

COVID LOCKDOWN & EVACUATE – CONFIRMED CASE

Our department has well-practiced disaster and emergency management protocols and a clear process for reporting and managing notifiable diseases.

If a confirmed case of COVID-19 is identified in a staff member, student or child, SA Health will contact the site to confirm the presence of a case.

SA Health will also notify the department. However, to ensure we can enact immediate support, principals or directors should immediately contact their education director and the department's work health and safety team on 8226 2000.

In the event of a confirmed case, the site will be closed for a minimum of 24 hours and children will need to be picked up immediately.

Closure will allow public health officials to identify and notify any close contacts and advise on treatment and self-isolation. The site will also be subjected to a thorough clean. It will only reopen on the advice of health experts and when it is safe to do so.

In the event of a closure, parent communication materials will be provided for distribution. Advice will be given to site leaders about staffing arrangements at this time.

CONTACT/PICK PROCEDURES

Administration

Once the school has been notified the following action plan must be adhered to by all staff onsite.

Warden or Delegate/ Front Office Desk/ Staff Member/Administration

Principals or directors should immediately contact their education director - Education Director Tim McLeod 0403603198 and the department's work health and safety team on 8226 2000.

Staff in Office area Action the Emergency Cards for this policy

ADVISE TEACHERS

A Staff member will come to class to advise you of the situation. An Evacuation List showing only present students will be given to you at that time. Treat the situation as for a lockdown, students to remain in the classroom, only toilet breaks permitted.

Follow procedures below.

Excursions / Staff off-site due to return – need to be contacted

***** All classes on excursion must notify office that they are off-site at any time.**

Office staff to use mobile phones to make contact with outside members of the school alerting them to the situation and advising them to return to the school. If you come across parents of your students on re-entry to the site, please advise them that students will be dismissed from class.

Do not use internal phone to call outside numbers as this will be needed by office staff.

Office Staff

Follow Cards on side wall of Admin office.

CONTENT OF MESSAGE SENT TO

ALL PARENTS

COVID Case detected at East Para Parents requested pick up students ASAP Release Points GLA-Discovery Centre-Main Building-Return date advised by SMS

COVID Notification Procedure

WARDEN OR DELEGATE

Principals or directors should immediately contact their education director - Education Director Tim McLeod 0403603198 and the department's work health and safety team on 8226 2000.

Front Office external door to remain locked.

<p style="text-align: center;"><u>COVID Notification Procedure</u></p> <p>Print Emergency Evac reports for reference</p> <p>Lock the external door near Room 1 (Eastern End) in the main building.</p> <p>Lock the external door near Room 4 (Southern side) in the main building.</p> <p>Lock the external door near Room 5 (Northern side) in the main building.</p> <p>Return to the office and take calls from Classes of students not picked up</p> <p>Once most children have been collected take phone calls from classes on extensions 10, 13, 32, 39 with names of students still onsite. Phone contact numbers to ensure parents have seen the message.</p>	<p style="text-align: center;">SEND prepared SMS to <u>All Parents</u></p> <p>On the Right hand computer on the front desk must be logged in as Sue or Linda</p> <p>Open Message You (Green Icon on desktop) Password = msgu</p> <p>Double click on Templates and single Click Covid-19 to open.</p> <p>New screen – click on TO</p> <p>New screen – click on Student Contacts PG1</p> <p>Double click “Student Contacts-P...”</p> <p>Highlight list by clicking on first student – Shift and drag to bottom of list</p> <p>Click OKAY</p> <p>Select the CLEAN tab to remove any duplicate contacts ie more than one student in family</p> <p>Confirm by clicking YES</p> <p>Click SEND to forward messages</p>
<p style="text-align: center;"><u>COVID Notification Procedure</u></p> <p style="text-align: center;">CONTACT TEACHERS IN DISCOVERY CENTRE ON FOOT</p> <p style="text-align: center;">STAY AT DISCOVERY CENTRE TO AID TEACHERS WITH DISMISSAL FROM BUILDING</p>	<p style="text-align: center;"><u>COVID Notification Procedure</u></p> <p style="text-align: center;">CONTACT TEACHERS IN GLA ON FOOT</p> <p style="text-align: center;">STAY AT DISCOVERY CENTRE TO AID TEACHERS WITH DISMISSAL FROM BUILDING</p>
<p style="text-align: center;"><u>COVID Notification Procedure</u></p> <p style="text-align: center;">CONTACT TEACHERS IN MAIN BUILDING</p> <p style="text-align: center;">ON FOOT go to GLA and assist with dismissal</p> <p style="text-align: center;">RETURN TO OFFICE TO AID WITH DISMISSAL FROM BUILDING</p>	<p style="text-align: center;"><u>COVID Notification Procedure</u></p> <p style="text-align: center;">CONTACT TEACHERS IN RESOURCE CENTRE, HALL</p> <p style="text-align: center;">ON FOOT go to Discovery Centre and assist with dismissal</p> <p style="text-align: center;">RETURN TO OFFICE TO AID WITH DISMISSAL FROM BUILDING</p>

RELEASE OF STUDENTS

Students will be released from the

- **GLA – Rooms 31 and 33 main door to building**
- **Discovery Centre Rooms 20, 21,23 from the first door, Rooms 25,26 from the second door of the building.**
- **Main building from the Student entrance door behind Reception.**

- Parents have been asked to wait outside the building.
- An SSO and/or a NIT Teacher will come to GLA and Discovery Centre to aid in dismissal of students to parents. Office staff will handle dismissal through front doors in main building.
- **Treat the situation as for a lockdown, students to remain in the building, only toilet breaks permitted.**

- SSO will have given you an Evac Report showing students present at time of evacuation.
- Follow procedure below.

- Once most children have been collected, phone the office on extensions 10, 13, 32, 39 to advise that they have not yet been picked up. The office will then phone the parents to see if they have missed the message.

MAIN BUILDING TEACHERS

- Keep students in the class except for toilet breaks.
- Ensure no student uses their mobile phone to call or text their parents.
- You will be contacted in person or by phone that a student's parent has arrived for pick up. Mark the student off of the Evacuation Report and send them to the office for release.

GLA TEACHERS

- Ensure no student uses their mobile phone to call or text their parents.
- Assemble the students in the main area of the building with their bags ready for dismissal, treat as for lockdown except for toilet breaks.
- One teacher to take names at door for student release.

DISCOVERY CENTRE TEACHERS

- You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
- Ensure no student uses their mobile phone to call or text their parents.
- Rooms 20, 21, 23 will be released via the door by Rm 22. Rooms 25 and 26 will be dismissed by Room 26 door. PE Teacher and Arts Teacher will be stationed one at each doorway to assist with release.
- 2 x SSOs to assist at each door. One to collect child and the other to mark student off Evac Report as they are released.

RESOURCE CENTRE STAFF

Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

SSOs please report to Admin for redirection to aid release of students from buildings.

NIT TEACHERS

Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

PE Teacher to go to Discovery Centre (see Release of students above) to aid teacher in dismissal of students.

The Arts Teacher to go to Discovery Centre (see Release of students above) to aid in dismissal of students.

Japanese Teacher to go to Front Office to aid in dismissal of students.

TEACHERS – If students have not been picked up, phone the office on extensions 10, 13, 32, 39

When you phone in - state your name and the room no. - name any children you have in your care

ROOM 7 – Instrumental Music Room

You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

SSOs working 1 : 1 with students

You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
Stay with the student in your charge. You are responsible for that student's wellbeing.
Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

Gym/Hall

You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

IN THE YARD

You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

On PE Walk - Excursion

You will be advised by phone that an SMS has been sent to all parents to collect their children.

- Before going on the walk / Excursion **ensure you have contacted Front Office to inform** that you are leaving the school and the approximate time of arrival back to school. **Ensure at least one teacher takes a mobile phone on the walk.**
- Return to school and dismiss your students from class.

CANTEEN

You will be advised by an SSO that an SMS has been sent to all parents to collect their children.
Move students to their own classroom for dismissal by their class teacher.
Ensure no student uses their mobile phone to call or text their parents.

Advise any volunteer staff to leave the site. They may collect their children from the class before leaving.

Shut Canteen and leave as soon as is practicable.

STAFF

Advice will be given to site leaders by the department about staffing arrangements at this time.

Leaders will advise staff.

Once all children have left your building – assemble in the staff Room for instructions.