



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

COVID-19 Operating guidelines for Cairns Catholic Education

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1 INTRODUCTION

These operating guidelines are designed to support school leaders in determining what best reflects the interests of their staff, students and community, in line with the Queensland Government's [Roadmap for easing restrictions](#).

As we continue to navigate a changing COVID-19 landscape, principals will need to make decisions that are appropriate to their local context, while aligning with Queensland Health advice.

1.1 KEY MESSAGES

Until the pandemic has been declared as over:

- All adults in schools must following the physical distancing rules as outlined by the Queensland Government which includes staff to staff.
- Frequent washing of hands and the use of hand sanitizer should be available and used regularly.
- Queensland Government directives and guidelines remain the minimum standard and where possible and/or practical, standards above these minimum standards are encouraged.
- COVID 19 Plans should be updated according to Queensland Government advice or directives.
- If students are unwell or show symptoms of cold or flu, then they must not come to school or if already at school, parent or caregivers should be contacted to take the student home.
- If staff are unwell or showing signs of cold or flu, then they must not come to work.

2 RESUMING TERM 1, 2021

2.1 SCHOOL UNIFORMS

With many parents coming onsite to purchase uniforms for the new year, COVID measures will need to be in place. This will mainly pertain to the provision of hand sanitiser and ensuring physical distancing for adults. There have been no known cases of COVID transmission via clothing, so no additional measures are considered necessary for uniforms. With no known local cases for many months, and the lower risk for children, cleaning of changing areas between each use is not required.

2.2 PARENTS ON SITE FOR PREP, YEAR 1 AND YEAR 7 STUDENTS

The first day at school can be quite a daunting experience for students, and this can sometimes be alleviated by parents attending. A strong part of the culture of our schools is that parents of Prep, Year 1 and Year 7 students are encouraged at the school on the first day of Term 1. Unfortunately, this can pose issues when managing COVID concerns, so each school will need to risk assess the attendance of parents onsite and put arrangements in place to manage this attendance for each school.

One of the biggest concerns will be managing venue density and physical distancing requirements with parents coming into classrooms. Here are some basic options that schools can use.

- Schools may limit the attendance of parents/caregivers to one parent

- Schools may prohibit classroom attendance, but may opt for orientation activities in other areas where physical distancing and venue density rules may be observed e.g. the school's covered court
- Staggering the start time for students, to reduce the number of parents coming in at any one time
- Allowing parents into classrooms with the student*

*Where Principals decide that parents will be allowed into classrooms, this will almost certainly lead to situations where venue density and physical distancing requirements are not met. To better manage safety implications, all adults (including staff, parents, and caregivers) must wear face masks when in the classroom. Time limits should also be set to reduce close contact. Hand sanitiser should be kept at classroom entrances and used upon entry and exit.

If teachers or staff are teaching with parents in the class, they may opt to remove their mask, but physical distancing must be strictly observed.

Given the additional risks involved in allowing parents onsite in these circumstances, it is recommended that schools utilise the Safe Visit sign in and QR code system for parents attending classrooms. More guidance [here](#).

An editable guide sheet for parents is available [here](#).

Note: The allowance for physical distancing and venue density requirements to be rested through use of masks is an exception, due to the one-off nature of the event, and the potential distress for students without their parents. The use of masks to circumvent physical distancing in future events is not a consideration.

3 STUDENTS

All students, even those who may be 18 years or older, remain subject to the operating guidelines in place for all students.

Some medically vulnerable students may need to learn at home, and adjustments will need to be in place to support these students to continue their learning in consultation with parents and carers.

3.1 UNWELL STUDENTS

If students are unwell or show symptoms of cold or flu, then they must not come to school or if already at school, parent or caregivers should be contacted to take the student home. Parents should be encouraged to take the student for a COVID test if flu like symptoms are evident. Students can return to school once symptoms subside, or they present with a doctor's certificate or a negative COVID-19 test.

3.2 STUDENT SAFETY AND WELLBEING

Schools are required to monitor student attendance and respond in accordance with normal policy and procedures. After a period of home learning, where schools identify students who have not returned to on-site learning, it is important for schools to follow-up with parents or carers to discuss reasons the student has not returned and to implement supports to ensure attendance as per the [CES Directive for Unexplained absences](#).

Concerns about children at risk of significant harm should continue to be reported to Child Safety in accordance with Cairns Catholic Education [student protection requirements](#).

4 PRINCIPALS

During a period of home learning, principals should engage additional relief staff to help support any teaching staff absence, and to assist with supervision needs arising due to vulnerable staff working off-site.

Following a period of home learning, schools should use available staff and funding to support the return to regular school-based teaching and learning and to support staff workload management and wellbeing.

When determining the working arrangements for the return to school-based learning, coordination, communication and consultation mechanisms are important to ensure working arrangements are consistent with medical advice, while ensuring appropriate physical distancing between staff, parents, carers and other adult visitors is applied. The arrangements should be reviewed in conjunction with medical advice.

It is important for principals and leadership teams to actively support and manage arrangements for vulnerable staff.

5 STAFF

Continued staff commitment and flexibility is key to supporting COVID safe learning environments.

We repeat our ongoing advice that if you develop cold or flu like symptoms you must not attend work, and should seek testing as soon as possible, in accordance with Queensland Health advice. We remind you also that [additional leave provisions](#) are in place to support you in managing health issues for yourself or family. Please be assured your school and Catholic Education Services will respond to your particular needs and concerns in a compassionate and supportive manner.

Staff who are vulnerable should discuss options with their principal to allow working from home, where possible.

The current Australian Health Protection Principal Committee (AHPPC) advice defines vulnerable people as:

- First Nation staff 50 years and older with one or more chronic medical conditions
- people 65 years and older with chronic medical conditions. The most current definition of 'chronic medical condition' is on the Department of Health website
- people 70 years and older
- people with compromised immune systems (see Department of Health website).

Other staff who may be medically vulnerable, including those with chronic health conditions, should seek their own medical advice and provide this to their principal so appropriate arrangements can be put in place.

Staff hours of work will be consistent with the attendance arrangements already in place at each school and determined in accordance with the school's local arrangements and industrial agreements.

Business managers, administrative staff, science technicians, teacher aides and other support staff will continue to perform their roles to ensure the effective functioning of the school while practising physical distancing measures.

5.1 UNWELL WORKERS

Current Queensland Health advice requires workers not to come to work if they are unwell, and a responsibility is also put upon an employer to not allow unwell workers to attend work. This is further legislated in the WHS Act 2011 (Qld.).

If staff are presenting with flu like symptoms but believe they are well enough to attend work, the Principal must direct this worker to get a COVID-19 test or see a medical practitioner to confirm their health.

Unwell staff can return to work once symptoms subside, or they present with a doctor's certificate or a negative COVID-19 test.

6 ATTENDANCE AND ROLL MARKING

Normal roll marking arrangements are required.

Where a student has compromised immunity or other medical advice to remain at home or absent from the learning program, schools will continue to use Code F to record the status of children as learning at home.

Same day student absence notification remains in effect. Schools should notify parents or carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of that school day). Please refer to [eMinerva – Marking Attendance](#).

If a parent or carer chooses to keep their child at home or out of the learning program without a reasonable excuse, schools should implement the usual student absence procedures.

7 BOARDING SCHOOL STUDENTS

Catholic Education operated residential boarding facilities are open for all students, having satisfied risk assessment requirements. Decisions for students to return to residential boarding facilities must be made in conjunction with parents or carers.

Boarding students who reside in designated Indigenous communities and have not yet returned to their boarding facility, will continue to have their learning program provided by the school at which they are usually enrolled. These students may continue to access their local school where there is a documented agreement signed by both principals.

7.1 BOARDING SCHOOL QUARANTINE

Depending on the local situation, boarding schools are in the rare portion as possibly being used as quarantine sites for students who are unable to travel in the event of an outbreak. Given the implications and measures required to manage this, each boarding facility has its own plan in place, which has been approved by Tropical Public Health.

8 SITE ACCESS

As schools are not classified as a [restricted business](#), they are not required to collect contact tracing information of people who attend the school during normal school activities, including school assemblies where parents may attend. However, it is important that normal sign in procedures for parents, volunteers, contractors, and other persons coming on site be maintained, in line with student protection requirements.

8.1 PICK UP AND DROP OFF

At the direction of principals, parents may be allowed onsite to collect their children at pick up and drop off times. Schools still have a responsibility here to ensure there is ample space for physical distancing. Other

factors such as student protection, general site security and traffic considerations should also be assessed in determining whether parents will be allowed onsite.

Where schools make the decision to allow parents onsite at these times, allocation of gathering areas and entry points, as well as physical distancing signage may assist in managing COVID requirements.

9 CONTRACTORS AND EXTERNAL WORKERS

Schools will need to ensure any contractor, supplier or external support worker entering the school to undertake work or provide services complies with the on-site health and safety measures outlined within the school's COVID-19 plan.

Contractors may also need to supply schools with their own COVID plans on a case by case basis. For example, a delivery service person may follow the schools COVID-19 measures, but a tutor will need to have a documented plan on how they will deliver their services. Communication is key, and these plans should be discussed with providers.

All persons coming onto site will need to continue to sign in as per normal school procedures.

10 CURRICULUM AND SUPERVISION

Students unable to participate in the learning program due to medical reasons should be supported by their school, just as they would in the case of any extended student medical absence.

This includes students where a medical practitioner has advised in writing the student should not attend school as parents or other family members have medical conditions that place them at risk.

Schools can determine the most appropriate approach, taking into account the expected duration of absence, the student's learning needs, available tools and resources, and the school's established approach to supporting continuity of learning.

11 SCHOOL ASSEMBLIES

Whole of school physical assemblies may be held with the principal ensuring that physical distancing requirements are maintained for all adults and other COVID-19 control measures are implemented. Outdoor, undercover areas are recommended for assemblies, to promote natural ventilation.

Students should be grouped by year or like reduce mingling where practicable.

Staff must always aim to maintain physical distancing from each other.

Where specific parents are invited to assemblies, they will need to sign in, and comply with normal physical distancing rules. Where there is an open invitation to all parents or to friends or family and the public, then the [section on presentations and public events](#) should be adhered to.

12 FORMALS, GRADUATIONS AND DANCES

Where formals and graduations are to be held within the school, the [following section](#) will provide some clarity on required measures.

Formals and graduations are permitted to be held at businesses that have approved [COVID Safe Industry Plans](#). If formals and graduations are to be held at a business or organisation not covered by an approved

COVID Safe Industry Plan, the principal must ensure all measures have been taken to meet departmental and Chief Health Officer requirements. For further details on COVID requirements and numbers, please refer to the [External Providers section](#) for more details.

13 FETES, PRESENTATIONS, GRADUATIONS AND OTHER PUBLIC EVENTS

Schools may have fetes, presentations and other public gatherings with up to 500 people indoors, providing they have completed the [COVID Safe Event Checklist](#) or a relevant [COVID Safe Industry Plan](#). The school should consider the most appropriate COVID Safe Industry Plan to opt-in to, implement and comply with. For events larger than 500 people indoors, or 1,500 people outdoors, please contact the [WHS Manager](#). Events which are held for staff, students and specific parents only will not require a COVID Safe Event Checklist, but where there is an open invitation to parents and the public, then the Checklist will be required. These latter events and all other public events should be ticketed to ensure that venue density rules may be managed appropriately.

For school events that will be held externally, please see the following section on [formals and graduations](#).

13.1 TICKETING EVENTS

As there are requirements to limit persons to one per 2m², schools will need to ensure that attendee numbers do not exceed venue density rules. This is best achieved by ticketing events. This will also save people being turned away at the entrance when occupancy capacities have been reached.

For events where only parents and family members or friends are invited, there are existing EdSmart templates in place to manage this. Please email [Alison Forster](#) for access to this.

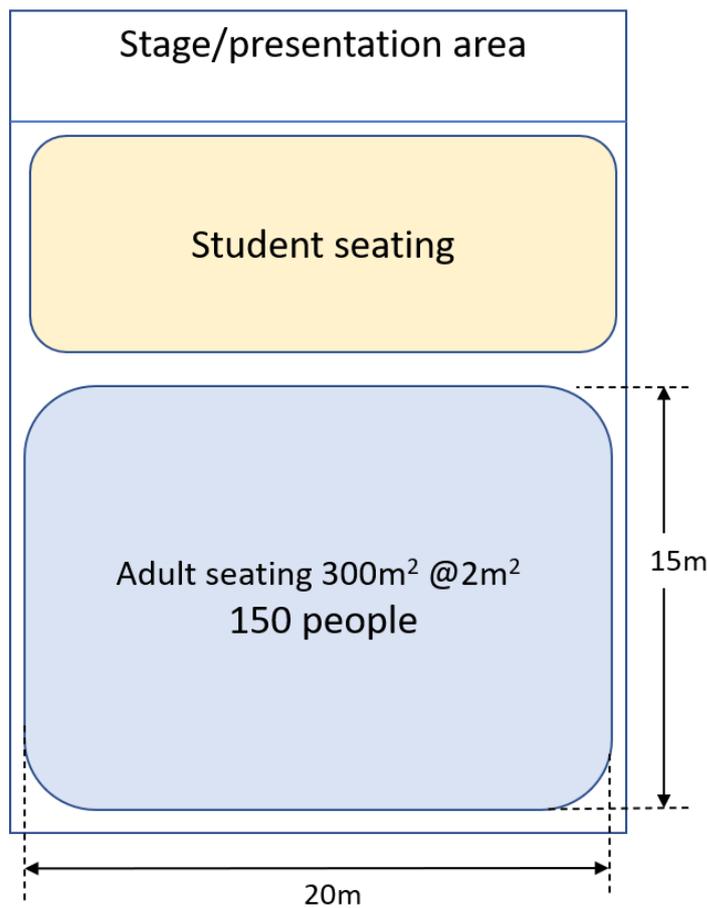
For other events which are open to the public, other ticketing systems such as [Trybooking](#) should be used.

13.2 VENUE DENSITY RULES

For indoor events (and in line with normal staff practices), schools will need to adhere to the 2m² per person rule. As an example, a hall which measures 20m x 15m would be 300m², and divided by 2m², this would allow 150 people. This number would include students if they are not segregated from adults.

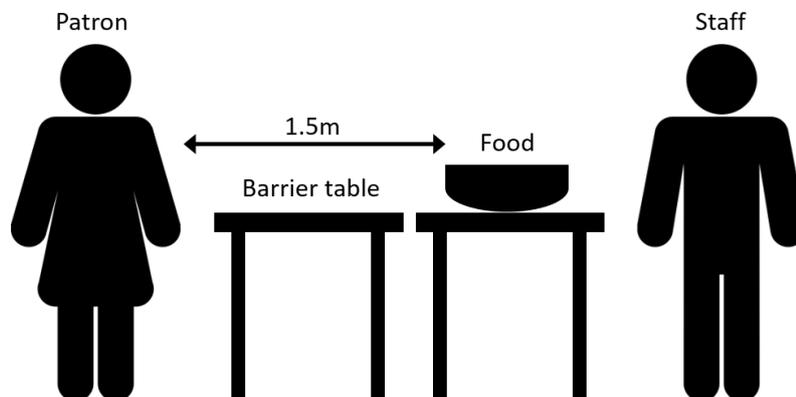
To better ensure occupancy limits are not exceeded, schools should ensure that all events with an open invitation to parents or the public are ticketed. This will ensure

To maximise occupancy for an event, schools may first allocate space in their indoor/outdoor area for students, and the residual area can have the 2m² rule applied to determine occupancy limits, such as the example below. This will allow a much greater number of persons in total, whilst still complying with venue density requirements.



13.3 SERVING OF FOOD

Generally, for large events where dinners are being served, it is recommended that a catering company is engaged. For smaller events where snacks may be provided, these will need to be served by staff onto plates or similar. Buffet or self-serve is not permitted. It is recommended that a table is placed between the food that is being served and the patron, to reduce the likelihood of them breathing on, and contaminating food. Patrons or guest can say which food they would like, and staff can then serve this and place the plate on the dividing table.



13.4 COVID SAFE INDUSTRY PLANS

Queensland Government have endorsed a number of [COVID Safe Industry Plans](#), and these should be used by the school for public events, where relevant. For example, an inter-school sporting event may use the [Field Sports Industry COVID Safe Plan](#) to identify and implement the COVID requirements for the event.

Where a COVID Safe Industry Plan is being used, an [industry Statement of Compliance](#) will need to be signed and displayed at the event.

13.5 COVID SAFE EVENT CHECKLIST

If a COVID Safe Industry Plan does not apply, or multiple COVID Safe Industry Plans could be used, the school should implement and comply with a [COVID Safe Event Checklist](#). Schools are not required to develop additional document or plans in addition to this checklist.

The [COVID Safe Event Checklist](#) covers all relevant areas of concern, including record keeping for contact tracing, hygiene and physical distancing measures, and information display requirements. It is important that all relevant section of the checklist are adhered to.

Where a COVID Safe Event checklist is being used, an [event Statement of Compliance](#) will need to be signed and displayed at the event.

13.6 RECORDING OF DETAILS FOR CONTACT TRACING

As schools are not classified as a [restricted business](#), they are not required to collect contact tracing information of people who attend the school during normal school activities such as assemblies and presentations. However, it is important that normal sign in procedures for parents, volunteers, contractors and other persons coming on site be maintained, in line with student protection requirements.

Where schools are hosting public events, recording of contact tracing information will be required, in line with the [COVID Safe Event Checklist](#).

It is recommended that all schools use the [Safe Visit](#) COVID check in app to obtain contact tracing details for persons coming onto site or attending events. This free app was initiated by Queensland Chamber of Commerce and will allow a simple scan and tap check in for fast and COVID safe contact tracing. QR codes generated by Safe Visit for check in should be posted in prominent locations at entry points.

13.7 EVENT DISCLAIMER

Where schools are organising Public Events, the following disclaimer may assist in ensuring the public are aware of requirements of entry. These are intended to be added to registration forms etc.

For your own safety, and consistent with our legal requirements and government directives in response to COVID 19, we require that you comply with the following rules of entry.

- If in the last 14 days you have:
 - had flu like symptoms or have otherwise been unwell;
 - been overseas;
 - been in close contact with a confirmed COVID-19 case; or
 - been to a declared hotspot.

Then you must not attend under any circumstances.

- If you are currently under an active self-quarantine notice you must not attend.
- You must comply with all reasonable instructions given by staff members.
- Physical distancing of not less than 1.5m from others, with exceptions for family/household members, must be maintained at all times.
- Please abide by floor markers or signage where these are in place.
- Hand sanitiser and hand washing facilities are provided. Please wash your hands frequently.
- Please utilise good coughing and sneezing etiquette by coughing or sneezing into a tissue, handkerchief, or the crook of your elbow.
- You may be refused entry to allow for adherence to venue density requirements.
- We may require you to submit personal information including name, address and mobile number or email address for the purposes of contact tracing. If collected, this information will be stored for 56 days, after which it will be disposed of. Information will be provided to Qld Public Health if requested for the purposes for contact tracing and will not be used for any other purpose. Storage, access, use and disposal of information will be in line with our [Privacy Policy](#).

13.8 FORMALS AND GRADUATIONS

Formals and graduations are permitted to be held at businesses that have approved an [COVID Safe Industry Plan](#). If formals and graduations are to be held at a business or organisation not covered by an approved COVID Safe Industry Plan, the principal must ensure all measures have been taken to meet departmental and Chief Health Officer requirements. For further details on COVID requirements and numbers, please refer to the [External Providers section](#) for more details.

14 EMERGENCY MANAGEMENT

Emergency evacuation drills such as fire evacuation, bomb threats and lockdowns may continue to be conducted every term, with staff practicing physical distancing from each other.

15 EXCURSIONS AND CAMPS

Excursions and camps are permitted to be held under the provision that they comply with the current state government public health advice.

Schools will need to continue to have risk management plans in place for excursions as per normal, however these should now include COVID measures. The key things here are ensuring that plans detail:

- environmental cleaning duties/frequencies
- a procedure to ensure unwell students or staff do not attend
- a procedure to determine how to deal with students or staff who develop flu like symptoms during excursions

Planning is key, and it is recommended that school engage with excursions/camping venue and service providers as early as possible to determine requirements and any limits on numbers. Please see for the [External Providers](#) section below for further details.

15.1 BUSSING AND TRANSPORT

See [School Transport](#)

15.2 EXTERNAL PROVIDERS

Venue and service providers will need to supply the school with a COVID Safe plan to ensure that they are complying with all public health requirements. There is often a shared duty here, so the external provider plans will help to inform school risk management plans. As always communication (and documentation!) between the school and provider is key.

If the provider is operating under an approved [Industry COVID Safe Plan](#), and has the completed Statement of Compliance, then this would be ideal.

Industry approved plans often allow the venue provider to have numbers of people on site that exceed general Stage 3 restrictions. Given this, it is recommended that schools engage with venue providers early on in their planning, to determine any limits on numbers.

16 HEALTH SUPPORT PROCEDURES

All Cairns Catholic Education schools must continue to implement student health plans.

Advice from the Chief Health Officer indicates staff should undertake a visual assessment of the student to ensure there are no visible signs of being unwell prior to any procedure being undertaken:

- if the student appears unwell, do not continue with the procedure, follow existing guidance for unwell students/COVID-19 suspected cases, and advise parents as soon as possible
- where a student appears well, carry out the procedure with the Personal Protective Equipment (PPE) as per the table below.

Where a student has excess saliva, a risk assessment should occur in each case (as it should each time there is a procedure) to ensure that the risk of body fluid exposure is minimised and correct PPE is used (for example the addition of a gown if it is required).

It is always important to ensure that [hand hygiene](#) is carried out at the correct points of the procedure as per the [5 moments of hand hygiene](#).

Queensland Health advice has been used to inform the PPE as outlined in the table below.

Specialised health procedure	PPE
Blood glucose measurement	Gloves
Insulin pen injection or needle and syringe	Gloves
Enteral feeding	Gloves

Nasogastric feeding	Gloves
Colostomy/ileostomy care	Gloves. Plastic apron if risk of splashes (staff may choose)
Clean intermittent catheterisation	Gloves. Plastic apron if risk of splashes (staff may choose)
Continuous oxygen administration	Gloves
Administration of buccal midazolam	Gloves
Cleaning of soiling	Gloves and plastic aprons
Use of asthma reliever medication with spacer	Nil unless coughing then gloves, mask goggles/face shield*
Oral and nasal suctioning	Gloves Long sleeved fluid resistant gown mask Goggles/face shield
Tracheostomy care	Gloves Long sleeved fluid resistant gown mask Goggles/face shield

During COVID-19, this additional PPE should be considered for asthma if the student is coughing.

Schools should purchase PPE from their regular suppliers. If regular supplies are not available, then please contact the [CE WHS Manager](#).

17 INSTRUMENTAL MUSIC PROGRAM, ENSEMBLES AND CHOIRS

Instrumental music programs, ensembles and choirs are able to rehearse in the school environment provided the following safety protocols are in place:

- at least 1.5 metres between singers/players in all directions and no more than 1 person per 2m²
- choirs or bands that usually use a stage may need to move down to the hall floor to ensure physical distancing. Podiums/platforms with risers should not be used.
- where possible, choir practice should be held outdoors. If it is not possible to hold practice outdoors, open windows and doors or ensure air conditioning is on.

- ensure students clean hands before and after the lesson
- ensure instruments are not shared
- students should not face each other when singing or playing wind instruments
- students with wind instruments should have their own spit rag, which is placed under the instrument while it is being played. The spit rag should not be handled by anyone else and should be kept by the student in a zip-lock bag or container.
- a log of attendance should be kept.

Inter-school and external venue rehearsals or performances are not to be undertaken at this time.

The Education Queensland [Instrumental Music Program guidelines for managing hazards associated with COVID-19](#) provides guidance regarding risk management strategies and hygiene requirements that must be in place.

18 INTERNATIONAL TRAVEL

There is a Federal Government ban on overseas travel from Australia. You cannot leave Australia unless you get an [exemption from the Department of Home Affairs](#).

19 MEETINGS WITHIN THE SCHOOL

Physical meetings, including staff meetings and P&F meetings, can occur within school grounds, including indoor and outdoor areas, providing that all relevant public health measures are adhered to (1.5m physical distancing, 2m² per person, limits on numbers with regards to current state government requirements). Schools should still allow for persons to attend meetings electronically if they wish.

As these are not public events, COVID sign in is not required, but normal school sign in procedures will apply.

20 ON-SITE HEALTH AND SAFETY MEASURES

Under the Queensland Chief Health Officer Directive, any student who is unwell must not attend school and students should remain at home until well. The school must ask parents/carers to collect their child from school if they are unwell.

Schools are required to maintain appropriate health and hygiene measures:

- Frequent [handwashing and hand sanitising](#), particularly before and after eating, and after going to the toilet.
- Regular cleaning protocols, with a mid-week COVID clean.
- physical distancing of adults.

Queensland Health [advise](#) it is safe to use water fountains and bubblers. However, schools should encourage students to bring water bottles for personal use.

20.1 CLEANING

Schools are able to return to their normal pre-COVID cleaning regimes, with a mid-week [COVID clean](#) to be undertaken. A mid-week clean will allow an adequate amount of protection, with the 48-hour weekend period effectively eliminating any potential COVID.

Disinfectants used for COVID cleans will need to be either a bleach solution as per the [COVID cleaning guide](#), or a disinfectant [approved for COVID use](#) by the Therapeutic Goods Administration. The preference is still for a quaternary ammonium compound based disinfectant such as [Sigura hospital grade disinfectant](#), due to its longer surface protection, and non-hazardous nature.

20.2 PLAYGROUND CLEANING

Playgrounds may revert back to pre-COVID cleaning regimes, and daily inspections for general cleanliness and foreign bodies etc. should continue.

20.3 MANAGEMENT OF SUSPECTED CASES

If an outbreak should occur within one of our workplaces, Tropical Public Health would take a leading hand in organising the response, including appropriate communication, contact tracing, and guidance on the resumption of activities. Despite this, it is important that school follow particular protocol where there is a suspected case.

Usually where there is a confirmed case of coronavirus, the school will be contacted in the first place by Queensland Health or a branch of it. Where there is a confirmed case of COVID-19 in a school environment, and Queensland Health has not provided advice, then the Principal or their delegate should contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice, as well as enacting their Critical Incident Plan

If a student or staff member is unwell, they should not attend school or should leave to go home. If they are a suspected COVID-19 case, they should self-quarantine and seek testing in accordance with Qld Health [here](#). Schools should not conduct COVID-19 testing themselves.

Staff, children, or young people at school experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. In this situation, where staff, children or a young person are experiencing symptoms compatible with COVID-19, such persons should continue to practise hand hygiene and physical distancing.

All children and young people with a health care plan should ensure this is up to date and that, if required, it provides additional advice on monitoring and identification of the unwell child in the context of the COVID-19 pandemic. It is important that schools also follow situationally appropriate environmental cleaning. For example, if a child spreads droplet (by sneezing or coughing), clean surfaces with disinfectant wipes immediately.

Schools and their communities will continue to be supported by Queensland Public Health in the event of an outbreak in their immediate or nearby areas. This will include detailed information and specific advice on additional measures to take beyond this guidance.

20.4 CONFIRMED CASE MANAGEMENT

The Public Health Unit will directly contact a school to confirm the presence of a confirmed COVID-19 case and will advise of any additional measures such as self-quarantine/contact tracing. Schools should continue to report any confirmed COVID-19 cases to their DSE immediately.

As per previous communications and in accordance with health authority advice, schools may be closed for a short time if there is a confirmed case. This time will be used to support contact tracing and specialist cleaning as required. What we have learnt from other schools having to shut down is that the length of closure is dependent upon the level of contact tracing required. Schools which do not strictly adhere to physical distancing for staff, may need all staff to isolate, leaving the school with no staff for the duration of the quarantine period. To avoid this scenario and to assist with contact tracing, schools must:

- Ensure physical distancing between staff is strictly adhered to
- Ensure timetables and staff calendars are accurate
- Encourage all staff and students to download the [Australian Federal Government COVIDSafe app](#).

In the event of a confirmed case, schools will also need to alert the school community effectively, so it is also important to ensure that all student contact details are correct. Where a closure is required, CES has sourced specialised cleaners to undertake COVID cleaning for the school. This cleaning will be undertaken in consultation with the cleaners, the school, CES and Qld Health.

20.5 HYGIENE SUPPLIES

Schools should actively monitor cleaning and hygiene supplies and reorder in advance of needing additional materials. Most suppliers are back in stock of hygiene, cleaning and PPE supplies, but if schools are stuck, then please contact the [CES WHS Manager](#).

20.6 USE OF SHARED EQUIPMENT OR LOANED RESOURCES

Shared student equipment such as ITD resources and sports equipment used within the school, or equipment loaned to students to take home may resume regular pre-COVID cleaning regimens. Shared items for staff should continue to be wiped down with alcohol wipes or similar.

20.7 LIBRARY BOOKS AND SCHOOL READERS

Whilst public health in Australia has not released any official stance on library books and other library resources, the British Columbia Centre for Disease Control has stated the following.

"There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products," reads the [BC CDC website](#). *"Laminated or glossy paper-based products (e.g., magazines and children's books) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19; however, the risk of transmission between users of borrowed items is very low."*

Given this, cleaning for student books, readers, magazines and other glossy or plastic media may revert to pre-COVID cleaning protocols. Whilst ALIA still has a 24-hour resting period for books, this is a national guideline that includes adults, and does not reflect the local context of Far North Queensland or lower risk factors of children.

21 OUTSIDE SCHOOL HOURS CARE AND CHILDOOD & EARLY LEARNING

Like our schools, our sister Out of School Hours Care and CELC sites continue to operate. As we often have shared sites and shared concerns with regards to managing COVID. It is recommended that schools, OSHC and CELEC work together to ensure approaches to COVID management are consistent and effective. Ideally COVID plans will be shared, reviewed and amended to ensure consistency.

22 CURRICULUM SUPPORT (EXTERNAL AGENCIES)

External agencies (such as Catholic Mission and Natural Fertility Services) supporting the curriculum may operate and principals should negotiate suitable arrangements with the provider of the relevant agency. All persons entering the school to support the curriculum must comply with the on-site health and safety measures outlined in these guidelines. This includes not attending the site if unwell, maintaining physical distancing requirements and practicing good health and hygiene.

23 CHURCH AND PARISH BUILDINGS

Currently our churches are operating under an approved Industry COVID Plan, which requires a number of things, including retaining a record of attendees to the site. Where churches and parish buildings are used for school student activities (not open to the public), then the normal church COVID plan does not apply. Regardless, schools should communicate with their local parish to ensure that appropriate measures are in place when using parish building, including provision of cleaning after use. Note that adults, including parents and caregivers, attending such activities would still be subject to distancing requirements and the Industry COVID Plan.

The [section on venue density](#) will provide some guidance on maximising space to allow physical distancing for adults.

24 SCHOOL SPORTS

School sports and physical education can resume normal operations. Inter school sporting events can also operate as per normal, with COVID measures such as increased hand hygiene and physical distancing for staff in place.

Where sporting events are open to the public, these should be conducted as per [guidance for public events here](#).

25 SCHOOL TRANSPORT

Transport arrangements will continue to operate for students including specialist school transport for students with disability.

Seating arrangements for buses may return to normal. Cleaning protocols for buses should comply with the [cleaning section here](#).

26 USE OF FACILITIES AND SCHOOL AMENITIES

Principals may negotiate the use of their facilities for external users if the external user has met the requirements of Queensland Health approved [COVID Safe Industry Plans](#). As the facility owner, the principal should be involved in the assessment process and be provided with a signed Statement of Compliance.

If external organisations, businesses or community groups not covered by an approved COVID Safe Industry Plan want to access school facilities, the principal must ensure all measures have been taken to meet departmental and Chief Health Officer requirements. A risk assessment taking into account approved COVID-19 control measures must be undertaken prior to approval.