



## SIX STEP PLAN – CONFIRMED COVID 19

### RESPONSE TEAM

Assistant Principal  
 Finance Officer  
 Administration Officer

Emma Fernandez  
 Melissa Dimond  
 Claire Didlock

### STEPS

### RESOURCES

#### STEP 1: NOTIFICATION OF A COVID-19 INFECTION

- If notified by a medical practitioner or Health Department, confirm that advice has been provided to the affected individual.
- If notified by a parent or staff member, request details of the confirmation and obtain the basic facts (see checklist).
- **Confirm that the student or staff member has adequate access to care and support at home. If concerns remain, take appropriate steps to provide support.**
- **The personal details of the infected person should not be disclosed except within the context of identifying potential close contacts.**

- Initial checklist
- full name
  - staff/student
  - have other family members been tested and have they confirmed positive
  - contact with other families
  - recent contact within school (classes, co-curricular, social, excursions, parish)
  - recent travel from and in transit (as applicable)
  - suspected means of transmission

**STEP 2: IF THE INFECTED INDIVIDUAL IS PRESENT AT SCHOOL (STUDENT OR STAFF MEMBER)**

- Immediately isolate the infected person to the Board Room in Administration. Staff should take all reasonable precautions to avoid cross- infection (face mask).
- Immediately isolate any close contacts (students and staff) to secure areas (meeting rooms) within the Administration Building provide details to parents of the possible infection. These close contacts should seek medical advice and a possible COVID-19 test.
- Reiterate self-isolation requirements for family members and those who have been in close contact and the requirement to seek medical advice.
- Ensure the student or staff member confirmed to have contracted COVID-19 is safely offsite, with appropriate supervision; parents/guardian to be requested to pick up the student immediately. Take all reasonable steps to avoid cross-infection.

- Face masks and Personal Protection Equipment
- Hygiene Equipment

**STEP 3: NOTIFY CEWA**

- Principal to contact the Deputy Executive Director and provide details of the confirmed case, including background and the initial risk assessment.
- Principal to provide briefing to the Leadership Team, reiterating need for appropriate confidentiality.
- Principal to complete necessary critical incident documentation to enable CEWA to report the case as required. CEWA Executive Director will be responsible for notifying the Director General, Minister for Education and Department of Health.
- Principal/Admin Officer to enact notifiable disease process.

Deputy Executive Director

Wayne Bull - 0411 988 793

Emergency and Critical Incident Form

**STEP 4: DETERMINE NEED FOR SCHOOL CLOSURE AND ISOLATION OPTIONS**

- Liaise with CEWA Deputy Executive Director to consider school closure and isolation options. The Executive Director will provide advice to the Principal as to the closure of the school.
- Depending on the decision, follow appropriate school closure management and communication steps.
- Advise CEWA Communications – providing details for media and communications planning. Template communications will be provided by the Communication Team.
- Coordinate briefing with COVID-19 incident response team. Clarify roles and confirm actions.
- Provide briefing for staff with factual information and response plan. Staff need to ensure that they remain calm and supportive of students, especially those who may become distressed.

CEWA Communications  
Simone Warden (0416 836 919)

**STEP 5: COMMUNICATE ADVICE AND REQUIRED ACTION TO SCHOOL COMMUNITY**

- Administration Assistant to send a SMS and email to parents/caregivers advising of closure/partial closure and requirement to collect children. Include information for parents unable to collect children before usual close time. Use CEWA Communications as templates.
- Principal /Assistant Principal to organise briefing of students in regard to a school closure.
- CEWA Psychologist and Social Worker to provide support to students who may become distressed at the news of a student/staff member who is infected with the COVID-19 virus.

- Implement School Closure Strategy if required. See Learning Continuity Plan
- Advice for parents e.g. self-isolation requirements, care for students, where to access medical advice and support.
- Holding statement outlining case details.

Carmel O'Shaughnessy  
Emma Fernandez

<ul style="list-style-type: none"> <li>• Principal / Assistant Principal to arrange for students' pick-up from school and a temporary isolation environment (for students awaiting collection).</li> <li>• Principal / Assistant Principal to arrange supervision for students who cannot be picked up until the close of school.</li> <li>• Consider the issue of students who may use social media once they have information of a closure and monitor devices as much as possible.</li> <li>• Advise the Principals of surrounding Catholic schools/parishes and other affected service providers.</li> <li>• Determine requirements for pastoral follow-up for students, parents and staff who may require additional support.</li> <li>• Media inquiries should be directed to the CEWA Communication Team.</li> </ul>	<p>St Anthony's Catholic Primary school  St Luke's Catholic Primary School  St Anthony of Padua Parish  Camp Australia</p> <p>Contact Laura Allison, Team Leader  CEWA Psychology Team, if required.</p> <p>Simone Warden, CEWA  Communication Team</p>
<p><b>STEP 6: FOLLOW UP TO SCHOOL CLOSURE – REOPENING</b></p> <ul style="list-style-type: none"> <li>• Institute required cleaning and hygiene procedures. Seek advice from the Health Department.</li> <li>• School remains closed until discussions with the Executive Director who will advise on the appropriateness and timeline for reopening the school.</li> <li>• Ensure that the school is safe and clean to enable students and staff to return (in liaison with the Health Department).</li> <li>• Keep parents and staff regularly informed of relevant updates.</li> <li>• Provide notification of details of the school re- opening.</li> </ul>	