

AIS Indonesia - Reopening Plan



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CAMPUS REOPENING PLAN

Our priority is always to educate our students and maintain the safety and wellbeing of our students, families and colleagues. In a time of increased uncertainty around COVID-19, in this document, you will find guidelines and procedures for our school reopening plan.

The aim of this plan is to ensure continuity of education to our students in a safe environment.

The reopening of the School is guided by the following principles:

- Protect the health and safety of students and staff
- Continue to deliver quality programmes
- Follow the applicable guidelines set out by the Indonesian Ministry of Health, Ministry of Education and Bali government
- Provide students with some familiarity with school routines
- Provide and communicate clear expectations for teachers and students during this new learning environment

AIS is accessing information from relevant international and national bodies including the WHO, UNICEF, government organisations in Indonesia and beyond, the international education community, the SPK Association and the Bali Heads of School Association.

AIS will adjust protocols in line with government directives, as new and improved information about COVID-19 becomes available and as a result of our internal school reviews.

We are all in this together!

Please:

1. **Read this document carefully** so that you are aware of our protocols and expectations. We need your support to help keep everyone healthy and the school campus open.
2. **Continuously monitor your child's health** and keep them at home if they show any symptoms of COVID-19.
3. **Follow the morning checklist** - found in this document.
4. **Follow the physical distancing guidelines and other requirements** when dropping/collecting your child/ren.
5. **Talk with your child/ren**, so that they know what to expect and can look forward to coming back to school safely.

Return to School Model - An Open Campus

Schools worldwide are planning for opening under three conditions, shifting between the options at any point based on factors within and without the community.

1. An open campus - All staff and students on campus
2. Blended Learning - A mix of face to face and Distance Learning
3. Distance Learning - Continuing the online learning program

Risk Level	Indicators	Model	Schooling
High	<ul style="list-style-type: none"> • Indonesian Government directs schools to close • WHO and International Health agencies indicate a high risk • Health facilities are overwhelmed • Local infection rates rising • Infection within the AIS community • AIS is not confident we can effectively mitigate risk to the school community 	Distance Learning	<ul style="list-style-type: none"> • Campus closed • Lessons are delivered online • Staff deliver online lessons from classrooms • Online schedule for learning§
Medium	<ul style="list-style-type: none"> • Indonesian Government advice uncertain • Health facilities are coping • Local infections rates confined and traceable • AIS is confident we can effectively mitigate risk to the school community with enhanced procedures 	Blended Learning	<ul style="list-style-type: none"> • The campus is open to a portion of the school • Lessons are delivered both face to face and online • Priority is given to those most impacted by the Distance Learning model (early Years and IB) with all other classes sharing time on campus • Distance learning is delivered with a combination of real-time and asynchronous activities • No after school activities • On campus, scheduling includes staggered breaks
Low	<ul style="list-style-type: none"> • Indonesian Government directs schools to open • WHO and International Health agencies indicate a low risk • Health facilities and testing are freely available • Local infection rates are declining and traceable • AIS is confident we can effectively mitigate risk to the school community 	Open Campus	<ul style="list-style-type: none"> • The campus is open to all staff and students • Lessons are delivered face to face • Enhanced safety procedures • Regular scheduling for classes and breaks • No inter school activities • No after school activities

AIS Indonesia Proposed Timeline for Reopening

Bali & Pejaten Campus

		KB	TK	SD	SMP	SMA
		PS3	PS4	F - 6	7-9	10-12
03 Aug		Online Learning				
04 Aug		Online Learning				
05-07 Aug	All day					<input checked="" type="checkbox"/>
	0800-1230	PS3 & PS4		F		
	1130-1600			Year 5 & 6		
10 Aug	All day	PS3 & PS4			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	0800-1230	PS3 & PS4		Year F & 2		
	1130-1600			Year 3 - 6		
18 Aug	All day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

KEMANG CAMPUS

Week of	Class times	KB	TK	SD
		PS3	PS4	F - 6
Week 1 03- 07 Aug	Online Learning			
Week 2 10-15 Aug	0800-1230	PS3	PS4	Foundation
	1130-1600			Year 5 & 6
Week 3 17-21 Aug	0800-1230	PS3	PS4	Foundation, Year 1 & 2
	1130-1600			Year 3 - 6
Week 4-9 24 Aug- 2nd Oct	0800-1230	PS3	PS4	Foundation, Year 1 & 2
	1130-1600			Year 3 - 6

Staff hours – Kemang Academic staff

Preschool to Year 2 - 7.30am to 3.30pm

Year 3 to Year 6 - 8.15am to 4.15pm

Specialists and Indonesian Curriculum teachers - 8.15am to 4.15pm

Safety and Security

Whilst AIS continues to evolve its regular security policies and procedures, we have adopted a four-layered Health and Safety approach to mitigate the risk of COVID-19 transmission:

1. Health Screening and Controlled entry - All AIS employees will have a rapid test for COVID-19 prior to the start of school. Staff and students will be temperature and symptom checked on entry each day. Students will be required to present a parent signed health card. Parents/drivers/Pembantus will not be permitted on campus.

2. Hand washing and disinfecting - students will be instructed to use hand sanitiser or to wash their hands on the entrance to the school, entrance to any classroom, and when leaving for snack or lunch. Handwashing stations have been installed in strategic areas around the school.

3. Mask-wearing - wearing a mask not only assists in reducing the transmission of germs when coughing or sneezing, it also reduces the ability to touch your face. Having staff and students wearing masks on campus is also a visual reminder that Indonesia, and the world, are still in a Pandemic situation.

4. Physical distancing - maintaining a minimum 1.5m distance between people at all times.

5. Enhanced routines, including

- a. recess and lunchtimes
- b. use of bathrooms
- c. cases of symptoms/illness
- d. cleaning / disinfecting

Controlled Entry

14 day isolation period on returning to Indonesia

Please note that your child must have completed the currently required 14-day isolation period if returning to Jakarta from overseas. Government law mandates this.

Your child cannot enter school if:

- Your child, household members or other close contacts have symptoms of COVID-19
 - sore throat
 - cough
 - sneezing
 - head cold
 - fever
 - body aches
- Your child's temperature is above 37.5 degrees C.
Do not send children to school with medication that masks a fever
Inform the school of absences.

Morning Checklist

Pack:

- Personal tissues, small hand sanitiser, wipes
- Cutlery/drink bottle (labelled)
- Snacks
- Lunch (lunch box labelled)
- Pencil Case (labelled)
- Lesson equipment
- Mask and spare mask- labelled (no masks will be available at school)
- Umbrella and plastic bag if the chance of rain
- NO personal toys or sports equipment
- Check your child's temperature
- Wash hands

Parental Expectations

Parents will have a big part to play in ensuring our community, and your child(ren), remain safe while on campus at AIS. Parents will be responsible for supporting AIS by following our Safety and Security Guidelines:

- Check your child's health every morning - check their temperature.
If above 37.5 keep at home.
- Do not send a sick child to school
- Complete the Health Screening Card
- Do not give your child medication that could mask a fever to send them to school
- Ensure your child has their own snack and lunch that is labelled
- Each child must have their own water bottle that is labelled
- Recommended for each child to have a small personal bottle of hand sanitizer
- Follow new AIS procedures for Drop-Off and Pick-Up.
- Access to the school campus is by appointment with the Principal only.
- Present your bag and ID for inspection on arrival if you have an appointment with Principal.
- Meetings with teachers or Administration will be conducted online by appointment

Procedure for a Sick Student or Staff Member on Campus

Should a student or staff member begin to feel sick or display symptoms during the school day the following action will be taken:

- **'COVID Kits'** in each class with 5 x face masks and Sanitary wipes - in case a student or teacher feels sick during a class.
- If a student is displaying symptoms or feels unwell, the teacher and affected student put masks and gloves on.
- If a teacher is displaying symptoms or feels unwell, the teacher puts a mask and gloves on and removes themselves from the classroom.
- Contact Head of School for class cover
- Open the classroom and move students outside
- Wipe down the desk and chair used by the student.
- Escort student to Nurse.
- **Sick Bay** - students exhibiting symptoms must wait in the Sick Bay for parent collection at the front security post.
- The classroom is disinfected by cleaning staff and out of use for the remainder of the day.

That student or staff member will only be able to re-enter the school after a negative swab test.

Procedure in the Event a member of the AIS Community Tests Positive for COVID-19

- The school campus closes and AIS temporarily returns to the Distance Learning model
- Contact tracing is done by the school to determine close contacts and level of risk.
- Any students determined to be 'close contacts' and 'at risk' must self isolate for 14 days
- The school will undergo cleaning over the next 24 hrs

A student or staff member who has tested positive for COVID-19 will only be permitted to re-enter the school campus after 2 consecutive negative respiratory sample tests more than 24 hrs apart.

Arrival and dismissal expectations

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met.

In general:

- All movement around and within the building is to happen with the expected 1.5 meters distance
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free for 48 hours before returning
- Students are on campus only for the duration of the school day
- Upon arrival, students are to go straight to their classroom (Pre School/Primary) or their homeroom class (Secondary).

Staggered arrival and dismissal times

These will be decided upon once we know when school is opening.

At the end of the day, parents are to wait outside in the car park for when students are dismissed.

Expectations for students

- Children to go straight to their classroom on arrival
- Children enter the school without parents
- Children must sanitise hands when entering the school
- Children must adhere to the 1.5-metre rule when entering and exiting the building
- Children bring only the minimum that is needed and take it all to the classroom
- Children must wash hands before entering the classroom
- In order for these arrangements to work well, it is really important for students and parents to stick to these arrival times as much as possible
- If a child who is late needs guidance, the School Office can be called, and arrangements will be made to pick the child up at the front door
- Children will be taken to the dismissal point by teachers. When parents are there to pick up their child at the pickup zone, the student will be released by the teacher

Expectations for parents

Parents will arrive at the assigned start time and dismissal time – it is very important to keep to these times to encourage social distancing.

Parents drop off their children at the front security gate

Parents are encouraged to allow their child to make the last part of the journey into school independently

Parents are encouraged to deliver older students at the front security post

Expectations for Staff

Staff may enter through the main entrance

Staff must scan their ID card

Staff must sanitize hands when entering the school

Staff need to use the 1.5-meter distancing when entering and leaving the school

Staff will take their classes to the dismissal area

Staff will have temperature checks on arrival and departure

On Arrival

Students to scan their ID card

Students to disinfect hands with hand spray

Students will have their temperature check

Students to wash hands at a handwashing station

Students to walk straight to their classroom/homeroom

Physical Distancing

In general, a distance of 1.5m should be maintained between yourself and others while on campus at all times. Classrooms will be set up to distance students where possible.

There are situations where physical distancing is not possible. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of sports equipment will be required.

Classroom Protocols

- Before entering a class, students are to wash their hands at a nearby hand station
- Once inside class students are to sit at their designated desk straight away
- Students are to use the same desk each day
- Desks will be set up to allow for physical distancing where possible
- At the end of the class, students will leave the class one by one and use hand sanitiser at the exit
- Where possible, propping or wedging a door open will be the norm
- Classrooms to be aired during breaks
- High School homerooms will be used for classrooms to minimise the movement of students
- Early Childhood, an increased number of activity centres with fewer students on each. Plan ahead for equipment use and as used put aside to be disinfected before being used again.

Bathrooms

- 2 students will be permitted in the bathrooms at a time
- Students to wash hands and dry them with paper towels or hand dryers provided before exiting the bathroom

Recess and Lunch

- Breaks will be staggered to reduce student numbers at facilities
- Play Facilities use will be rostered among year levels to ensure all students have equal access
- Students bring own food, snacks and water bottles clearly named
- Masks may be lowered for eating/drinking with seating spaced according to physical distancing protocol
- All play must be non-contact.
- Indoor areas closed (MPR, music, Library, classrooms) to encourage students to enjoy outside areas
- Classrooms are 'aired' during breaks - doors/windows opened
- Staff will be on duty to monitor physical distancing
- Playground equipment will be open

MC / Playing Field

- Students will be able to use the MC and the playing field at their designated break time.
- Students are to wash hands after playing in these areas and returning to their classroom
- Contact sports are not to be played at the moment on the MC or the playing field.

Bus Service

- Normal bus service will operate
- Hand sanitizer will be available in each bus for students to use as they board the bus
- Buses and surfaces to be sanitised after each journey
- Seats in close proximity to the driver will be left empty

Teachers will reinforce the following procedures of hygienic behaviours:

- Teach regular and effective hand washing techniques
- Students MUST use hand sanitiser when they enter the school and exiting classrooms
- Students MUST wash hands before entering classrooms and exiting bathrooms
- Remember to cover nose and mouth when coughing and sneezing with a flexed elbow
- If you use a tissue it must be disposed of hygienically
- Posters will be displayed around the school as a reminder

Cleaning Procedures / Classroom Hygiene

Extended and increased cleaning arrangements to continue. Progressive cleaning throughout the day will ensure that risks of transmission are reduced for high touch surfaces.

- Our cleaners have all taken part of cleaning workshops during the holidays
- Cleaners will carry out daily cleaning and sanitisation in all areas of the school
- Staff and students are to regularly wash their hands and use hand sanitiser throughout the day

Symptoms Check and Procedures

- All students and staff coming back to school during phase 1 must confirm and declare that they have not been in contact with anyone with COVID-19 and are in good health
- Any student or staff with someone in their household or that have been in contact with someone confirmed with COVID-19 must stay at home, self-quarantine and inform the school
- Any student or staff who is unwell, particularly if they have a fever, cough or shortness of breath, MUST stay at home until they are recovered. Students/staff will need medical clearance before returning to school.
- If a student feels unwell during the day they will be isolated in the sick bay until they are collected by their parent or caregiver. The affected child will need to wear a mask while waiting to be picked up.
- If a staff member feels unwell during the day they should go home.

Moving around campus

- Students to keep physical distance while moving around the campus
- The stairs will be designated as either 'up' stairs or 'down' stairs to ensure passage in the one direction.
- Direction arrows will be positioned on the floor to help students know the direction they will walk.
- Teachers will move classrooms not students, e.g. specialists to year level classroom

After School Activities

- There will be no Extra-Curricular Activities, Swimming or Soccer Academy for Term Three.
- Students are to leave the campus straight after their last lesson.

Assemblies / School Production

- As large gatherings are not encouraged at present, there will be no school assemblies and the school production will be postponed till a later date
- We will continue with virtual assemblies

Activity Classes - Physical Education

- Students may lower masks for outdoor PE activities and to play wind instruments as long as physical distancing protocol is observed.
 - Scheduled access to changerooms to ensure physical distancing is enforced - changing zones are marked to guide this.
 - Hands washed before and after PE/Sport/Activity
 - No handshaking or high fives - athletes will now bow to show respect
 - All coaches will have their own personal whistles
 - Students and coaches should have their own individual water bottle with their name labelled on it.
 - Shared bibs or costumes are to be avoided
 - Shared exercise mats or fitness circuit equipment will not be used
 - Change shared equipment between classes.
 - Incorporate mandatory water breaks every 15-20 minutes to accommodate students choosing to wear face masks/face covering.
 - Students and coaches will practice physical distancing during practice breaks or instructional time.
 - Students will have their own equipment for individual drills whenever possible.
 - During team drills, clean equipment will be introduced as often as possible.
- Limit contact with equipment that remains in place, for example, volleyball poles/net, Soccer goals etc


MASKS

WHO now recommends the wearing of fabric (non-medical) masks in public. Mask wearing is a current requirement for being outside the family home in Jakarta.


- Everyone must wear a mask while on the AIS campus, including in the pickup zone and pickup areas.
- Masks should be of a conservative design and not distracting
- Bring your own mask and a spare. Keep masks in a sealable bag. Masks are not available from the school.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY


Do's →




Clean your hands before touching the mask




Inspect the mask for damage or if dirty




Adjust the mask to your face without leaving gaps on the sides




Cover your mouth, nose, and chin




Avoid touching the mask




Clean your hands before removing the mask




Remove the mask by the straps behind the ears or head




Pull the mask away from your face




Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag




Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win



Cleaning / Disinfecting

Continuously	After shared us	Daily
High touch points: <ul style="list-style-type: none"> • door handles • handrails • bathrooms • switches • fingerprint scanners • photocopiers • reception desks • counters • telephones • water dispenses 	<ul style="list-style-type: none"> • shared sports, play, music equipment • computer keyboards and mice • shared desks, tables, chairs • learning resources • shared whiteboard equipment 	<ul style="list-style-type: none"> • individual workstations
Immediate deep clean		
<ul style="list-style-type: none"> • body fluids • sickbay after use • classrooms/offices where someone has gone home showing symptoms 		

Cleaners have Standard Operating Procedures and have been trained. Classroom/offices will have disinfectant kits and suitable waste disposal

SICK BAY

- PPE equipment for staff
- Disinfectant on hand
- Hand sanitiser
- Gloves
- Ear Thermometer x 2
- Thermo gun x 6 (2 for sickbay / 2 for the entry point of campus)

MINISTRY OF HEALTH'S EDUCATION UNITS READINESS CHECKLIST

Availability of sanitation and hygiene facilities			
		Comment	Date
	Clean toilets		
	Facilities to wash hands		
	Running water soap		
	Hand sanitiser available		
	Disinfectant		
Health Facilities			
	Access to Health Care Facilities		
Masks			
	Readiness to apply the mandatory wearing of cloth masks		
Temperature Checks			
	Thermo Guns		
Mapping of Community			
	Travel history of community		
	Mapping medical conditions of community		
	Mapping of transportation issues and the application of distance		
	Mapping travel history locally		
	Mapping community contact with a positive person		
	Mapping community isolation periods		
Agreement with Education Unit			
	Make an agreement with the committee regarding readiness to conduct face to face learning.		

TRANSITION PERIOD CONDITIONS GUIDELINE FROM GOVERNMENT

	Transition Period	Period of New Habits
Class Conditions	<ul style="list-style-type: none"> • Primary and Secondary students to keep 1.5m apart • 18 students to a class • PAUD - 3m apart 	<ul style="list-style-type: none"> • Primary and Secondary students to keep 1.5m apart • 18 students to a class • PAUD - 3m apart
Learning Schedule	<ul style="list-style-type: none"> • Number of days and hours of study to be on a rotation system 	<ul style="list-style-type: none"> • Number of days and hours of study to be on a rotation system
Mandatory Behaviour	<ul style="list-style-type: none"> • Use of non-medical cloth mask • Washing of hands with soap • Maintaining a distance of 1.5m 	<ul style="list-style-type: none"> • Continued use of cloth mask • Washing of hands with soap • Maintaining a distance of 1.5m
Medical Conditions of Community	<ul style="list-style-type: none"> • Must be healthy • Any pre-existing conditions, stay off campus • You must not have symptoms to be on campus 	<ul style="list-style-type: none"> • Must be healthy • Any pre-existing conditions, stay off campus • You must not have symptoms to be on campus
Canteen	Not allowed	May operate while maintaining health protocols
Sports and ECAs	Not allowed	Allowed except for activities where you need to hold equipment. Short activities that allow for 1.5 physical distancing
Other Activities	No other activities allowed other than Teaching and Learning activities	May operate while maintaining health protocols

Principal's Return to school planning checklist

Immediate Planning Priorities	
	Advise the school community about return to onsite schooling and attendance expectations
	Communicate to staff about return to school date
	Ensure adequate cleaning supplies, monitor and reorder proactively
	Seek advice and assistance if unable to source adequate supplied
	Commence school planning to practice physical distancing
Student Program	
	Ensure students who are continuing with online learning are supported with learning materials
	Develop onsite schooling timetable
	Continue to provide onsite and flexible learning programs for students where required
	Maintain student reporting requirements including attendance and student protection
	Communicate regularly with students and families
	Plan for monitoring and responding to wellbeing concerns
Staff	
	Actively manage and allocate teaching and support staff
	Continue to promote and monitor staff wellbeing
	Support vulnerable staff

School Health and Safety Measures - COVID 19

	Review school safety management plan
	Ensure unwell staff and students stay away from school
	Maximise fresh airflow indoors
	Use outdoor learning areas where practical depending on weather conditions
	Cancel or defer school camps and excursions
	Continue to notify any suspected or confirmed cases of COVID-19 to authorities
	Hold meetings and establish regular communication and consultation with employees Consider technology so meetings can be held remotely

School Health and Safety Measures - Physical Distancing and Access

	Ensure unwell staff, students, parents and carers remain at home
	Manage access to school site by non-essential visitors and other adults, including parents and carers
	Manage access and physical distancing to the school site by essential workers
	Advise parents of the car park, drop-off and restricted access to school
	Manage and monitor student drop-off and pick-up including supervision at key times
	Manage access to and control of school car park
	Supervise movements between school gate and classroom for younger students if required
	Maintain physical distancing of adults, including in staff office spaces, where possible
	Display promotional materials promoting hygiene and physical distancing around school
	Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunchtimes where practicable)
	Minimise or rearrange gathering points
	Defer or consider using technology for school assemblies

School Health and Safety Measures - infection control

	Provide facilities for regular handwashing and ensure that hand sanitiser is available in every occupied room
	Ensure adequate cleaning supplies; monitor and reorder proactively
	Ensure there is no sharing of food and that food handlers uphold the highest hygiene standards
	Turn off all drinking fountains
	Prioritise increased cleaning of high-touch areas and shared equipment
	Seek advice and assistance if unable to source adequate supplies

School Health and Safety Measures - psychological wellbeing

	Monitor mental health and wellbeing of staff, and ensure they are aware of the tools available to them
	Prioritise your own health and wellbeing, and access the support services as required

Access to Devices

	Make sure that all students have access to needed devices and internet connections
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School Buses

	Communicate with students and families that school transport will continue with enhanced cleaning and physical distancing for adults
	Ensure students practise hand hygiene before and after catching school transport

Food Services (when canteen reopens)

	Ensure that all food handlers uphold the highest hygiene standards
	Organise an order station at drop off area so parents can order at drop off area
	Mark where children can stand/sit at canteen area

Off campus activities	
	All off campus activities are cancelled until further notice
Inter School Sporting Activities	
	All inter-school sporting activities are cancelled until further notice
Masks	
	Masks and gloves to be available for staff to wear while carrying out any cleaning and when they are taking temperatures
	2 cloth masks to be provided to each staff member
Temperature Stations	
	Set up adequate number of tables
	Make sure all handheld thermometers are working
Physical Education Lessons / Sports	
	No contact sports to be played
	Cleaning of equipment before and after lessons
	Students to wash hands before and after PE lessons
Extra Curricular Activities	
	Inform ECA providers that there are no after school activities starting Term 2
Signage	
	Make sure adequate signage is displayed around the school (physical distancing, hand washing)
	Updated records needed for who is on campus each day
	Class records of interactions with others and the location of interactions
Specialist Teachers	
	Inform specialist teachers that they will teach in primary classrooms



Novel Coronavirus

Checklist for Principals – confirmed case of COVID-19 / self- quarantine

This checklist is for principals to use where they have been advised of an employee or student who has tested positive to COVID-19 or has been in close contact with someone who has tested positive to COVID-19.

Notification of a confirmed case

Families are to notify the school if any family member has tested positive to COVID - 19

An employee is required to notify their principal/school if they have tested positive to COVID-19 or are required to self-quarantine as a result of being a close contact with someone who has tested positive for COVID-19.

If an employee/student advises you that they have tested positive for COVID-19:

- Confirm the employee's / student's wellbeing, that they are self-quarantining for 14 days and have access to essentials such as water, food supply and hygiene equipment.
- Cannot return to work until quarantine has ended and a negative COVID PCR test recorded after this quarantine period
- Any facility/room that the employee /student has entered (including work stations or classrooms) in the previous fourteen (14) days will require a clean
- Remind staff and students of good hygiene practices
- Immediately inform the Ministry of Health and the Ministry of Education and Culture.
- Implement School Emergency Response Plan (ERP) including initiating school closure for the initial period of one to three days, in consultation with the School Board
- Commence and maintain communication to parents/carers which includes:
 - expected duration of the closure
 - Online learning information
 - Advice on continuing good hand hygiene whilst at home and to seek medical attention
 - Methods that parents/carers can communicate to the school during school closure

If a parent/carer advises you that they have tested positive for COVID-19:

- Immediately inform the Principal of the school
- Student and family to self-quarantine for 14 days
- Monitor media / social media and provide communications to the community

If an employee/student advises you that they have been in close contact with someone who has tested positive and is required to self-quarantine:

- Confirm the employee's / student's wellbeing, that they are required to self-quarantine for 14 days and ensure they have access to essentials such as water, food supply and hygiene equipment
- Ensure the employee's / student's workstation/classroom is cleaned in accordance with the infection control procedure
- Remind staff of prevention strategies including good hygiene practices
- Monitor media / social media and provide communications to the community

If a parent/carer advises you that they have been in close contact with someone who has tested positive and is required to self-quarantine:

- Advise the parent/carer to not leave home until the 14 day self-quarantine period has ceased.

During the period of self-quarantine

- Maintain regular contact with the affected employee/student to ensure wellbeing.
- Working from home equipment provided to employees (if relevant)
- Communicate to students' parent/carer regarding curriculum activity and learning opportunities that can be undertaken during the quarantine period.



Novel Coronavirus

Emergency Response Plan

Once a positive case is reported you need to activate the Emergency Response Plan

1.	Notify all staff
2.	Notify all families
3.	Close School - decide on the period of time
4.	Classes to continue online - activate online learning program
5.	Organise contact tracing of the positive person (if within school community)
6.	Individually notify all people linked to the positive case to self isolate for 14 days
7.	Action deep cleaning of the school, especially in area that case was in
8.	Thoroughly clean all areas that have high touch points
9.	Notify community once cleaning complete with resume school date and time