph's School, Cairns

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.	All students who are away from school for more than 2 days need to complete a holiday form which indicates where they will be travelling. Advice is then given to families if they need to quarantine on their return.	Yvette Basic	All term	In action
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.	As per information from the COVID-19 links, this is provided to parents.	Principal	All term	In action
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	This information has been discussed with staff on our Zoom meetings. Information from CES WPHS Manager has been displayed in all Staff Hubs and Habitats	Yvette Basic	All term	In action
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	This is a constant reminder for all students. The posters which have been supplied by CES have been displayed at all drinking & handwashing stations and toilets. Before each break, a handwashing song is played to remind everyone to proceed to handwashing stations before eating.	APRE	All term	In action
5.	The school has a method for ensuring/monitoring student hygiene.	LTAs are responsible for ensuring that the above is complied with	LTAs	All term	In action

6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	All school assemblies, masses, liturgies and excursions have been cancelled. Limited staff attendance in the staffroom at any given time, 2 people only are to be working in staff hubs or break out spaces.	Principal	All term	In action
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Contract Cleaners were provided with this document when it was distributed and have been and will continue to provide extra cleaning as directed.	Reception	All term	In action
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Information from CES WPHS Manager has been displayed in all Staff Hubs and Habitats. LTAs have been reminded through our weekly staff updates about daily cleaning tasks.	Principal	All term	In action
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	The posters which have been supplied by CES have been displayed at all drinking & handwashing stations and toilets. Staff information has been supplied in Staffroom and staff hubs	Yvette Bacic	All term	In action
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand sanitiser, hand wipes and soap and water as readily available to all staff and students	Reception	All term	In action
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	Not applicable			
Staff leave					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	Advised through staff intranet and Zoom meetings	Principal	All term	In action
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Advised through staff intranet and Zoom meetings	Principal	All term	In action
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.	Advised through staff intranet and Zoom meetings	Principal	All term	In action

15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Advised through email and "Weekly Updates"	Principal	All term	In action
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Advised through email and "Weekly Updates"	Principal	All term	In action
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Families will be advised by direct email	Principal	As required	As required
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Leadership team greet all students every morning, ensuring that parents remain at the front gate. All students are given sanitiser as they enter the school. All LTAs send all students to Sick Bay as soon as anyone mentions they are feeling unwell. Families are reminded to keep students at home until they are completely well again.	Leadership Team	All term	In action

School activity planning

19.	Staff have been notified that all school related international travel is suspended until further notice.	This was advised at the beginning of the term, no international travel planned.	Principal	Beginning of Term 2	Actioned
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	No upcoming excursions planned. If any are planned, we will ensure that additional control measures are considered.	WPHS Officer	As required	As required
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	All cancelled	Principal	17 March	Actioned

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.	SJS has this in place as a matter of routine.	Leadership Team	As required	As required
-----	--	---	-----------------	-------------	-------------

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.	Daily Zoom meetings have occurred with all year levels to ensure contact with students. Information was distributed for the "Weekly Update" on how students (and parents) access the year level information.	Principal and Teachers	Beginning of Term 2	Actioned
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Discussions between the Principal, Finance Officer and CES Accountant has occurred to ensure preparations are in place	Principal	Term 2	Actioned