



School name: St Mary's Catholic College

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.	Communication sent to all families regarding this situation.	Principal / APSW	010320	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.	Weekly updates from Principal, sharing of updates from CES Executive Director	Principal	010320	Completed
3.	Staff have been briefed on general hygiene measures , and leadership are ensuring their implementation.	Signs have been place in hand washing areas, communication has been sent to all staff regarding same	CLT/OHS Manager	010320	Completed
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Communication has been sent to all staff and students regarding the same. Signs are in place as required.	CLT/OHS Manager	090320	Completed
5.	The school has a method for ensuring/monitoring student hygiene.	One-way direction signs are in place, barriers as required are in place, supervised hand sanitiser is in place	CLT/OHS Manager	200420	Completed

6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	Yes	CLT/OHS Manager	090320	Completed
7.	Cleaners have been provided with the Cleaning and Disinfection Frequencies document , and have been supported with any additional requirements.	Cleaners emailed document and discussed at cleaners meeting	OHS Manager		Completed
8.	Staff have been briefed on additional cleaning regimes that may be required of them.	Staff briefed as required at Monday Staff Briefing	Principal	300320	Ongoing/Completed
9.	Hygiene info posters have been displayed in prominent and relevant locations within the school.	Posters located in all toilets, staffrooms and sickbay	OHS Manager	300320	Completed
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	Hand sanitisers located in numerous “supervised locations”, disinfectant wipes supplied to all departments.	OHS Manager / All Staff	250520	Completed
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.	Reiterated at Staff Briefings and through written communication	Principal / CLT	230320	Completed/ongoing
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	Reiterated at Staff Briefings and through written communication	Principal / CLT	230320	Completed/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.	Reiterated at Staff Briefings and through written communication	Principal / CLT	230320	Completed/ongoing

15.	The Catholic Education website's COVID-19 page has been shared with parents and caregivers.	Communicated via email/parent portal/website and social media	Principal / APCEM	170320	Completed/ongoing
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	This is ongoing as per normal administration procedures.	CLT/Office Administration		Ongoing
17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Yes - Critical Incident Management Team in place	CLT	080520	Completed
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Yes - Critical Incident Management Plan specific to COVID-19 developed and communicated. Protocols in place for eventuality.	Critical Incident Management Team and Key Stakeholders	080520	Completed
School activity planning					
19.	Staff have been notified that all school related international travel is suspended until further notice.	Yes	CLT/Principal	170320	Completed
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	As communicated via relevant health authorities	CLT / Principal	170320	Ongoing
21.	The school has cancelled all excursions, fetes and other school events in line with communications sent on 17th March.	Yes	CLT/Principal	170320	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.	Yes	CLT/Principal	170320	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.	Yes – embedded through Canvas and Zoom	CLT	090320	Ongoing

24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Yes – additional person (APA) trained in ensuring invoices/payments can be processed through CDF. Finance roles interchangeable.	CLT / Business Manager		Ongoing
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