

COVID-19 Safety Plan

General Purpose statement

This COVID-19 Safety Plan has been developed to ensure the Kanwal Public School remains a safe environment for staff, students, and visitors.

This plan has been developed in consultation with principal, WHS manager and staff. This plan has been shared with all staff members and is available to our school community via our school website. This plan is designed to reduce or slow the spread of COVID-19 and reassure staff and visitors of their safety and wellbeing.

This plan may be updated as restrictions and advice changes – additional changes will be shared with staff and community as required.

NSW Public Schools must follow the current COVID-19 Public Health Orders and department guidelines, managing risks to staff, students, and visitors in accordance with Work Health and Safety laws.

SCHOOL DETAILS	
School name:	Kanwal Public School
Plan completed by:	Melissa Mackay
Approved by:	Principal – Jonathan Moxon

> GUIDELINES

Guidance based on the NSW Department of Education and NSW Health

GUIDANCE	ACTIONS
Wellbeing of staff, students, and visitors	
Exclude staff who are unwell.	Clear communication with staff: Staff must not attend work if they are unwell (including minor flu-like symptoms). Staff who become unwell at school instructed to leave immediately and not return until they have a negative COVID-19 test (and are symptom free).
Exclude students who are unwell.	Parents reminded regularly by newsletter, School Dojo and paper note that students must not come to school if they are unwell (even with very mild symptoms). Teachers instructed (email/Sentral memo/meeting minutes) to show vigilance recognising if any students are exhibiting flu-like symptoms and send to sick bay. Office staff instructed to arrange for the parent / carer to take the student home.
Provide staff and students with information and training on COVID-19, including when to get tested, physical distancing, expected hygiene and cleaning.	Expectations relating to COVID-19 symptoms, testing requirements and test facilities provided in emails, School Dojo and daily notices on Sentral. If displaying symptoms, teachers will be instructed to get tested immediately and sent home from school.
Display conditions of entry for any staff, contractors, employees of the Department of Education or visitors (website, social media, entry points).	Sign on front gate and front office. Written conditions at sign in station in office. School website updated to include information relating to community use and visitor guidelines. All adults on site to sign in via NSW Health QR Code. Every visitor to sign acknowledgment form. All adults onsite to wear a mask.

REQUIREMENTS	ACTIONS
Physical distancing	
Social distancing is not required for students. Students should remain in grades/ cohorts, where possible.	Cross-cohort activities and assemblies on hold. No student activities permitted involving visits to other school sites.
Social distancing expectations, QR code login and mask wearing communicated and reinforced in staff room. Measures taken to enforce 1.5m physical distancing. Daily wipe/ down/clean with detergent/disinfectant between use.	Principal regularly communicates to all staff clear expectations regarding the need to wear a mask, login via NSW Health QR code and remain vigilant with physical distancing while at school and when in the community (emails, Sentral notice).
Put plans and systems in place to monitor and control the numbers of staff in one area at one time to allow for physical distancing.	Chairs removed in staff room to ensure physical distance of 1.5m reinforced. Meetings and PL sessions held via zoom. Essential face-to-face meetings limited. Physical distancing signage displayed in staff shared spaces.
Use strategies to encourage safe physical distancing, where possible, in the classroom, including teacher - student interactions.	Teachers directed to continue to promote and encourage regular washing of hands, exclusion of any students who are unwell, avoiding the sharing of food and personal items and cleaning of any shared items such as musical instruments, learning and sporting equipment between uses (sports equipment disinfected and used in rotation). Students directed to use water bottles, not bubbler.
Staff/classrooms provided with resources to ensure classroom can be cleaned regularly with detergent/disinfectant.	School maintains enhanced hygienic cleaning process in addition to the standard daily clean. Teachers provided with wipes, sanitiser, and paper towel for classroom use. Teachers encourage students to use disinfectant products to wipe down their own learning spaces after each lesson daily.
Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks).	Staff informed of importance of combining safe physical distancing with good hygiene practices including wearing a mask. Staff reminded not to share personal items, such as mugs and cutlery & to wash own items. Cleaning protocols implemented including wiping down of high touch services.
Use video/online platforms for essential meetings where practical.	Alternate methods of communication employed: use of daily notice on Sentral to share messages or phone call rather than face-to-face; utilise technology for all essential meetings, discussions & TPL.
Review regular deliveries and request contactless delivery and invoicing where practical.	Until further notice, only external providers that are essential can continue to provide services and programs. Use of P-card utilised where possible to reduce monetary transactions.
Consider signage in shared spaces directing staff and visitors to maintain physical distancing wherever practical.	Principal adheres to recommended department guidelines regarding COVID-19 poster placement: gate/office/staffroom/bathroom/canteen/good hygiene/PPE equipment/front office.
Have strategies in place to manage parent gatherings that may occur immediately outside the premises, eg afternoon pick up.	Parent reminders regarding social distancing expectations whilst waiting for students.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser and face masks at multiple locations throughout the workplace.	Staff reminded wear face masks and to wash hands or use hand sanitiser between providing support to students. Teachers instructed to remind students to implement hand hygiene practices at regular intervals throughout the day. Effective and appropriate use of hand sanitiser modeled and taught to students. Hand sanitiser readily accessible throughout school, especially in shared areas.
Provide detergent/disinfectant surface wipes to clean workstations.	Teachers encouraged to establish cleaning routines for their classroom. Teachers encouraged to set reminders or establish processes to check classroom cleanliness. Teachers show and remind students how to wipe down and clear high surface areas. Teacher to clean own workstations and desk area.
Ensure staff and student bathrooms are well stocked with hand soap, paper towels, and have posters with instructions on how to wash	Cleaning staff to regularly check supplies.

REQUIREMENTS	ACTIONS
Record keeping	
Currently no visitors allowed on site. When this changes, ensure visitors to site are aware of COVID-safe expectations – mask wearing and QR code check in.	Office staff comply with all department guidelines regarding visitors on site. Every visitor to sign acknowledgment form and check in with QR code. Conditions of entry displayed at entry points for any staff, contractors, employees of the Department of Education or visitors.
Report to Incident and Support Hotline all confirmed reports of COVID-19.	Office staff aware of reporting procedures
Comply with NSW Health if contacted in relation to a positive case of COVID-19.	School creating RMP for how to respond in the event of a positive case of COVID-19 at school. Support provided by director and WHS school services support.

REQUIREMENTS	ACTIONS
School Operations	
School organisation ensures that staff remain together for limited times. Limited number of staff on site.	Chairs removed in staff room to ensure physical distance of 1.5m reinforced. Meetings and PL sessions held via zoom. Essential face-to-face meetings limited. Physical distancing signage displayed in staff shared spaces. Staff on site to include – Principal, 1 DP, 1 office staff, only enough teachers for students at school base number of 4 for mainstream and 1 for support unit, 4 SLSOs to support high needs students including students in support unit.
School organisation shows that students remain within relevant cohort group for all learning activities within the school.	This will be in place dependent on the number of students on site and staffing.

School organisation ensures that all school activities comply with current guidelines.	All staff aware of current guidelines, communicated by email, regular reminders via Sentral daily notices. All planned school activities discussed with executive and/or principal who enforces guidelines.
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REQUIREMENTS	ACTIONS
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Staff and student attendance	
School follows department guidelines when responding to student/ staff who presents with flu-like symptoms whilst at school.	School to maintain vigilance in ensuring that staff and students do not attend school or work if they are unwell. Students absent or sent home due to flu like symptoms need to be tested. Staff and students must not return to school or work until they return a negative COVID-19 result and are symptom free.
School ensures that parents are aware of conditions which puts them at higher risk of severe illness if contracting COVID-19.	Parents reminded regularly by newsletter that students must not come to school if they are unwell (even with very mild symptoms).
Schools comply with department processes regarding students who have been absent for more than three days.	School complies with all department guidelines. Medical certificates requested by school to explain extended absence.

REQUIREMENTS	ACTIONS
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Visitors to site	
Non-essential adults are not permitted on school grounds or at school events.	School has DoE requirements to parents and visitors
Pick up and drop off arrangements enable parents to physically distance from one another	School communication has instructed parents to adhere to social distancing during pick up.

REQUIREMENTS	ACTIONS
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Staffing	
Only essential staff on site to support students present at school	Roster developed to cater for students on site.
School ensures that all staff are aware of department support services and programs to support the physical and psychological wellbeing of staff.	Staff emails providing information on the department's services and programs to support the physical and psychological wellbeing of staff as well as services provided by EAPS
The school reminds all staff to regularly check department website to review the latest COVID-19 case locations in NSW follow the recommended actions.	Staff emails show evidence of principal providing reminders on how to access the COVID information pages on the department's intranet.