

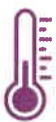


School Operating Guidelines

Baseline Settings

ADVICE FOR CATHOLIC SCHOOLS & CARE SERVICES
Effective June 2023

Schools are safe and open for learning. Keeping our schools open and providing face-to-face learning to students is important to their learning, social and emotional development, and physical and mental wellbeing. These guidelines have been developed for schools as we learn to live with COVID-19 and are based on current health advice.



COVID-19 positive result

The following requirements are in place for staff and students who test positive to COVID-19:

- Staff and students are encouraged to remain home until symptoms resolve, however they are permitted to attend school / care services, if they choose.
- Students in boarding schools should remain at the boarding house facility and not attend classes until symptoms resolve.
 - A decision will be made by the Principal / Head of Boarding as to whether the student should return home due to illness.
 - For students unable to return home, boarding facilities should aim to separate impacted students from the rest of the facility.
 - Care should be provided by limited staff to minimise the risk of transmission within the facility.
- COVID-19 positive persons are not required to wear a face mask.
- COVID-19 positive persons should avoid large gatherings and crowded indoor locations.
- COVID-19 positive persons may not be able to visit hospitals and other high risk settings.



Close contacts

A close contact is defined as a person from within the same household or a person who has had household-like contact with a COVID-19 positive person, during that person's infectious period.

- Isolation of COVID-19 close contacts is no longer mandated.
- Close contacts are not required to test for COVID-19, however are encouraged to do so.
- Close contacts are not required to wear a mask.



COVID-19 leave

- COVID-19 leave continues to be accessible for CEWA staff.
- Staff must provide to Principals evidence of their / their families COVID-19 positive result in order to access COVID-19 leave.
- Please refer to [Changes to COVID Leave Prime Memo](#) for further information.
- For further information about COVID-19 Leave please contact your Employee Relations Consultant.



Vaccination requirements

- There are no vaccination requirements for persons employed by Catholic Education Western Australia in the metro area.
- Some Aboriginal communities have access requirements in place, which may include providing evidence of vaccination. Please liaise with the relevant authority to ensure compliance with local specifications, where necessary.



Masks

- Staff, students and visitors to a school may choose to wear a mask.
- Staff, students and visitors to boarding facilities may choose to wear a mask.
- Staff, students and visitors are expected to adhere to any mask wearing requirements of third-party organisations / workplaces.



Work placement

- Students are not required to be vaccinated unless they are on a work placement where a vaccination mandate is in place, such as:
 - Hospital and primary healthcare

- Residential aged care
- Residential disability settings
- Organisations that have a vaccination mandate requirement
- Students on work placement and work experience will be required to follow any COVID-19 safe measures applicable to their work placement site.
- School work placement coordinators should work with work placement providers to determine any requirements specific to their organisation, to ensure student compliance.



Staff and student school attendance

- Consistent with the direction from the Minister of Education, schools are open for learning and students must attend in accordance with the Education Act.
- Schools must ensure that documented plans for immunocompromised students are managed in accordance with their needs, and in accordance with medical practitioner instruction.
- Employees, even those at high risk, can attend work with appropriate controls in place, such as a COVID-19 action plan developed in consultation with the employee's medical practitioner.



Health and hygiene

All staff, students and visitors to the school have a responsibility to protect themselves and others from COVID-19. This may be achieved through ongoing promotion of good hygiene practices:

- Staff, students and visitors to should stay home when sick.
- Covering mouth / nose when coughing or sneezing.
- Washing hands regularly for 20 seconds with soap and water.
- Utilising alcohol based hand sanitiser / wipes throughout the day.
- Practices to reduce direct contact should be considered, particularly over winter.

Each boarding facility should support student health and wellbeing by ensuring:

- Regular welfare checks with students and families.



Ventilation

- Schools are required to maintain strong ventilation practices, meaning the use of natural and mechanical modes of air flow through classrooms and indoor spaces.



Cleaning

- Schools should ensure that cleaning providers utilise detergent and disinfectant agents for high contact surfaces.
- Consistent and thorough cleaning schedules should be maintained throughout the school.



Travel

Staff travel

- Staff travel intrastate and interstate is permitted for school related business.
- Staff international travel is permitted for school related business, providing there is no alternative opportunity available within Western Australia or Australia.

Student travel

- Local area and interstate excursions with overnight stay (including camps) can occur with appropriate risk assessment, analysis and risk mitigation practices.
- Consideration should be given to the duty of care for all staff and students who may become unwell while they are away. This may include supervision and accommodation arrangements and the allocation of additional staff to support supervision requirements, in the event that staff or students become severely unwell due to COVID-19.
- International travel is permitted, however such opportunities must only be considered where the planned activities will significantly contribute to and / or enhance curriculum outcomes.
- Consideration for how to manage COVID-19 for impacted staff and students must be carefully considered and a contingency plan developed to support the management of this outcome.



Camps and tours

- Schools must ensure that their selected insurer will accommodate the recovery of funds for cancelled / postponed camps or tours.
- Schools must complete the COVID-19 risk assessment checklist to support their planning for a school camp / tour.
- Staff and students are not required to provide proof of a negative RAT prior to the departure of the camp / tour.
- Camp / tour coordinators should provide a supply of masks and RATs, for use by the camp / tour participants, as required.
- Where a student is identified as COVID-19 positive or a close contact prior to the departure of the camp / tour, a discussion should be held between the school and parent / caregiver prior to participation.
- If a student is unwell and symptomatic for COVID-19, consultation should take place with the parent / caregiver to gain permission for the issue of a RAT to the child.
- Where a child tests positive to COVID-19 while on camp / tour determinations for the child's appropriate health care should be made with the parent / caregiver. This may include arrangements to return the child home safely. If the student remains on the camp / tour, it is strongly recommended that they are separated from the group in a suitable location with consideration given to supporting the child's mental health and wellbeing.

Risk mitigation measures for interstate and international staff travel

Category	Risk Mitigation Measures
Planning	<ul style="list-style-type: none"> • Conduct a systematic risk assessment, analysis and mitigation process to inform the camp / tour planning, including: <ul style="list-style-type: none"> ◦ leave arrangements ◦ staffing requirements ◦ financial and administrative impacts ◦ duty of care for the staff member who is unwell or in isolation / quarantine ◦ access to medical treatment if required ◦ COVID-19 testing, isolation and quarantine requirements that apply to the travel destination/s. • Review the COVID-19 guidance provided by the Australian Government through Smartraveller for the travel destination. • Consider financial capacity to extend bookings or book additional accommodation if a staff member becomes unwell and is required to isolate longer than the planned duration of the trip.
Transport	<ul style="list-style-type: none"> • Book airfares with flexible cancellation / alteration policies rather than the lowest price. • Consider private transport (car) rather than public or shared transport such as coaches and buses. Limit number of passengers.
Accommodation	<ul style="list-style-type: none"> • Book accommodation with flexible cancellation / alteration policies over lowest price. • Accommodation providers should demonstrate adherence to local COVID-19 health and safety protocols. • Ensure adequate natural / mechanical ventilation across student and staff accommodation.
Number of staff	<ul style="list-style-type: none"> • Ensure adequate staff ratios to support the tour should students / other staff become severely unwell.
Event considerations	<ul style="list-style-type: none"> • Comply with all public health and social measures.
Health measures	<ul style="list-style-type: none"> • Adhere to relevant public health and social measures.