Queenwood's COVID-19 Safety Plan

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Organisation Details	
Organisation Name	Queenwood School
Plan Completed By	The Risk and Compliance Manager
Approved By	School Executive Team
Effective As Of	June 2021

REQUIREMENTS FOR OUR SCHOOL

Requirements for our School and the actions we will put in place to keep students, staff, parents and external visitors safe.

Requirements	Actions
WELLBEING OF STAFF, STUDENTS AND EXTERNAL VISITORS	
Exclude staff, volunteers, parents/carers and participants who are unwell	• Communication to staff and parents that all unwell staff and students should stay at home. • Students and staff must have a COVID test, they must have a negative COVID test result, their symptoms must clear and the School must sight the negative result before students and staff will be allowed back to School. • External providers must sign in using a QR code or paper form. They may wear a mask whilst on campus.
Provide students and staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick student or staff member	• Staff and students receive regular communication through staff briefings, assemblies, the newsletter, WHS updates and a dedicated COVID-19 SharePoint site. • Any questions can be raised with teachers, tutors, the Executive team and the Risk and Compliance Manager.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	• Staff receive regular communication about their leave entitlements. The Principal and Executive Team have made it clear that any staff member who exhibits flu like symptoms should not come to school until their symptoms have cleared and they have a negative test result.

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Requirements	Actions
Display conditions of entry (website, social media, venue entry).	• Clear signage is displayed in all campuses asking external visitors to sign in. They may wear a mask whilst on the campus. • External providers are reminded about this protocol by the staff member they will meet.

Requirements	Actions
PHYSICAL DISTANCING	
Consider what measures could be put in place to avoid crowding and support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.	• Students are not required to physically distance from each other. • Staff and visitors should maintain 1.5 m between themselves and other adult staff members in staff rooms, common rooms and during breaks, where practicable.
Assign staff to specific work stations and minimise movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.	• All staff members assigned own desk, equipment and hand sanitiser.
Put plans and systems in place to monitor and control the numbers of staff and visitors on site at any given time to allow for physical distancing.	• Communication sent to staff members to ensure they follow 1.5m physical distancing rule where practicable. • Parents allowed on campus but must ensure social distancing between themselves and others.
Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.	• Staff are advised to work flexibly if they do not have classes or duties.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.	• Communication sent to staff members to ensure they follow 1.5m physical distancing rule where practicable.
Use telephone or video platforms for essential staff meetings where practical.	• Telephone or video platforms are available for staff meetings as required.
Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.	• Communication sent to staff members to ensure they follow 1.5m physical distancing rule where practicable. • Flow of traffic well managed to ensure adequate spacing between staff in these situations i.e. staff morning teas – staff are encouraged to take food items and socialise outside/staff rooms

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Requirements	Actions
HYGIENE AND CLEANING	
Adopt good hand hygiene practices.	• Signage has been placed around all campuses to ensure students and staff are washing their hands at regular intervals, • Hand sanitisers have been placed strategically through all campuses so even if students and staff are unable to wash their hands, they are able to sanitise throughout the day. • Communication is sent through regular newsletters, staff briefings, the WHS Update and the COVID-19 SharePoint page about good hygiene practices. • All staff members received individual hand sanitiser bottle to ensure they can sanitise at their individual desks.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	• All bathrooms are stocked with adequate hand soap and paper towels to ensure good hand hygiene amongst students and staff. • Signage has been placed in all bathrooms about good handwashing technique.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	• Students and staff have been notified to bring own water bottles as water bubblers have been turned off but taps are still available to refill bottles. • Students and staff are discouraged from sharing food and drinks. • This is communicated through the newsletter and the WHS update.
Clean frequently used indoor hard surface areas, including play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	• All classrooms have alcohol spray and wipes to ensure surfaces such as desks and chairs are wiped down at the beginning of classes. • All communal spaces are cleaned by the person using the area.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	• School gym and all equipment cleaned after use.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	• Where possible, students are given their own set of equipment to reduce several students using same equipment. • Where possible, equipment is cleaned frequently.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	• All external visitors have access to hand soap and paper towels in the bathroom and hand sanitisers through the campus.

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Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	• All hand sanitiser and surface cleaners are at the appropriate strength to effectively kill bacteria and are used in accordance with the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	• Staff have access to gloves if they wish to use these whilst cleaning surfaces. Staff are encouraged to wash their hands at regular intervals during the day.

Requirements	Actions
RECORD KEEPING	
Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that visitors provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer. *Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*	• Parents and staff are regularly reminder to update their personal details to ensure the School has the most up to date details. • Contractor and external visitor contact details are stored confidentially via The Service NSW QR code system.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	• All students, parents and staff members have been encouraged to use the COVIDSafe app for contact tracing purposes. Students have been given permission to have their phones on in order to allow the app to work effectively whilst students are at School.
Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au	• Queenwood uses the Service NSW QR code. Records are maintained by Service NSW ensuring records are kept confidential. Queenwood also asks visitors to sign the visitor book so the School has access to details.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your	• Plans have been implemented to ensure that if a positive case is confirmed by the School, the School can effectively contact

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Requirements	Actions
workplace, and notify SafeWork NSW on 13 10 50.	trace using our own internal rolls and the Service NSW QR code. The School also endeavours to work closely with NSW Health and the Public Health Unit should a positive case arise.