



CATHOLIC
EDUCATION
WESTERN AUSTRALIA

Dealing with a Confirmed COVID-19 Virus Case

SIX STEP PLAN

Purpose:

The Six Step Plan has been developed as a framework for Principals to assist them in managing a **confirmed case** of COVID-19 in their school community.

Preparation phase

Principals should:

1. Establish a COVID-19 incident response team and identify staff who are willing to temporarily care for affected students and staff. Staff who have pre-existing medical conditions should not be considered for this group.
2. Ensure that all students, parents, staff and visitors to the school are made aware of the requirements for good hygiene, the symptoms of the COVID-19 virus, and in the case of a suspected case of COVID-19, the requirements for self-isolation and management.
3. Those students and staff who may have medical conditions which make them more susceptible to infection should be identified and a management plan put in place to support them in the event of an outbreak of the virus.
4. Ensure that an appropriate area is identified to isolate a student or staff member in the event that they display symptoms of the COVID-19 virus.
5. Identify a secure area where any close contacts of the infected person can be assembled.
6. Ensure adequate supply and ready access to Personal Protection Equipment (PPE) and hygiene supplies (this may be difficult at the moment due to shortages of these products).
7. Ensure that parents, students and staff are kept up to date with current Health Department advice regarding the COVID-19 virus.
8. Ensure that cleaning regimes are adequate.
9. Ensure that all parent/guardian contact details are up to date.
10. Ensure visitor logs are maintained and include visitor contact details.
11. Ensure all COVID-19 incident response team members are familiar with the following steps, assigning tasks as required.



SIX STEP PLAN

STEPS	RESOURCES
<p>STEP 1: NOTIFICATION OF COVID-19 INFECTION</p> <ul style="list-style-type: none"> Chief Health Officer will notify CEWA to confirm diagnosis of a student or staff member. CEWA will notify Principal. If notification is provided directly to the school the Principal must contact the Deputy Executive Director - Wayne Bull (0411 988 793). The personal details of the infected person should not be disclosed except within the context of identifying potential close contacts. 	
<p>STEP 2: IF THE INFECTED INDIVIDUAL IS PRESENT AT SCHOOL (STUDENT OR STAFF MEMBER)</p> <ul style="list-style-type: none"> Immediately isolate the infected person to the identified isolation area. Staff should take all reasonable precautions to avoid cross-infection (face mask). Immediately isolate any close contacts (students and staff) to a secure area and provide details to parents of the possible infection. These close contacts should seek medical advice and a possible COVID-19 test. Confirm that the infected student or staff member has adequate access to care and support at home. If concerns remain, take appropriate steps to provide support. 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: NOTIFICATIONS</p> <ul style="list-style-type: none"> Provide briefing to the school leadership team, reiterating need for appropriate confidentiality. Provide briefing to the school's COVID-19 Response Team. Assign appropriate tasks to Response Team members. Complete necessary critical incident documentation (this should be lodged with CEWA within 24 hours). 	
<p>STEP 4: TEMPORARY SCHOOL CLOSURE</p> <ul style="list-style-type: none"> Following notification by the Chief Health Officer that the school will be temporarily closed follow appropriate school closure management and communication steps. Advise CEWA Communications - Simone Warden (0416 836 919) – providing details for media and communications planning. Template communications will be provided by the Communication Team. 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. Ensure school is secured following departure of students and staff. Arrange for additional security. 	<ul style="list-style-type: none"> School closure risk matrix



STEP 5: COMMUNICATE ADVICE AND REQUIRED ACTION TO SCHOOL COMMUNITY

- 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. CEWA Communications will provide templates.
- Decide how students will be briefed regarding a school closure (depending on primary and secondary context).
- Provide support to students who may become distressed at the news of a student/staff member who is infected with the COVID-19 virus.
- Arrange for students' pick-up from school and a temporary isolation environment for students awaiting collection.
- Arrange for 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.
- Advise the Principals of surrounding Catholic schools, parishes and other affected service providers (e.g. before/after school care).
- Determine requirements for pastoral follow-up for students, parents and staff who may require additional support. Contact Laura Allison Team Leader CEWA Psychology Team.
- Any media inquiries should be directed to Simone Warden from the CEWA Communication Team.

- Advice for parents e.g. self-isolation requirements, care for students, where to access medical advice and support.
- Holding statement outlining case details.
- Special arrangements will need to be considered for boarding students and Students With Disabilities.

STEP 6: FOLLOW UP TO SCHOOL CLOSURE - REOPENING

- Institute required cleaning and hygiene procedures. Advice will be provided by the Department of Health.
- Department of Health will notify CEWA and the school of the conditions for reopening and if any staff or students require isolation.
- Implement provisions of the Business Continuity Plans.
- Ensure that the school is safe and clean to enable students and staff to return (in liaison with the Department of Health).
- Keep parents and staff regularly informed of relevant updates.
- Principal to liaise with Deputy Executive Director regarding reopening of the school.
- Provide notification of details of the school re-opening.