

## Pretty Beach Public School risk assessment response to COVID-19 (Drafted Monday 16<sup>th</sup> March, 2020)\*

Hazard identification type/ Causes	Current Controls
Unknown Infected staff/students /visitors	<ul style="list-style-type: none"> <li>• <b>Promote Good Hygiene practices</b></li> <li>• Communicate effective and expected standard of handwashing as well as cough and sneeze etiquette to all staff and students (address staff expectations/student expectations/community expectations via all communication channels).</li> <li>• All students/staff/visitors have access to hand sanitizer in every learning space, staffroom and front office.</li> <li>• Post handwashing charts visible in all sink locations and reinforce effective handwashing practices for students (20 sec).</li> <li>• Hand wash available at all sink stations in classrooms and buildings as well as paper towel. Hand wash is available in Year 6 toilets as well as in the shared bathroom facilities.</li> <li>• Teachers to use WHS issue tracking to request additional resources, if supply runs low (before running out).</li> <li>• School to purchase and install wall mounted dispensers for paper towel in every classroom. Paper towel is provided in all classrooms/learning spaces and bathrooms.</li> <li>• PBL lesson taught to all students: teacher to register lesson delivery on SENTRAL (record students who were in attendance). Teachers to ensure that students who were absent for lessons participate in catch-up lesson. Post PBL handwashing/cough etiquette on website and send to families via Skoolbag.</li> <li>• Introduce the active teaching and reinforcement of gamifying hygiene rules e.g. to discourage students touching their face. Teachers to monitor and address as required. PBL lesson to be updated to include this.</li> <li>• Increase ventilation in classrooms: teachers to open windows and door rather than use air conditioner in classroom.</li> <li>• Introduce handwashing routine across all classes: wash hands upon entering classroom in the morning and after breaks. Wash hands after eating. Use hand sanitizer after using shared resources within the classroom.</li> <li>• Classroom teachers to be provided with spray surface disinfectant and Glen 20 as well as gloves and paper towel: teachers may initiate self-clean strategies for high-contact surfaces including door handles and</li> </ul>

	<p>safety railings or other shared surfaces, if considered an immediate concern.</p> <ul style="list-style-type: none"> <li>• Contacted Broadspectrum to negotiate expectations for classroom cleaning: the immediate priority will be effective cleaning and disinfecting of high-contact surfaces, including door handles, stair rails, desks, chairs and bathroom areas. Broadspectrum have confirmed that this will be addressed by cleaners as a matter of priority. Other cleaning tasks considered 'non-essential' may be addressed on a weekly rather than daily basis (eg wiping high ledges).</li> <li>• Continue to canteen</li> <li>• <b>Promote Social Isolation</b></li> <li>• Consider use of outdoor spaces, if appropriate, for learning activities/lesson delivery, weather permitting.</li> <li>• Consider physical layout of classroom: provide additional space between students, where possible.</li> <li>• All large/whole-school events cancelled until further notice.</li> <li>• All school excursions cancelled until further notice, with the exception of local excursions with small groups of students involved. These may be postponed based on school-level risk assessments. All cancellations or postponed events to be communicated to school community as soon as possible, using all forms of school communication including skoolbag.</li> <li>• All major Arts, Sports and Initiative activities and events will temporarily be ceased until further notice. This includes whole school sporting events and inter-school events involving three or more schools. School to use all communication systems to update cancellations etc with school community.</li> <li>• Discussion with SRE coordinator to discuss the delivery of scripture. In accordance with department advice, external providers/volunteers may still deliver a service within the school when working with class-sized groups or smaller. However, school should consider the possible additional risk to volunteers who are elderly and may be additionally vulnerable to COVID-19. Scripture lessons will not go ahead at this stage, until further discussion with SRE coordinator.</li> <li>• Any group of students larger than a single class who need to meet together should do so under the COLA, not in a classroom, library or hall space. Teachers to utilize school communication strategies (Sentral notices, classroom announcements/school broadcasts/emails) to share information to students to reduce the requirement of meeting in large groups.</li> <li>• Choir and Dance groups and other lunchtime groups should not have more than a class-sized group of students attending. Teacher to remind students of expected hygiene etiquette and encourage social distancing (eg choir not standing so close together, dancers not making physical contact), if possible.</li> <li>• Drumcorp instructors to provide hand sanitizer to all students entering room (before picking up drum sticks) and enforce effective application of sanitizer for all students, modeling for younger students if necessary.</li> </ul>
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	<p>This will be repeated at the end of the lesson. All drums and sticks disinfected between group sessions.</p> <ul style="list-style-type: none"> <li>Students encouraged to use personal stationary – eg teacher provides each student with pen/pencil/glue stick/ruler etc rather than communal use of shared resources. Students to store in chair bags/tote trays or other personal spaces rather than shared storage.</li> </ul>
Students and Staff who present with flu like symptoms	<ul style="list-style-type: none"> <li><b>Unwell students &amp; staff</b></li> <li>Staff presenting with flu-like symptoms asked to stay home if unwell and seek medical advice.</li> <li>Students who present as unwell with flu-like symptoms sent to sick bay and sent home.</li> <li>Parents reminded via school communication to keep unwell students at home until recovered.</li> <li>If a student develops a fever, a cough, sore throat or shortness of breath while at school they should be immediately isolated from other people. Infection Control guidelines should be followed. If available, give a mask to the student or staff member. The parent or carer to be contacted immediately and arrangements made for the student to receive medical assessment for the local GP or an emergency department as soon as possible. Encourage parents to phone ahead so that they can speak to the doctor and the practice can make appropriate preparations to protect others. The school principal will report any suspected cases to the Incident Report and Support Hotline and contact the local Public Health Unit so that the Public Health Unit can follow up as necessary.</li> <li>Promote with staff and wider community the importance of the influenza vaccination.</li> <li>Encourage all staff to receive the influenza vaccination when this becomes available. Whilst this is not compulsory for staff to receive the vaccination, it is highly recommended.</li> </ul>
Responding to students who present as unwell	<ul style="list-style-type: none"> <li>Maintain and revise current first aid plans in place to respond to incidents and injuries that may occur to staff and students.</li> <li>First aid officer/SAM to review all first aid kits and order replacements for any out of date or used items. Staff to use WHS issue tracking on Sentral to order additional soap, hand sanitiser or paper towel for the classroom.</li> <li>First aid responders to use gloves for all medical situations.</li> <li>Ensure that all staff are up to date in their e-emergency care training.</li> <li>Provide staff with an update on hygiene and infection control <a href="#">procedures</a>.</li> <li>If a student presents as being unwell with respiratory symptoms they are to be taken to the sick bay with appropriate staff supervision and, where possible, have staff maintain a distance of 1.5m.</li> <li>Consider identifying a suitable location, additional and separate to the regular sick bay, for students who may be showing cold and flu-like symptoms to await pick up by their parent/carers.</li> </ul>

	<ul style="list-style-type: none"> <li>• SAS to contact parents to come and collect any student presenting as unwell/respiratory symptoms and seek medical advice from their treating health practitioner. Following unwell student in sickbay, staff to spray and wipe down all surfaces following – Principal to call school incident hotline.</li> <li>• Identify students with compromised immunity or complex health care needs and update any student individual health care plan, as required.</li> <li>• Establish and review communication channels within the school and community for the sharing of information on COVID-19.</li> </ul>
Increased anxiety for students	<ul style="list-style-type: none"> <li>• Teachers to talk to students in their classes- acknowledge concerns re: coronavirus (COVID-19) and answer questions calmly and rationally.</li> <li>• Model calm and rational approach: children look to the significant adults in their lives for guidance on how to manage their reactions.</li> <li>• Maintain currency with the facts and provide reassurance to students that the situation is being handled appropriately.</li> <li>• Teachers need to act sensitively to correct any student misunderstandings re: COVID-19. This will help students feel informed and understand what is happening. Older students may be accessing information on social media. It can be helpful to get them to find facts and talk about how misinformation can lead to confusion.</li> <li>• Teachers should ensure that they are up to date with the facts from reliable sources as this will help keep conversations calm, considered, and constructive. Provide facts in words that are appropriate to the age of the students. Principal/executive to provide support/advice, if required.</li> <li>• PBL lessons to be created and delivered to allay student fears. Consider using social stories to acknowledge concerns and increase sense of personal safety: empower through teaching effective hygiene controls.</li> <li>• Teachers to acknowledge that students may become distressed when a classmate is away, believing that they may have contracted the virus. Staff to explain that others may be absent for a number of reasons, including just wanting to take extra precautions during this time. This can act to help reassure students.</li> <li>• Teachers to remind students that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness – not COVID-19.</li> <li>• Teachers/staff to remain vigilant for any signs of students being ostracized or bullied. Re-teach PBL lesson on care and kindness. Teachers to recognize that individuals may be particularly vulnerable when returning to school after an illness.</li> <li>• Reinforce effective personal hygiene. These are easy habits for students to adopt, and should help them feel as though they are able to exert some control over their circumstances.</li> </ul>

Staff wellbeing due to sustaining hyper-vigilance during times of stress	<ul style="list-style-type: none"> <li>• Principal to conduct regular staff updates: reinforce and reiterate the success of currently employed department strategies.</li> <li>• Principal to conduct regular check in's with individual staff members.</li> <li>• In addition to EAPS (Employee Assistance Program, staff (and community members) can access support through the following services</li> <li>• Beyond Blue – 1300 22 4636</li> <li>• Lifeline – 13 11 14</li> </ul>
Visitor Procedures	<ul style="list-style-type: none"> <li>• Sign in at front desk – hand sanitiser provided. Use of own pen encouraged.</li> <li>• Visitors will be asked to wash hands and will provided with hand sanitizer.</li> <li>• SAO to assess for any obvious signs of respiratory illness.</li> <li>• Benches wiped with anti-bacterial wipes after each person has presented at the office.</li> </ul>
Communication to staff and parents	<ul style="list-style-type: none"> <li>• Principal to send emails to staff with updated information as it comes to hand.</li> <li>• Principal to email expectations of staff for classroom processes.</li> <li>• Links to relevant information to be sent to staff.</li> <li>• Risk Assessment shared with staff and parents.</li> <li>• Skoolbag app used to update school community/provide up-to-date advice/ information.</li> <li>• Principal to prepare notes to community communicating updated information.</li> <li>• - Principal to reiterate and reinforce the importance of confidentiality: staff are not to disclose any information about students, family members and any other persons that may be in self-isolation. It would be a breach of privacy to advise the school community that a staff member or student had tested positive.</li> </ul>
School Events - Excursions	<ul style="list-style-type: none"> <li>• All large school events/excursions currently postponed, excepting local excursions of under 60 students from PBPS (no other contact with other students/schools).</li> <li>• Cancellations apply for the following planned school events: <ul style="list-style-type: none"> <li>○ Harmony Day</li> <li>○ Cross Country and other whole-school sporting events</li> <li>○ Easter Hat Parade</li> <li>○ Easter Scripture Service</li> <li>○ ANZAC Day School ceremony</li> <li>○ PSSA inter-school events</li> <li>○ Taronga Zoo excursion</li> <li>○ Swimming Scheme</li> <li>○ Friday assemblies and Monday morning assemblies</li> </ul> </li> <li>• At this stage, local decisions such as local walk to Turo Park and the Maitland Bay excursion for Stage 2 will go ahead. Any changes to these decisions will be communicated ASAP to students and parents.</li> </ul>

In the case of high staff/student absence	<ul style="list-style-type: none"> <li>- Classes split as necessary.</li> <li>- RFF above-entitlement cancelled, where necessary.</li> <li>- All additional activities cancelled, eg choir, dance etc</li> <li>- If student absence is high it may be necessary to collapse classes into same stage classes to allow teaching to continue as normal.</li> <li>• - RFF teachers may be placed onto classes and RFF caught up when casuals could be booked.</li> </ul>
Confirmed Case	<ul style="list-style-type: none"> <li>• Incident Support Line contacted</li> <li>• Frequent contact with Director Educational Leadership</li> <li>• Manage any Media issues or contact</li> <li>• Student excluded until medically cleared.</li> <li>• School cleaned.</li> <li>• Close contacts of infected person (as determined by medical practitioners) excluded for 14 days.</li> <li>• Communication to the community determined on a case by case basis.</li> </ul>
Shutdown of school	<ul style="list-style-type: none"> <li>• Notify staff and community – School Stream/website and Skoolbag alert. Use of Electronic Sign and physical signs on school gates to notify community members who may still attempt to enter school site.</li> <li>• Work closely with SAM, Exec and DEL to work through management.</li> </ul>

\*To be reviewed and ratified by PBPS teachers on Monday 16 March at afternoon staff meeting.  
Amendments and additions to be included on website as well as school planning documents.