

ACTION PLAN: PANDEMIC

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STAGE 1: General Preparation; Potential Pandemic				
KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME
1.1	Create a Pandemic Planning Action Team (PPAT) consisting of a select number of the CMT to report to the wider CMT on proposed execution of the following actions.	Government notification of a potential pandemic	CMT	Upon Government Advice
1.2	PPAT team to compile up-to-date advice from the Federal, State and Territory Government Health representatives, Education Directorate, (the AIS and CSA) on what actions should or must be undertaken in preparation. Upon consideration of this advice, provide the CMT with recommendations regarding: <ul style="list-style-type: none"> If education is to continue upon any temporary closure of the College and the form this could take e.g. remote learning; Procedures and expectations regarding treatment of suspected or confirmed cases of direct or indirect contact with the pandemic (persons and environment), including those persons/groups identified by the government; Position on leave type and management of staff Input into Business Continuity Plan 	Government notification of a potential pandemic	PPAT	As soon as practical
1.3	PPAT to meet with CMT and provide advice as to next reasonable steps	See above	CMT PPAT	As soon as practical
1.4	Increased hygiene measures- daily cleaning procedures, personal hygiene, as well as increased monitoring of student health	See above	All staff	Immediately
1.5	Effective handwashing facilities and equipment available	See above	B.Mgr	Within 2 days
1.6	Follow usual absence periods for sickness	See above	Health Office	Continuous

STAGE 2: Prevention; Pandemic Plan Execution				
KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME
2.1	Prepare communication to all stakeholders that a pandemic is likely.	Where an increased risk is present	CMT Leader	As per the Government authority's advice
2.2	Each business unit is to prepare paperwork and work necessary to continue core functions for a minimum of 30 days. This	Where an increased risk is present	EXEC TEAM	Within 10 days

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	includes backup staff within the team to cover core functions in case some members fall sick.			
2.3	Ensure all College records are up-to-date, including all staff, student, parent and emergency contact details as well as individual health management plans.	Commencement of Stage 2	Admissions Centre Assistant Dir. ELC Dir. OSHC Parents	Within 3 – 5 days
2.4	Teachers advised to prepare curriculum in lots of two-week packages that can be taught remotely and or at home.	Where an increased risk is present	BCC Teachers	Immediately
2.5	Advise cancellation of international excursions until future notice.	Where an increased risk is present	Principal	Within 2 days
2.6	Dispense hand sanitizer throughout the College, and encourage/continue a high standard of hygiene (regular hand washing, sneeze and cough management)	Where an increased risk is present	BCC ADMIN Centre Assistant Dir. ELC Dir. OSHC	Immediately
2.7	Children presenting virus symptoms to be sent home to seek medical attention and get medical clearance before returning to school.	Where an increased risk is present	Student Reception Centre Assistant Dir. ELC Dir. OSHC	Immediately
2.8	Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site)	Increased absence rates of pupils or staff	BCC Admin Staff Centre Assistant Dir. ELC Dir. OSHC	Immediately
2.9	Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food	Local increases in sickness e.g. flu, gastric, coronavirus	BCC Teachers ELC Educators	Immediately
2.10	Enforce 48hr exclusions after symptoms have stopped for all fever, sickness, diarrhea etc., or doctors note received (If relevant and/in accordance with advice)	Public health alerts and guidelines	STUDENT RECEPTION Centre Assistant Dir. ELC Dir. OSHC	Continuous
2.11	Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)	Public health alerts and guidelines	Principal HOFs School Coordinators Dir. ELC	Continuous
2.12	Bi-Weekly (2x/week) review of the situation		PPAT	

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STAGE 3: Slow Rate of Infection; Infection Spreading throughout Australia				
KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME
3.1	Implement strict hygiene requirements, including hand sanitization, throughout the day at set times.	Where a significant risk is present; Direct case or increased likelihood of cases; Public health advice for restrictions	CMT	Immediately
3.2	Postpone College excursions and possibly incursions, whole of College assemblies and events.	Where a significant risk is present	CMT	Within 3 days
3.3	Consider reducing contact situations (e.g. Year Level Assemblies, Chapels, etc.)	Where a significant risk is present	BCC Teachers & Staff	Immediate
3.4	Confirmation of supply inventory as required (e.g. thermometers, gloves) to prepare for next Stage	Commencement of Stage	B. Mgr Dir. ELC	Within 7 days
3.5	Increase time of exclusion from school for those with symptoms to 14 days or according to advice from health authorities	Upon health advice	Principal	As advised
3.6	Send home any children with a fever and/or symptom described by health authorities. Exclusion of affected persons as per government guidelines	As advised	Student Reception	Immediate
3.7	Additional Cleaning including deeper cleans of hard surfaces throughout buildings including desks, door knobs, phones, etc.	Commencement of Stage	Bus. Mgr. Cleaning Staff ELC/PSHC Educators during contact times	Immediate
3.8	Staff Training (e.g. Student Reception- health; Teachers, ICT teams- Remote curriculum access and processes)	Commencement of Stage	Directors/Team leaders ELC Educational leader in collaboration with Centre Assistant	Commence within 3 days
3.9	Communicate with external suppliers (i.e., Food, Cleaning Products, etc.) to ensure continuance of supply (e.g. priority; no future inventory issues)	Commencement of Stage	Bus. Mgr. Centre Assistant Dir. ELC, OSHC	Within 3 days

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STAGE 4: Contain; Infection in local community (ACT)																
KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME												
4.1	Cancellation of all non-essential activities (school and Vacation Care incursions, excursions, assemblies, school events, professional development, some staff meetings) within recommended government time-period	Commencement of Stage	EXEC TEAM OSHC Coord. Dir. ELC	Within 7 days												
4.2	Social Distancing; Facility layout and use - shut down areas which may cause greater transmission. Where possible: <ul style="list-style-type: none"> • Space desks in rooms; • encourage outdoor teaching; • Ventilate rooms by keeping windows and doors open. 	Commencement of Stage	School Coordinators	Within 7 days												
4.3	Minimise cross-infection opportunities – reduce numbers of students in play areas e.g. allocate play areas for children. Consider how to maintain separation of staff, especially within faculty areas e.g. Red Team, Blue Team	Commencement of Stage Or as considered necessary	EXEC Team	Within 5 days												
4.4	School development of online/remote capabilities: student curriculum delivery, payroll, server functionality, etc. Confirm learning content for students for at-home period	Commencement of Stage	CMT	Within 10 days												
4.5	Reduction or exclusion of school and campus visitors; including third-party subcontractors (specifically around school hours)	Commencement of Stage	EXEC TEAM	Within 10 days												
4.6	Amend parent pick-up arrangements with communication regarding 'social distancing' of staying 1.5 metres away from each other. Optional: Prepare for/implement staggered pick-up times e.g. House groups, alphabet groupings <table style="margin-left: 20px; border: none;"> <tr> <td>1) 2.50pm</td> <td>or</td> <td>1) 3.00pm</td> </tr> <tr> <td>2) 3.10pm</td> <td></td> <td>2) 3.15pm</td> </tr> <tr> <td>3) 3.30pm</td> <td></td> <td>3) 3.30pm</td> </tr> <tr> <td>4) 3.50pm</td> <td></td> <td>4) 3.45pm</td> </tr> </table>	1) 2.50pm	or	1) 3.00pm	2) 3.10pm		2) 3.15pm	3) 3.30pm		3) 3.30pm	4) 3.50pm		4) 3.45pm	Commencement of Stage or as considered necessary	EXEC TEAM	Within 14 days
1) 2.50pm	or	1) 3.00pm														
2) 3.10pm		2) 3.15pm														
3) 3.30pm		3) 3.30pm														
4) 3.50pm		4) 3.45pm														
4.7	Deep clean core areas	Commencement of Stage or as considered necessary	B. Mgr. Dir. ELC Cleaning Crew	Once every week then once every 3 days												

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4.8	Core reminders of hygiene and health practices (e.g. additional posters around campus in high visibility areas)	Commencement of Stage	School Coordinators ELC Leaders	Within 2 days
4.9	Communicate with external suppliers (e.g. Food, Cleaning Supplies, etc.) to ensure priority; no delivery delays	Commencement of Stage	Bus. Mgr.	Within 2 days
4.10	Support Staff via Training, Resources, etc.	Commencement of Stage	Relevant Team Leaders	Begin within 3 days – then ongoing
4.11	Finalise employment plans and advice for part-time or casual staff	Commencement of Stage	Bus. Mgr.	Within 7-10 days
4.12	Inform and support parents on home preparation - What they need to be doing now to prepare (Supervision for children if schools closed - a space to study, technology – computers/wi-fi/printers; preparations needed to be taken for younger children or those who are not able to be online by themselves)	Commencement of Stage	Principal Dir. T&L Dir. ELC	Within 10 days
4.13	Prepare and support students for possible school closure: <ul style="list-style-type: none"> • Accessing learning, teachers • Engagement in lessons • Submission of work • Assessment • Timetable and scheduling • Attendance requirements • Technology platforms 	Notice from government, advice from BSSS	EXEC Dir. T&L School Coordinators Teachers	Within 10 days
4.14	Train students, parents, and staff- trial online platforms	Commencement of Stage	Team Leaders	Within 14 days

STAGE 5: Infection within school community

KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME
5.1	Comply to government directions regarding school shut down period	Notification of positive case of virus of school community member per Office of ACT Health Officer communication	CMT; PPAT	Immediate

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5.1a	<p>Mandated short-term closure caused by positive confirmation of case</p> <ul style="list-style-type: none"> • Close the school and inform parents • Sanitization of College • Identification of those at risk • Communicate process to be used to bring staff and students back to school 	Confirmed case of pandemic by diagnosis of person present at College- Notification by Office of ACT Health Officer	Principal Bus. Man Dir. ELC	Upon notification – anticipated period of closure approx. 2 days
5.1b	<p>Mandated long-term closure</p> <p>Organise:</p> <ul style="list-style-type: none"> • Delivery of curriculum, • Continuation of essential services – such as servers and payroll • Provision of appointments/check-ins with College psychologist, chaplain, learning support staff • Security of the school site • Staffing arrangements/employment of part-time staff etc. 	Government mandate		Upon notification – anticipated period of closure minimum 2 weeks
5.1c	Partial/Sectional Closures	Government mandate	CMT; PPAT	As per Government authority advice As considered necessary by CMT/EXEC/Board
5.2	Optional self-initiated closure of the College	Where specific and/or significant changes or restrictions need to be in place; High rates of absence; Significant likelihood of contact or contraction.	Principal ELC Director Dir. Ed	As required
5.3	<p>Implement online /remote learning or working options for students and staff, including:</p> <ul style="list-style-type: none"> • Staff continuing work from the College; • Staff working remotely; • Staff unable to work. 	Commencement of Stage	CMT	Immediately and as required
5.4	Deep clean core areas	Confirmed case in school	Bus. Mgr. Dir. ELC Cleaning Crew	Immediately
5.8	Communication of campus and building closure for all external parties (e.g. SPACE/Gym/Group course closure to external groups)	See above.	EXEC TEAM	Immediately

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STAGE 6: Recovery				
KEY	ACTION	TRIGGER	RESPONSIBLE	TARGET TIMEFRAME
6.1	Confirmation of deep cleaning	Completion of Stage 5	Bus. Mgr.	Immediately
6.2	Advise the reopening of the College upon advice / direction from health authorities.	Clearance from government	CMT	As per Government authority advice
6.3	Return to school process and procedures	Commencement of Stage	Principal Bus. Mgr. Dir. ELC	As required
6.5	Trauma to the school community to be assisted via available counselling services.		Psychologist	As required
6.6	In the case of a fatality in the College community <ul style="list-style-type: none"> • Support offered • Communication to staff and the wider community • Counselling made available 		Principal Psychologist Dir. ELC	As required

Throughout these stages relevant stakeholders will be consulted which may include:

- Commonwealth Department of Health
- ACT Health
- ACT Educational Directorate
- BSSS
- AIS
- CSA