**COVID-19 Control Response Plan**

**[Name of School]**

**Version Control & Change History**

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**Prepared by:**

**Date:**

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# PURPOSE

This COVID-19 Control Response Plan is to outline the strategies and actions sites are required to assist in managing the risks associated with COVID-19.

The plan is a support tool to facilitate the consultation process with workers so that they;

* can provide feedback about the actions being taken; and
* understand what is expected of them and how to raise any concerns.

If sites have an existing plan that captures this information, adopting this plan is not required. However, the expectation is that all sites have a COVID-19 Control Response Plan or equivalent document, which has been consulted with workers and is regularly reviewed.

# SCOPE

The COVID-19 Control Response Plan details the risk controls for managing COVID-19 at the workplace. It applies to all staff / students and visitors to the workplace.

# DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](http://www.cshwsa.org.au/definitions/)

## Information

Viruses such as COVID-19 are “Respiratory Viruses” and have the potential to cause significant consequences in humans especially in the elderly, persons diagnosed with a chronic medical conditions or the immune suppressed which may impact on the site community. Whilst this virus may be difficult to distinguish from the influenza and cold viruses, caution needs to be taken.

# RESPONSIBILITIES

All staff, students and visitors are responsible for complying with the requirements of the COVID-19 Control Response Plan.

The person managing the site is responsible for ensuring the COVID-19 Control Response Plan is developed and maintained.

# **PLAN**

## Supporting Vulnerable Persons

During the COVID - 19 pandemic situation, if health advice recommends vulnerable people self-quarantine in their homes and limit contact with those outside of their immediate household members as much as possible, this should be reasonably supported.

This may require flexibility in a work context, to support the safety and wellbeing of all staff / students during COVID - 19 pandemic situations.

If a staff member / student (parent) considers they meet the definition of a vulnerable person:

* they should discuss their concerns with their leader / teacher and provide supporting medical information, such as a letter from a registered medical practitioner or medical certificate or other reasonable information explaining their medical situation. A leader may also draw on their existing knowledge of a staff member’s / student’s health situation when considering what reasonable support may be available to a vulnerable person, rather than requesting new medical information be provided;
* a staff member / student cannot unreasonably refuse to provide supporting medical information if requested, if they are seeking an adjustment to their workplace / study arrangements
* the staff member / student (parent) and leader / teacher should work together to consider the situation and suitable options available and develop appropriate actions;
* options and actions should be considered, taking into account the needs of the staff member / student and the needs of the workplace / school and the work required to be undertaken.

Temporary short term and reasonable adjustments that may be available to support the staff member / student should be discussed and documented using the[**Vulnerable Persons Risk Assessment (010F)**](https://www.cshwsa.org.au/download/5168/)or equivalent.

Temporary adjustments to support a staff member / student may include:

* remote working, including working from home where it is reasonable and practical to do so (this must include a risk assessment of the home / office), within the worker’s current role;
* allocating required work that can be undertaken remotely, which may vary slightly to a staff member’s own role, but is in line with their skill set, experience and existing classification;
* deployment to an alternate role within the workers skill level, if available;
* alternative hours, or patterns of work, if suitable to continue to achieve required work outcomes;
* working from another location, if appropriate;

Leaders should reasonably support staff members / students to continue to work in a way that balances the:

* service delivery requirements of the workplace or the broader sector;
* staff members / student’s continued health, safety and wellbeing.

If it is not reasonable or practical for a staff member / student to work from home, the staff member / student may apply for applicable paid / unpaid leave as available.

A staff member / student who is approved paid / unpaid leave should keep in regular touch with the employer in the event the situation changes or appropriate work is identified.

The staff member must inform their leader if their circumstances change. For example, if the staff member becomes unwell or is required to provide care for an unwell family member, the staff member should be placed on paid / unpaid personal / carers leave as available.

Leaders should regularly review arrangements and adjust as appropriate. .

Further information can be found in [**Vulnerable Persons Risk Assessment Guidelines (010G)**](https://www.cshwsa.org.au/download/5165/).

## Health Hygiene Measures

Infectious diseases can be spread in several different ways. Washing your hands and covering your coughs and sneezes will help you keep you and others healthy.

### Hand Hygiene

Hand hygiene is considered one of the most important infection control measures for reducing the spread of infection. Soap will be provided and/or other hand hygiene consumables like hand sanitiser to support good hand hygiene. Informing all staff/students the importance of good hygiene will occur and signs will be displayed in bathrooms and other areas around the site.

It is imperative that all staff members / students AVOID TOUCHING THEIR FACE and WASH THEIR HANDS OFTEN using [5 Steps to Clean Hands](https://www.sahealth.sa.gov.au/wps/wcm/connect/61273a804c7120eb8e77cfdbb1e972ca/5-steps-to-clean-hands-poster-phcs-cdcb-20160414.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-61273a804c7120eb8e77cfdbb1e972ca-mN617xb) especially:

* after going to the toilet;
* before eating any food;
* after coughing, sneezing, and blowing your nose.

### Respiratory Hygiene

[Covering your cough](https://www.sahealth.sa.gov.au/wps/wcm/connect/9b4fe236-fb3f-4534-8473-92129d1b1876/19040.1-1%2BCYC-Poster-A4-public-web.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-9b4fe236-fb3f-4534-8473-92129d1b1876-n3d8TkH) and sneezes will help you keep you and others healthy therefore it is important that:

* you cover a cough or sneeze with a tissue or your arm;
* if you do have to cough or sneeze into your hands, wash them straight away before touching anything else;
* remember to turn away from other people when you cough or sneeze.

### Cleaning Services

By wiping things clean you can remove most germs. In the event of a COVID-19 outbreak at the site, nominated cleaning contractors will be requested to undertake a “Complete Biological Clean” in accordance with a specified schedule focusing on surface areas and in accordance with SA Health cleaning protocols. In addition, all workers will be encouraged to implement the practice of regularly wiping down surfaces and spray rooms with disinfectant, as required.

### Social Distancing

Social distancing measures legislated and/or recommended by government should be adopted. The site will also consider introducing measures, like staggered lunch breaks, where practical. Limits on gatherings and meetings and protocols for mass services will be enforced and monitored as required according to the latest SA Heath advice for schools.

### Additional Resources for Personal Hygiene & Cleaning

[Good Hygiene for Coronavirus (COVID-19)](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19)

[COVID-19 Campaign Posters](https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources#posters)

## Wellbeing

COVID-19 is a notifiable disease in South Australia. People who test positive will be notified to SA Health by testing laboratories and doctors. People who are confirmed with COVID-19 will be interviewed by SA Health (for contact tracing purposes).

People who are under investigation or being tested for COVID-19 must follow SA Health advice. If directed by SA Health they must not attend work and must remain in self-isolation in their place of residence until they receive advice that they may return to work.

If notification from SA Health received requires any school closure, the Principal is to inform the Catholic Education Office and keep the school community informed after consultation with CEO staff

SA Health will advise the school if additional cleaning and disinfection of the workplace may be indicated if the person returns a positive test. This will be under the direction of public health officials.

Staff are reminded about EAP: **ACCESS 1300 66 77 00**

Free telephone counselling service is available through **Centacare** **8215 6700**

Principals will promote mental health & wellbeing awareness to staff / students during the Coronavirus outbreak and will offer support to assist.

## Changes to Site Operations & Activities

### Holding Events

School events and gatherings are allowed under current health advice, so long as measures are in place to ensure it is COVID-19 safe. The strictness of the measures are dependent on the level of risk presented in different settings and activities. For example, whether the event is being held on or off site, and whether it is indoor or outdoor. The measures may at times mean limiting numbers at events because of the size of the venue available to you.

The following information summarises what you need to consider to hold an event safely.

It is also important to remember that pandemic conditions can change quickly. Please be mindful that any planned events may be subject to sudden change or cancellation in line with the latest health advice.

### Onsite Events

SA Health advice for the number of people attending events is that education sites are currently exempt from density requirements. Notwithstanding, the site will observe social distancing wherever and whenever possible for adult only events (e.g. staff meetings; professional development; parent only events [this does not apply to students and classroom settings]). If the size of the room limits the number of adults that can be comfortably present and observe distancing requirements, staggering of attendance and RSVP processes should be considered. Physical distancing is encouraged but not required between students and staff in classrooms or corridors.

#### Hygiene

Hand sanitisers, soap, wipes and tissues will be made available and cleaning of high touch surfaces, before, during and/or after the event considered.

#### QR Codes

The School’s QR code at entry and other points to make it as easy as possible for people to scan in for the event, and provide a backup alternative for those without smart phones (e.g. Record of Attendance). QR Check-in is purely for SA Health contact tracing purposes and does not replace your normal visitor sign-in process. All guests should continue to sign in at the front office/reception on arrival.

#### Catering

Communal food and beverage service is not permitted. This includes buffets, salad bars, communal service platters, roaming cocktail food and drink dispensers. This can be replaced with individually served or plated food and drink.

BBQs and sausage sizzles can be held if adults cooking, serving or lining up to be served can practice physical distancing and there are no shared self-service options or shared utensils. Gloves and tongs should be used by those preparing food.

### Offsite Events

Determined by current health density recommendations. Work with the venue to determine capacity. A density calculation tool is under ‘[Need help](https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-management-plan)?’ on the government website to assist with early planning.

Gatherings in a public park maybe limited so check [COVID Safe activities](https://www.sahealth.sa.gov.au/wps/wcm/connect/public%2Bcontent/sa%2Bhealth%2Binternet/conditions/infectious%2Bdiseases/covid-19/community/covid%2Bsafe%2Bactivities).

#### Hygiene

Ensure hygiene supplies considered and made readily available by venue, or by the school if the event is being held at a public park.

#### Record of Attendance

It is recommended that you ask attendees to RSVP for events held offsite. Attendees will need to comply with the COVID safe check-in requirements of the venue. Schools holding gatherings in a public park must keep a record of attendance. Your site’s QR code check-in should only be used when on your school site.

#### Catering

Discuss and follow the catering measures being used by the venue. This may be dependent on the size of your gathering and other considerations. If you are holding an event yourself in a public park, you should follow the same advice above for on-site events.

### Playgrounds

SA Health provided advice that currently an exemption allowing schools to keep playgrounds open. Where and if considered necessary, equipment may need to be roped off, cleaned regularly and signage put in place and areas supervised by increased numbers of staff on yard duty.

### Interstate Travel for Student Trips

Recently, Department for Education (DfE), has approved interstate travel for school groups, with provisos in place.

CESA now also gives approval for Diocesan schools to plan and undertake interstate trips, with the following conditions:

* any interstate travel must have contingencies in place to manage the volatile nature of border travel restrictions
* if you decide to travel with a school group interstate a full risk assessment should be undertaken and this should be discussed with your SPL. You should be clear on what you will do in the event of a border closure at short notice, and parents and students need to be fully aware of the risks.
* COVID Safe considerations should be factored into planning also. The South Australian government’s [voluntary COVID Safe plan](https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan) can be useful in thinking through the issues.
* schools should be fully aware of the financial implications of last minute cancellations and how that will impact on any agreements with travel/accommodation providers. Travel insurance should be a part of any planning for such trips.
* please note carefully, any costs incurred as the result of last minute COVID type cancellations will be borne by the school. These costs must not be passed onto families and will not be refunded by the CEO.

### Other Considerations

No one should be present if unwell, even mildly.

Events held on school sites fall outside of the public activity requirement and do not require a COVID-Safe plan. However, there is a [voluntary COVID Safe Plan](https://forms.sa.gov.au/#/form/5efc156bad9c5913ec274600) that outlines important considerations to host an event safely on site, and may help with your planning.

All other venues that hold public activities must have a COVID-Safe Plan, and depending on the venue, may require a COVID Management Plan, both of which outline details to manage risks. You should get a copy of the plan/s to make sure COVID risks are being managed. The venue must also maintain records of attendance for contact tracing purposes.

Holding an event outdoors can further reduce risks associated with large gatherings. However, you need to ensure there is an inclement weather option that will accommodate your guests within the current density requirements. Remind attendees that the need to physically distance and maintain good hand hygiene is the same even when attending outdoor celebrations.

Ensure student committees responsible for arranging any events receive guidance from a staff member to plan within the current restrictions. Update plans as necessary in response to any changing government health advice.

To control attendee numbers, we strongly recommend that you ask guests to RSVP to your event.

You should also make sure all attendees are aware of the measures in place to ensure the event can be COVID safe.

### Livestreaming & Technology

Consideration should be given to livestreaming as an alternative to the physical attendance of guests, or to include additional guests (such as extended family members) who will not be able to attend due to capacity restrictions.

Alternatively, you may prefer to film the event for an audience to view at their leisure or consider other creative ways to hold a celebration. For example, filming video messages or a performance by children and students to thank volunteers.

Consider the following:

* [Consent for children/students providing permission to use image, video, voice and/or creative work.](https://edi.sa.edu.au/operations-and-management/communications/social-media-and-web/social-media-management/images-of-students-and-their-work)
* your device will need a strong network or Wi-Fi connection to stream a large live event.
* the connection of audio visual (AV) equipment to the device being used to stream the event, such video camera and microphone.
* available privacy settings when choosing a platform to livestream or share footage of your event.

## Response to Student / Worker becoming unwell during school

If student/staff member becomes unwell during school with flu like symptoms, it is highly likely they are suffering from the common cold or influenza virus.

The symptoms of covid-19 are similar to colds and flus and can include:

* fever
* sore throat
* cough
* shortness of breath
* fatigue

While the COVID-19 virus is of serious concern, it is important to remember, that most people displaying symptoms such as fever, cough, sore throat or fatigue may be suffering from a cold, flu, allergies or other respiratory illness – not COVID-19.

Coronavirus (COVID-19) – [Identifying the Symptoms](https://www.health.gov.au/resources/publications/coronavirus-covid-19-identifying-the-symptoms)

However, if they also have difficulty breathing and/or it is known that they have recently travelled to high or moderate areas with COVID-19 infection rates, or have been in contact with someone who has been traveling to one of these areas or been in contact with a diagnosed COVID-19 case, there is a possibility it could be something more serious like COVID-19.

In either case they should be directed to the sites First Aid Room as soon as possible.

**IMPORTANT NOTE:** If a staff member or the First Aid officer have been advised of a student or staff member who may have been suspected of having COVID-19 and/or is pending a medical diagnosis for COVID-19, then the leader should be advised immediately.

### COVID-19 Suspected

First Aid officer or leaders should:

* dial **000** immediately if life threatening;
* advise the Principal
* advise parents/caregivers or authorised emergency contact of action as soon as possible and ask parents/caregivers whether the student has recently travelled to high or moderate areas or has been in contact with someone who has been traveling to one of these areas or has been in contact with a diagnosed with COVID-19 case. Keep accurate records of any conversations
* isolate the student in the first aid room and wear protective clothing like face masks, gloves and gowns, as necessary until ambulance arrives;
* set up alternative area to handle other medical needs, leaving first aid room to deal with those presenting with COVID-19 symptoms;
* ensure alternative areas staffed and resourced appropriately until further notice;
* signs are to be clearly displayed on first aid room door clearly explaining this interim arrangement. The door or windows should be left open where possible to keep rooms highly ventilated but minimise any foot traffic past the door.\
* ensure the first aid room is regularly disinfected in accordance with the relevant protocols and those cleaning should wear appropriate personal protective equipment, disinfecting all surface areas and spraying the room with a disinfectant spray.
* keep in close contact with the family of student or staff member to determine medical diagnosis and keep records and monitor status;
* keep the CEO updated with developments including other students/staff who may present with similar symptoms.

### Appears to display common cold & /or Influenza symptoms

If student/staff member presents with common cold and flu symptoms it is likely they are suffering from common cold and flu like virus and NOT COVID-19:

First aid officers should:

* contact parents/caregivers or authorized emergency contact, to advise of the signs and symptoms;
* arrange for the student/staff to be collected as soon as possible and encourage them to seek medical attention
* isolate them as much as practicable and observe until they are collected.

Ensure the first aid room is regularly disinfected in accordance with the cleaning protocols for COVID-19.

### While COVID-19 diagnosis is Pending

Principal or designated leaders:

* determine all students and staff who may have been in contact with the affected student/staff member and observe them for signs and symptoms that may indicate the presence of COVID-19, in the event that diagnosis is positive and exclusion periods are required to be enforced;
* remind all students/staff of personal hygiene protocols;
* Principal to determine in consultation with staff and by thorough inspection which areas may be most affected for cleaning purposes.

Principal /Bursar/Business Manager:

* Instruct cleaning contractors to suspend normal cleaning procedures and undertake daily cleaning in accordance with the “Focused Cleaning Task List” to be provided to them which focuses cleaning on surface areas like door handles, desks, taps, switches etc. Signs to be posted on doors while undertaking cleaning, stating “No Entry – Cleaning in Progress”.

Principal or designated leaders:

* Remind all students/staff of personal hygiene protocols
* Encourage staff to regularly wipe down surface areas with disinfectant wipes using gloves and disinfectant rooms, as necessary. Cleaning items will be made readily available to all staff in their areas.

### Response once diagnosis confirmed

The most likely scenario is that SA Health will contact the school if a member of the school community is a confirmed case of COVID-19. If this is the case the Principal will need to immediately notify the Catholic Education Office

The Principal will follow all the directives of SA Health which will likely include:

* closure of the school for a period of time.
* letters to all parents advising them of confirmed case

Note that all media and communications are to be referred to the Catholic Education Office

If a Principal is advised the site is to be closed the protocols for school closure as required by the Catholic Education office will need to be followed as described in the CESA COVID-19 School Closure Checklist. The Principal will advise whether further action is necessary like.

* implementing remote work and study arrangements where possible.
* suspending site related travel
* asking staff to work from home if possible.

### Students / Staff return to Site

The principal should monitor adherence to exclusion periods for staff / students who have been diagnosed with COVID-19 or have been asked to self-isolate due to having been in close contact with the confirmed case and ensure they do not return to the school without appropriate medical clearance from a doctor or SA Health.

# INFORMATION, INSTRUCTION & TRAINING

All staff / students shall be made aware of the site COVID-19 Control Response Plan requirements, by way of incorporating some of its requirements within the site specific induction.

# REVIEW

A review of the COVID-19 Control Response Plan will be undertaken when changes are made to COVID-19 Emergency Directions / Restrictions or after any incident as well as an annual formal review to ensure it is effective and takes into account changes at the workplace.

