

St Patrick's Parish Primary School: Pandemic Management Plan



Version	Author	Description of Changes	Release Date	Review Date
1.0		Pandemic Plan	March 2020	March 2021

Contents

Purpose of the Plan	3
Identification of Critical Functions	3
Stages of a Pandemic	4
School Response to Phases of a Pandemic Period	4
Phase 5 – Social Isolation/Distancing	4
Phase 6 – Lockdown	5
Stakeholders to be Notified	5
Notifications Process	6
Critical Incident Team	6
Reporting an Illness and Self Isolation	6
Standard Documentation	7

Purpose of the Plan

To enable St Patrick's Parish Primary School, to prepare, respond and recover in the event of a pandemic event.

Identification of Critical Functions

Throughout a pandemic, there are some work functions that can be reduced, some that can be stopped and some that are vital to ensure the School's continuity both during and after a pandemic episode.

The School's leadership team has determined that the following tasks are critical to the School and must be maintained.

As such, support for these functions will be our first priority.

Function	People Affected	Requirement
School Operations	students teaching and support staff	Communications to be the primary consideration. Communication methods include: <ul style="list-style-type: none">• Email• Telephone• SMS• Website• Facebook
Payroll	staff	Payroll to be run remotely via cloud-based software. Access to this is currently available to: <ul style="list-style-type: none">• Bursar
Teaching and Learning	teaching staff	Teachers to be encouraged to work remotely. Digital platforms available for this are: <ul style="list-style-type: none">• Email• SIMON• Google Docs• Video via YouTube• Google Classrooms
Finance	staff	Accounts receivable and accounts payable to be run remotely or with a skeleton staff. Remote access is available to: <ul style="list-style-type: none">• Bursar
IT Support	Jason Hecker & Hanah Williams	The School's IT network will remain operational during this time. All staff and students will be supported via telephone support or by using remote access software
Maintenance of School		Maintenance of the School will continue during this period. Where possible, skeleton staff will be onsite during phase 5 and phase 6 of a pandemic

Stages of a Pandemic

Period	Global Phase	Description of Phase
Inter-pandemic	Phase 1	No new virus subtypes have been detected in humans
	Phase 2	No new virus subtypes have been detected in humans, but a circulating animal virus poses a substantial risk to humans
Pandemic Alert Period	Phase 3	Human infections but no human to human spread
	Phase 4	Small clusters with limited human to human transmission
	Phase 5	Larger clusters but human to human localised, suggesting that the virus is becoming better adapted to humans
Pandemic Period	Phase 6	Pandemic, increased and sustained transmission in the general population

The description of the phases is determined by the World Health Organisation.

A pandemic phase will be called by a relevant federal or state government body, a governing authority (Catholic Education Office Ballarat) or by the School's Critical Incident Team.

School Response to Phases of a Pandemic Period

Period	Location Phase	School Response
Interpandemic	Phase 1	No action needed
	Phase 2	No action needed
Pandemic Alert Period	Phase 3	No action needed
	Phase 4	School to: <ul style="list-style-type: none"> Review cleaning and hygiene process Provide education to students and staff To monitor alerts from authorities and to be aware of the local situation School to impose self-isolation for those returning from overseas as per advice from government bodies and governing authorities School to impose self-isolation for confirmed cases or those who have had contact with a confirmed case in the last 14 days
	Phase 5	School to operate with skeleton staff only. All staff, students and families to observe the requirements of social isolation/distancing
Pandemic Period	Phase 6	School to be in lockdown phase

Phase 5 – Social Isolation/Distancing

During a period of social isolation or distancing the following measures may take place:

- Proactive and reactive school closures
- Workplace closures
- Working from home
- Voluntary isolation of cases
- Isolation of cases
- Internal travel restrictions
- Cancellation of mass gatherings

It is a requirement that during this phase, that formal on-site classes will cease.

Teaching staff and students will be required to use digital platforms as per the School's remote learning plan to ensure that we maintain the continuity of education.

During this time, only essential staff will be permitted on site. This is determined by the identification of critical functions as documented. No non-essential staff will be permitted on site without prior written consent from either the School Principal or Deputy Principal.

A skeleton staff will be maintained at the School during this time and is limited to:

Group A		Group B (equivalent backup)	
School Principal	Peter Sanderson	Deputy Principal	Andrea Lane
Administration Officer	Janine Moloney	Wellbeing Leader	Antonia Balmer
Supervising Staff	See weekly rosters	Supervising Staff	See weekly rosters

It is anticipated that each role will have an equivalent backup in the alternative group.

Phase 6 – Lockdown

A lockdown would be called by a relevant government authority and would require restriction on movement of people.

During this time staff would be required to work remotely from home.

The school will make every effort to provide continuity of learning as per the School's remote learning plan.

Stakeholders to be Notified

In the event of a Phase 5 or above phase, the following stakeholders are to be notified

Stakeholder	Descriptions	Contact Phone Number
School staff	Teaching and Admin	See Staff phone tree
Parents and guardians	Parents & guardians	Login to SynWeb or SIMON contacts
Parish Administrator	Father John Fitzgerald	55622231
VCAA	Interruption of service	0390321629
Catholic Education Office Ballarat	Simon O'Brian Compliance and Risk Advisor	03 5337 7136 0421 000 325
School Advisory Council Chairman	Marcelle Hennig	0400 377 098
Logical Property Service	Peter King Cleaners	0417 538 921
Bus Companies	Warrnambool Bus Lines Coles Bus Lines	55625748 55620055
St Patrick's Primary School Koroit	Neighbouring Network School	55658208
Port Fairy Consolidated School	Local Government School	55681051

Notification Process

Event	Response
Notification of known or suspected cases of the relevant virus.	<ol style="list-style-type: none"> 1. School Principal to be notified immediately 2. Immediate meeting of the School's Critical Incident Team to be convened 3. School to communicate its response to the advice received from government bodies and governing authorities.
Notification by the state or federal government of a stage 5 or stage 6 pandemic phase	<ol style="list-style-type: none"> 1. School Principal or designated person to immediately enact requirements of a stage 5 or 6 phase pandemic plans 2. School to communicate its response to advice received from government bodies and governing authorities.

Underpinning the School's response is the recognition that communication to all stakeholders is paramount, along with the understanding that with the use of social media, that it is not possible to control the flow of information. It is therefore of enormous importance that the School provide prompt and accurate information through official channels.

These official channels will be:

1. Emails from the School Principal or Deputy Principal
2. School website
3. School newsletter
4. SMS – notifications to read emails
5. Facebook Page

Critical Incident Team

Name	Role	Contact Details
Peter Sanderson	School Principal	principal@sportfair.catholic.edu.au
Andrea Lane	Deputy Principal	alane@sportfair.catholic.edu.au
Janine Moloney	Administration Officer	jmoloney001@sportfair.catholic.edu.au

Reporting an Illness

The School requires that all staff and students report to School any suspected (including testing for) or confirmed cases of the relevant virus.

In the case of a suspected infection then the School will immediately convene a meeting of the Critical Incident Team who will determine the School's response. The Department of Health and Human Services and the Catholic Education Office Ballarat will be contacted, who will advise the course of action and whether the school needs to be closed

Government Agency	Department of Health and Human Services (DHHS)	1300 651 160
Governing Authority	Catholic Education Office Ballarat (CEOB) - Simon O'Brien	03 5337 7136 0421 000 325

Where an infection is confirmed by written medical evidence, then the pandemic plan will be enacted immediately.

Self-Isolation

Staff members or students should self-isolate from the School if the following applies:

- The person has travelled to a country of risk, as nominated by the Australian government
- The person is a confirmed case
- The person has come into contact with a confirmed case in the past 14 days

This advice will take the form of a directive to the school from either the Chief Health officer (CHO). The DHHS will then advise the DET, which will advise CECV/CEOB

Standard Communication for Schools in relation to Social Isolation/Distancing or Lockdown

The following documents need to be prepared in advance to ensure that the School is able to respond quickly and accurately: Please note schools should not be communicating on suspected or confirmed cases unless advised by DHHS or CECV/CEOB.

CEOB will support schools with media enquiries. Below are contact details for CECV media assistance

Emma Newman	Marketing and Communications Officer CEOB	03 5337 7186
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1. Standard SMS for notification to parent of social isolation/distancing or lockdown (school closure)

St Patrick's Parish Primary School families please refer to your emails for information regarding XXXXXXX virus

2. Standard SMS for notification to staff member of social isolation/distancing or lockdown (school closure)

St Patrick's Parish Primary School staff please refer to your emails for information regarding XXXXXXX virus

3. Standard email for notification to parent of social isolation/distancing (school closure)

Please refer to the CECV School Closure Communication Pack