



Maddington Education Support Centre

COVID-19 FUTURE OUTBREAK RESPONSE PLAN

Planned response to future outbreaks of the Severe Acute Respiratory Syndrome Coronavirus 2

In the event of a further outbreak of COVID-19, the Principal will await advice from the Director General of Education WA. The relevant procedures in the following Outbreak Response Plan (ORP) will then be actioned.

• . Preparation

Identification and training of the COVID-19 Response Team (here-in called MESCT) (with my CO-LOCATED PRINCIPAL)

- Team will consist of the Principal, MCS and school officer and Learning support coordinator. The (MESCT) will be linked with CO-LOCATED PRINCIPAL
The (MESCT) will identify procedures required in the event of a school closure or other factors that will impact on the day-to-day running of the school, including a school closure checklist and an emergency contact tree for staff and students
- The (MESCT) will brief staff on the ORP
- The Principal will engage with the school community, including staff, parents, school board and community groups to ensure there is a clear understanding of the ORP
- The (MESCT) will ensure that staff are familiar with the COVID-19 process flow chart for schools and office sites
- All school staff and all formal visitors, including therapists and community volunteers, to school site are required to complete the free online COVID-19 infection control training, (<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>) and present their certificate of completion to the Principal prior to approval being given to attend school site. This does not include current or prospective parents and carers, or members of meetings where other COVID -19 protocols are in place.

Temporary school closure procedures

If MESCT has to close due to a confirmed case

- The Principal will receive advice from the WA Health Department's Chief Health Officer and schools will be informed by the Director General of Education WA (DG).
- The Chief Health Officer will, if there has been a positive COVID-19 test result in the school, close the school temporarily while assessment and tracing of exposure is conducted. A thorough school clean will then be carried out to make the school safe for the return of students and staff.

- In this situation, the Department of Education WA (DOEWA) will work with the Principal to provide direct advice and support regarding the closure process and communication.
- The Principal should contact the Coronavirus support team by [phone](#) or email coronavirussupport@education.wa.edu.au if a staff member or student who has been tested for COVID-19.

If the school has to close due to community outbreak for a short period of time and there is no requirement for remote learning for students OR If the school has to close for an extended period and remote learning is required for students

- The Principal will take advice from the DG with regard to the length of time for school closure and any special considerations required.
- The Principal and the (MESCT) and CO-LOCATED PRINCIPAL will enact the ORP (as below).

Outbreak Response Plan

Safe and clean schools

- School Administration will maintain consistent and prominent messaging around [physical distancing, good health and hygiene](#).
- All staff are responsible for ensuring that health and hygiene practices are embedded in classroom routines.
- The MCS will ensure that school cleaning will be in line with the relevant phase of the [WA roadmap](#), and in liaison with the shared site MPS

Communicate and care for the school community with a focus on wellbeing

- School Officer will ensure that student and staff contact details are up to date and readily accessible in hard and soft copy. Contact details will be stored on the school administration share drive and in hard copy in the Emergency Response file. Details will also be stored in a secure & confidential file on One Drive to ensure that the (MESCT) and CO-LOCATED PRINCIPAL has access when off site
- Once the Principal has been briefed by the DG they will liaise with the (MESCT) and CO-LOCATED PRINCIPAL re: contacting/briefing staff and families:
(MESCT) and CO-LOCATED PRINCIPAL will use the Emergency Contact Tree to contact staff, School council Chair,
The (MESCT) and CO-LOCATED PRINCIPAL will use the students' contact details to contact parents by email and telephone, with regular updates via telephone, email, SMS, Facebook and Connect
- Regular updates will be provided to families. The frequency of contact will depend on information received from the Department
- Communication pathways for sharing of information for families are via email, telephone (including SMS), Facebook and CONNECT

- The (MESCT) and CO-LOCATED PRINCIPAL will ensure that they liaise with the DOE with regard to catering for children of essential workers, in accordance with Government, and AHPPC guidelines.
- Communication pathways for sharing of information for staff are via Department email and telephone (including SMS)
- The school Workforce Management Plan will reflect support for vulnerable staff, including the latest information about medical vulnerability and which staff and students this may apply to.
- The Principal will maintain *own wellbeing* and that of the response team, through accessing collegiate support, networks, Regional and Central Services, as needed
- The Principal will maintain regular contact with Regional Office - Ken Perris (Director of Ed) (08)9336 9543 or Will Davis (CRO)

Continuity of Teaching and Learning

- The Principal will liaise regularly with families and seek feedback on their preference for the provision of student learning in preparation for possible closures, based on the initial COVID-19 restrictions, remote learning and school closures.
- The (MESCT) will work with staff to ensure that information is readily available to update the Learning Showbags ** including IEP based work packages in hard and digital ** format and guidelines for assessment, quickly in response to an outbreak
The (MESCT) and teaching staff will review the [Connected Learning Hub](#) and other potential sources of support when developing the Showbags.
- The Principal and MCS will review the budget and consider prioritise funds to ensure the provision of digital devices or infrastructure as part of the normal school finance procedures.

Personal Protective Equipment (PPE)

- The Principal and MCS will liaise with the OSH Coordinator to ensure that adequate supplies of PPE are in stock and readily available
- The MCS and OSH will ensure that the school has adequate supplies of hand sanitiser, liquid soap, disposable gloves, facemasks, paper towels, disinfectant and other required PPE to last at least a school term
- The MCS and OSH will ensure that they have contact with suppliers to ensure extra PPE requirements AND that they contact these suppliers immediately that an outbreak is confirmed to ensure that the school has continuity of supply
- All staff will be responsible to ensure that use of appropriate PPE is used at all time.

Excursions, camps and other extra-curricular activities

- The Principal will follow the health advice from the WA Government, the AHPPC and the directions from the Director General of Education WA when making decisions for extra-curricular activities
- The (MESCT) will inform staff and parents of any changes and the MCS will ensure that any monies paid will be credited back to families where possible
- The (MESCT) will liaise with external providers to determine if activities are cancelled or deferred.

Risk Planning

- The principal will ensure that COVID-19 risk plans are in place for the following:
 - Community Volunteers on school site
 - Therapists on school site
 - Community Access for Students
 - School staff
 - Parents accessing school site
 - Excursions and camps
 - University and TAFE student placements within the school
 - Any other relevant activities
- The Principal will, with the CO-LOCATED PRINCIPAL, review and update the risk plans regularly in line with current information from DOE, the WA government and the AHPPC

Recovery

In the event of a school closure the Principal will

- Follow the School Re-opening Checklist available on IKON
- Liaise with Regional Office - Ken Perris (08) 9336 9543 or Will Davis (CRO)
- Along with the CO-LOCATED PRINCIPAL, ensure that all staff are informed of guidelines and protocols for the return to school
- Along with the CO-LOCATED PRINCIPAL, ensure that parents are informed of school re-opening procedures and requirements
- Ensure that adequate supplies of PPE are available to ensure safe hygiene practices
- Along with the CO-LOCATED PRINCIPAL ensure that the SBS are informed of the school re-opening
- Along with the CO-LOCATED PRINCIPAL, develop timeline for ongoing awareness training and regular review of COVID-19 risk planning.

*** (MESCT) have setup on classes on SEESAW for curriculum support to parents as well as being a contact point for students
Learning Showbags is our name for hard copies of curriculum resources that get sent home to families.*



Department of
Education

COVID-19 Process Flow Chart School and office sites

