



SIX STEP PLAN Positive COVID-19 Infection

RESPONSE TEAM	
Principal Vice Principal Assistant Deputy Principal, Inter-relationships (ADP) Assistant Principal, Junior School (AP) College Nurse Principal's Personal Assistant College Social Worker College Psychologist	Peter Collins Kylie Day Christina Davini Aoife Hickey Grace Bradshaw Melanie Whitton Jo Betti Charisse Hay
STEPS	RESOURCES
STEP 1: NOTIFICATION OF A COVID-19 INFECTION <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Immediately isolate the infected person to the Procedure Room within the St James Centre. 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 St James Centre and provide details to parents of the possible infection. These close contacts should seek medical advice and a possible COVID-19 test. 	<ul style="list-style-type: none"> • Face masks and Personal Protection Equipment • Hygiene Equipment

<ul style="list-style-type: none"> • 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. 	
<p>STEP 3: NOTIFY CEWA</p> <ul style="list-style-type: none"> • 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 Senior Leadership Team, reiterating need for appropriate confidentiality. • Vice 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. • Vice Principal/College Nurse to enact notifiable disease process. 	<p>Deputy Executive Director Wayne Bull - 0411 988 793</p> <p>Emergency and Critical Incident Form</p>
<p>STEP 4: DETERMINE NEED FOR SCHOOL CLOSURE AND ISOLATION OPTIONS</p> <ul style="list-style-type: none"> • 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. 	<p>CEWA Communications Simone Warden (0416 836 919)</p>
<p>STEP 5: COMMUNICATE ADVICE AND REQUIRED ACTION TO SCHOOL COMMUNITY</p> <ul style="list-style-type: none"> • Principal’s Assistant to send a SMS and email to parents/caregivers advising of closure/partial closure 	<p>Implement School Closure Strategy if required. See Learning Continuity Plan</p>

<p>and requirement to collect children. Include information for parents unable to collect children before usual close time. Use CEWA Communications as templates.</p> <ul style="list-style-type: none"> • Deputy and Assistant Principals to organise briefing of students in regards to a school closure in HTGs and JS classes. • College 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. • Vice Principal to arrange for students’ pick-up from school and a temporary isolation environment (for students awaiting collection). • Vice Principal to arrange supervision for students who cannot be picked up until the close of school. • Consider the issue of students who may use social media once they have information of a closure and monitor devices as much as possible. • Advise the Principals of surrounding Catholic schools/parishes and other affected service providers. • Determine requirements for pastoral follow-up for students, parents and staff who may require additional support.. • Media inquiries should be directed to the CEWA Communication Team. 	<ul style="list-style-type: none"> • Advice for parents e.g. self-isolation requirements, care for students, where to access medical advice and support. • Holding statement outlining case details. <p>San Salvador and/or Huasahuasi</p> <p>St. Helena’s Catholic Primary School a La Salle College St Helena of the Holy Cross Parish Camp Australia Contact Laura Allison, Team Leader CEWA Psychology Team, if required. Da Vinci STEM Schools Simone Warden, CEWA Communication Team</p>
<p>STEP 6: FOLLOW UP TO SCHOOL CLOSURE – REOPENING</p> <ul style="list-style-type: none"> • Institute required cleaning and hygiene procedures. Seek advice from the Health Department. • School remains closed until discussions with the Executive Director who will advise on the appropriateness and timeline for reopening the school. • Ensure that the school is safe and clean to enable students and staff to return (in liaison with the Health Department). • Keep parents and staff regularly informed of relevant updates. • Provide notification of details of the school re-opening. 	