

# RESPONSE PLAN FOR PROBABLE OR CONFIRMED COVID-19 CASE



## 0. PRE-PREPARED COMMUNICATIONS - BEFORE ANY CASE

**Parent/ Staff Communications suite - templates and procedures for each of the following, pre-authorised ready for initiation**

- Immediate response documents
- Progress SMS messages for staff, students and parents
- Follow-up communications for parents
- Media - News release
- Immediate post event all clear / collection of students - messaging for parents
- Prepare and send Q&A sheet to students and parents before the end of Term 2

## 1. IMMEDIATE RESPONSE DURING A SCHOOL DAY

**1 School is notified of probable or confirmed case of COVID-19**

**1.1 Notify School Executive**

School Board is notified by Head of School

**1.2 Initiate Immediate Response and Communications procedure**

- Notification to all Health Authorities
- Notify AIS, Armidale Police, Armidale Regional Council and Edwards Buses
- Director of Studies to initiate contact tracing - students and staff
- Initial SMS for all staff, parents and students notifying of positive COVID-19 case
- All gates to be closed - closing campus to vehicle access so we can coordinate who is on site
- Notify media via pre-prepared media release
- Reception, JS, MS and Admin to prepare for calls from parents
- Notify Catering Manger and reassess catering needs
- Email all parents - (day and boarder) and staff with details - including timings and locations of collection for day students

- 1.3 'Stay in Place' warning system & procedure activated including accompanying staff SMS/ email message**  
Upon hearing the alarm, all students and staff are to stay in place until notified  
Any students and staff out of doors to cease activities immediately and remain where they are - inclement weather location - TAS Gym  
Director Pastoral Care and Director of Studies work with primary contact/ confirmed case and their family to facilitate contact tracing  
Executive staff deployed with printed likely contact list - students and staff brought to Memorial Hall  
Memorial Hall already set-up as the mustering venue for all close contacts (students and affected staff)  
School Counsellor to be at the Memorial Hall (in advisory capacity)
- 1.4 Trace by class/subject group review possible/probable/confirmed cases**  
Use of timetable/ rooming information/ co-curricular rolls  
Trace by friend group - considering Recess, Advisor and lunch breaks  
Boarders - trace by dorm / proximity  
Staff trace / isolate
- 1.5 Send progress SMS to staff every 15 minutes to reduce stress whilst waiting in 'stay in place' lockdown**
- 1.6 Media Manager to liaise with Media**
- 1.7 Day student collection procedure sent as SMS message and email - any changes communicated to staff and parents (assume no buses)**
- 1.8 Authorise giving of 'All clear' paging signal and all clear email/ SMS to staff and parents**
- 1.9 Initiate staggered evacuation procedure - Junior School from JS turning circle, Middle School from Brown Street Gates, Senior School from Wakefield Gate**  
Staff to allocated evacuation locations for safe departures of students

## **2. IMMEDIATE RESPONSE AFTER HOURS - BOARDING**

- 2.1 School is notified of probable or confirmed case of COVID-19 - Notify HoS, DHoS and DoB - Senior Member of Executive to be notified**
- 2.1 Notify School Executive - all to return to campus ASAP (call DHoS if unable to do so)**

## **2.2 Initiate Immediate Response and Communications procedure**

Notification to all Health Authorities  
Notify AIS, Armidale Police, Armidale Regional Council and Edwards Buses  
Initiate contact tracing - student and staff  
Initial SMS for all staff, parents and students  
All gates to be closed - closing campus to vehicle access so we can coordinate who is on site  
All Heads of House and Deputies prepared for calls from parents  
Notify media via pre-prepared media release  
Notify Catering Manager and reassess catering needs  
Email all parents - boarder and staff with details

## **2.3 'Boarders Stay in Place' paging warning system & procedure activated with accompanying Staff SMS/ email message**

Director of Studies queries Edval for likely associates/ contact tracing list of students and staff  
Heads of House and Deputies to take roll call in a suitable socially-distanced space (outside). Students to then wait in their areas  
Director of Pastoral Care and Director of Studies work as team with primary contact and their family to facilitate tracing  
Remainder of Trace Team selected and deployed with printed likely contact list  
Memorial Hall set up as the mustering venue for all close contacts (students and affected staff)  
School Counsellor to be at Memorial Hall (in advisory capacity)  
Executive staff to call Day student close-contacts and notify families of procedures to follow

## **2.4 Trace by Boarding House**

Review Possible / Probable / Confirmed cases  
Use of boarding room maps/timetable/ rooming information/ co-curricular rolls  
Trace by friend group - taking meals, leave, common room into account  
Boarders - trace by dorm/ proximity  
Staff trace / isolate

## **2.5 Send progress SMS to staff every 15 minutes to reduce stress whilst waiting in 'stay in place' lockdown**

## **2.6 Liaise with Catering Manager to arrange amendments to catering**

## **2.7 Boarder parents communication**

Notification of status of confirmed/probable case and Boarding House affected  
Notification of School closure for 1 week for deep cleaning  
Notification of Boarder collection procedure  
Activate alternative arrangements for families unable to collect boarders in time

2.8 Authorise giving of 'All clear' paging signal and all clear SMS to staff, parents and students

2.9 Initiate staggered evacuation procedure for each Boarding House

### 3. COVID-19 ISOLATION - BOARDERS

#### 3 Medical Centre Staff for Isolation Areas

Confirm availability / response time of external nursing staff to work in isolation ward

Boys in Moyes

Girls in the Lodge

#### 3.1 Ensure all signage installed

Isolation Ward - Authorised personnel only. All entrances and bottom of all staircases

Label all bedroom doors (A, B, C, etc) and allocate bathrooms/ cubicles accordingly (laminated)

Signage re hand sanitising procedures

Signage - PPE don / doff procedures

#### 3.2 Waste - bins with BioHazard liners. Entrances plus minimum each floor

#### 3.3 PPE - Minimum 50 sets in BOTH locations in Moyes / Lodge, ready to go

#### 3.4 Isolate Boarders awaiting results - Possible cases

Brief/ reassure students

Executive staff to communicate process to parents of affected students

Allocate room / bathroom / cubicle

Staff (or student if House is empty) with gloves and mask to retrieve personal effects & clothing from Boarding House

#### 3.5 Probable and Confirmed cases will need isolating - away from those Possible cases awaiting results

Brief/ reassure students

Prioritise allocation of single room to these cases

Staff with gloves and mask to retrieve personal effects & clothing from Boarding House

Communications with boarding parents of students in those houses.

#### 3.6 Isolation of Residential Staff

Arrange motel accommodation for self-isolation if needed

PPE to be worn when retrieving personal effects (gloves and mask)

- 3.7 **Catering arrangements for people in isolation**  
As per health guidelines - only disposable plates/ cutlery

#### 4. COVID-19 ISOLATION - DAY STUDENTS

- 4.1 Students regarded as a close contact of someone confirmed with COVID-19 will need to undertake 14 days in home isolation  
4.2 Students should be sent home with a supply of surgical masks and hand sanitiser for immediate use  
4.3 Whole school closed for 7 days and lessons continue online

#### 5. COVID-19 ISOLATION - STAFF

- 5.1 Staff regarded as a close contact of someone confirmed with COVID-19 will need to undertake 14 days in home isolation  
5.2 Staff should be sent home with a supply of surgical masks and hand sanitiser for immediate use  
5.3 Whole school closed for 7 days and lessons continue online

#### 6. 'DEEP CLEAN' ARRANGEMENTS School closed for one week with lessons online

- 6.1 Identify priority areas for cleaning and likely total area  
6.2 Contact contractors from pre-prepared short list  
6.4 Cleaners to wear appropriate PPE (for Deep Clean, but also for any Isolation Wards)  
6.5 Arrange on-going contract cleaning of isolation areas (Moyes and Lodge) whilst in use

#### 7. TEACHING ARRANGEMENTS DURING CLEANING

- 7.1 Classes to return to online learning across whole school  
7.2 It is likely that areas such as the Hub, Hoskins and possibly the Sports Centre will not be available for boarders out of hours

#### 8. ALTERNATE BOARDING ARRANGEMENTS

- 8.1 It is assumed that the isolation areas (Moyes and the Lodge) will be capable of isolating initial possible / probable cases  
8.2 Overflow contingency plans for self-isolation of larger numbers - a UNE College, approved motel

# IMPORTANT DEFINITIONS USED IN THIS PLAN

<b>CONFIRMED CASE</b>	Confirmed to be infected with COVID-19 virus via an approved test method.
<b>SUSPECTED CASE</b>	A person has symptoms, but not tested positive at this time (Suspected case).
<b>CLOSE CONTACT</b>	When a student or staff member has been in face-to-face contact for 15 minutes or more with a person who has been diagnosed with COVID-19, OR when a student or staff member has been in a classroom for a lesson/teaching session with a person who has been diagnosed with COVID-19. The Ministry of Health will determine whether someone is deemed to be a close contact based on the movements and associations of the infected person for the 2 days prior to when they first showed symptoms of the virus.
<b>CASUAL CONTACT</b>	When a student or staff member has had brief or incidental contact (for example, passing in the corridor) with a person who has been diagnosed with COVID-19.
<b>PHYSICAL DISTANCING</b>	As per Government guidelines: eg Individuals maintaining a minimum of 1.5 metres. Maximum room density one person per 4m <sup>2</sup> .
<b>Tier 1 Response</b>	A person has been at school or workplace while infectious.
<b>Tier 2 Response</b>	A person is infectious but has NOT been at school or workplace.
<b>Tier 3 Response</b>	A person has symptoms, but not tested positive at this time (Suspected case). Person in isolation until test results received.