



School name: St Monica's

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.	Office checking – plus contact with the Boarding House – no one returning from countries as borders not open	PS - Office	March	
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.	14 days isolation when borders open	PS - Office	Match	
3.	Staff have been briefed on <a href="#">general hygiene measures</a> , and leadership are ensuring their implementation.	Strict standards in place – all over college - staff	EG	March increased – May – return of students	
4.	Students have been instructed by staff on improved hygiene measures, including correct techniques for handwashing, hand sanitising and coughing/sneezing techniques.	Students instructed and checked to be following procedures – poster around school – reminders – to be kept up until Term 3 if virus remains at bay	Leadership Team	March – constantly updated	
5.	The school has a method for ensuring/monitoring student hygiene.	Constant Checking	All staff	March	
6.	Assemblies and other gatherings of more than 30 people have been cancelled, and social distancing measures are in place where possible.	All in order – with markers to show social distancing	Leadership Team	Return of students 11/5 and 25/5	

7.	Cleaners have been provided with the <a href="#">Cleaning and Disinfection Frequencies document</a> , and have been supported with any additional requirements.	All cleaners using equipment since beginning of outbreak	EG/SS/GB	March	
8.	Staff have been briefed on <a href="#">additional cleaning regimes</a> that may be required of them.	Staff carrying out desk cleaning end of each lesson	Teaching staff	May	
9.	<a href="#">Hygiene info posters</a> have been displayed in prominent and relevant locations within the school.	All around the college – plus hand sanitisers around college	School Officers	March	
10.	Where available, hand sanitisers and other hygiene products have been provided in key locations around the school.	All around the college	GB/Staff/Library Staff	March	
11.	Boarding schools have developed improved hygiene and cleaning standards for shower and other communal facilities.	As per SAC for our Boarders	JB and staff	May	
<b>Staff leave</b>					
12.	All staff have been briefed on requirement to stay at home if they are displaying flu like symptoms.	All aware and following instructions	EG/GC	March	
13.	All staff have been informed of access to Emergency and Natural Disaster leave if required.	All aware	EG/SS	March	
<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.	All aware	EG/PS	April	
15.	The <a href="#">Catholic Education website's COVID-19 page</a> has been shared with parents and caregivers.	Complete in April	GW/MR	April	
16.	The school has updated parent and caregiver information, to ensure immediate lines of communication.	Letters sent out	EG/PS	Ongoing	

17.	The school has established methods of, and protocols for communication for alerting parents and the wider school community of any emergent issues.	Letters and emails / website/newsletter	Leadership Team	Ongoing	
18.	The school is monitoring the wellbeing of staff and students in relation to COVID-19 fears.	Regular contact and reminders	EG	Ongoing	
<b>School activity planning</b>					
19.	Staff have been notified that all school related international travel is suspended until further notice.	All aware – no trips 2021 included – Japan cancelled (March) History Trip cancelled	EG	March	
20.	School is assessing upcoming excursions to determine their status, and if additional control measures are required.	Starting to check if camps can go ahead – staff not keen	Leadership/Middle Leaders	March	
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>	Done beginning of March	Leadership Team	March	
<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 - form filled in	EG/Office	March	
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 using CANVAS since mid-2015 – all now suing in for online delivery	Staff- teaching	Ongoing	
24.	The school has assessed financial implications in line with the Business Continuity Plan, and has made preparations to manage risks accordingly.	Filled in and following this plan	EG/SS	March	