Kalbarri

District High School

Coronavirus Response Plan

Last updated 8 April 2020

This is an evolving document. **The information in this document was last updated on 8th April 2020.**

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BACKGROUND

While the situation regarding Coronavirus (COVID-19) continues to evolve, it is important that as a school community we apply common sense, factual information and a practical approach to COVID – 19. At Kalbarri District High School, we are planning for actions that we can take right now, as well as possible actions that we may have to take into the future.

Our Plan will evolve as the challenges ahead of us become clearer, but, we wanted to be upfront with our parents, staff, students and community about what may be to come, how we plan to deal with this, and how, working together, we can emerge from this situation even stronger.

We are planning for things to get more difficult, and this may involve taking some extraordinary steps, unprecedented in our school and community. Our Plan will guide us, but, ultimately, we will take expert direction from the Department of Health, the Department of Education and the Government of Australia.

I encourage you to read through our plan, become familiar with what to do, discuss any questions or concerns, and suggest any areas you can see that we can improve to ensure a safe school community for your children and our staff.

Information within this document with regard to symptoms, specific restrictions on attendance, and guidance of school closure are taken directly from the agreed positions and advice of the Department of Health, Department of Education and the Australian Government.

The front cover of this document shows the date of which the last update was made.

This is a school-based document. For the latest, specific and factual advice and information about Coronavirus (COVID-19), please refer to the Health Department website **www.healthywa.wa.gov.au/coronavirus**

Yours sincerely

Jody Harrington
Principal

COMMUNICATION

We aim to keep our community well informed, through as many channels as possible.

We urge all parents and staff to ensure that:

- The school has your current and up to date contact details, especially your email address and mobile phone number.

SMS

SMS is our most direct form of communication and the channel for which we have the overwhelming majority of contact details registered and up to date. We will communicate urgent and important information via SMS with direction to further information provided by email.

Website

Our school website is http://kalbarridhs.wa.edu.au We are working to update this regularly and include all of the COVID-19 advices and learning guides.

Facebook

Our school has a Facebook page. If you have not yet liked and followed the page please do so. As with SMS we will communicate urgent and important information via Facebook with direction to further information provided by email.

Email

Our school email address is kalbarri.dhs@education.wa.edu.au
An email to this address is distributed to members of the school administration, and we anticipate replying within one business day. The school parent email distribution list will be used to communicate all important information regarding the coronavirus pandemic

Telephone

Our school phone number is 9936 4800. In the event of school closure, the school phone line will be diverted to the Principal's mobile number. Calls should be made in the event of emergency only.

STAY IN TOUCH

Front Office	9936 4800 (phone diverted if school closed)
Email	kalbarri.dhs@education.wa.edu.au
Website	http://kalbarridhs.wa.edu.au/
Facebook	Kalbarri District High School

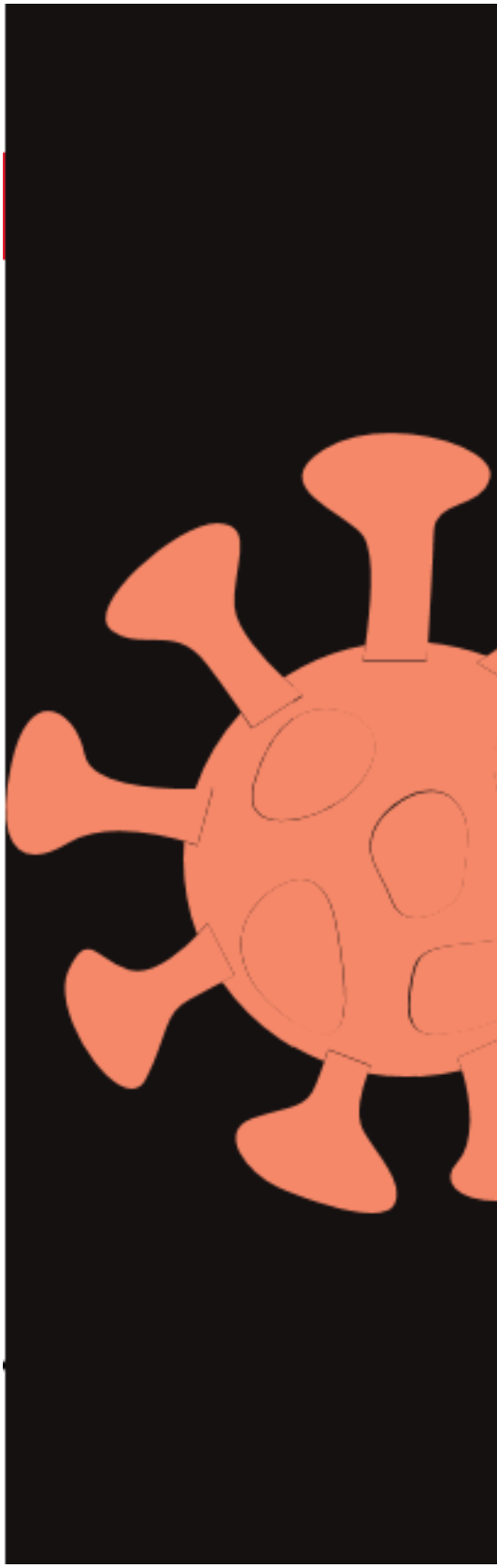
PREVENTION

HOW TO MINIMISE THE SPREAD OF COVID-19

- Frequently washing your hands for at least 20 seconds with soap and water, or using an alcohol based hand gel.
- Refraining from touching mouth and nose.
- If coughing or sneezing, covering your nose and mouth with a paper tissue or flexed elbow.
- Avoiding close contact with anyone if you, or they, have a cold or flu-like symptoms (maintain a distance of at least 1.5 metres).

WHAT WE'RE DOING NOW

- Provision of handwashing liquid soap in every toilet.
- Provision of alcohol-based hand gel in every classroom, public area, reception etc. More supplies will need to be ordered.
- Class based instruction in handwashing and personal hygiene practices for sneezing and coughing.
- Deeper cleaning and sanitising of common daily surfaces.
- Any students or staff who are not well are asked to remain home from school.
- Monitoring of student and staff health and arranging for them to go home during the day if unwell.
- Cancellation of all large scale and interschool events including assemblies and excursions.
- Focus on students staying in designated areas to reduce number of children concentrated in one area.
- Maximum ratio of 1:8 per classroom.
- Playgrounds closed as per DoE directive.
- Drink fountains used only to fill up water bottles.



WHO CAN NOT ATTEND SCHOOL

ADVICE AS AT 27 MARCH 2020

The Prime Minister has introduced measures placed on international arrivals into Australia. This means a mandatory 14 day self-isolation requirement will be placed on all international arrivals into Australia.

All non-essential travel in and out of Western Australia will be banned from 1:30pm on Tuesday 24 March 2020. New restrictions and arrival requirements to travel to Western Australia from other Australian States and Territories in response to COVID-19 will apply unless exempted. Arrivals from interstate will be ordered to self-isolate for 14 days.

On 27 March 2020, the State Government announced that travel between Western Australian regions will be restricted from 11:59pm Tuesday 31 March 2020. From this time, all intrastate travel must cease and Western Australians must stay within their regional boundaries.

Students or staff who have been tested for COVID-19 should follow the advice of the WA Department of Health and stay away from school whilst awaiting results.

Students or staff also need to self-quarantine if they have been informed by public health authorities that they have been in close contact with a confirmed case of coronavirus. They must isolate themselves for 14 days after the date of last contact with the confirmed case.

COVID19- SYMPTOMS

People with COVID-19 may experience:

- fever;
- flu-like symptoms such as coughing, sore throat and fatigue;
- shortness of breath.

For the latest health information and health related enquiries please visit WA Department of Health or access the helpline 1800 020 080.

RESPONSE

HYGIENE

Handwashing

- All staff to reinforce handwashing using WHO and Health Department guidelines and explicitly teach in class
- All staff to provide opportunity for children to wash hands and/or access ABHR prior to recess, lunch, crunch and sip and any other eating and throughout the day as needed

Cough / Sneeze

- Teaching and display of posters on coughing / sneezing

Classroom

- Staff to continue to identify any student appearing unwell and refer them to the office using the
  'yellow note' system

Cleaning

- Provision of further supplies and bringing forward bulk order and delivery of cleaning and hygiene products
- Cleaners have been given additional hours to deep clean high touch surface areas twice daily.
- Regular cleaning and sanitisation of all surfaces in toilets and classrooms

SOCIAL DISTANCING

Mass Gatherings (Whole school)

- Cancellation of all mass gathering events for Term 1
- Provision for cancellation of all planned mass gathering events for Term Two and rolling on as required

Close-contact gatherings

- If meetings are required they are to be held online or in open air with participants sitting 1.5m apart.

Classroom contact

- If possible, redesign of classroom seating into single row structures, with spacing
- Designated seating for students, with chairs remaining in place
- Maximum ratio of 1:8 in each classroom

Staff

- Leaving every second space vacant in staff rooms and offices

SCHOOL CLOSURE

Current advice and the position of the Australian Government is that there are currently no plans to pre-emptively close schools. Kalbarri District High School at this time remains fully operational.

Reactive closure (temporary) - this will be due to a confirmed case within our school.
If the school has to close due to a confirmed case, it will be on advice from the WA Health Department's Chief Health Officer.

The Chief Health Officer will, if there has been a positive COVID-19 test result in our school, close the school temporarily while assessment and tracing of exposure is conducted. A thorough school clean will then be carried out to make the school safe for the return of students and staff.
Pre-emptive closure (prolonged) Should the Australian Government, on advice of the Chief Health Officer make the decision to close schools, the processes detailed on these pages will be followed.

STAFF AND STUDENTS
ARE NOT AT SCHOOL

- Notice provided to principal by Department of Education of requirement to close.
- Convene and brief school response team.
- Issue letter via email, Facebook and SMS with dates of school closure.
- Brief staff/contact staff including action to be taken before and after school closure; health and safety, stand down and leave arrangements.
- Use school communication strategies to brief absent staff, parents and students. This could be via email, text and Facebook etc.
- Inform School Council and P&C President.
- Convene/notify Crisis Counselling Team (eg School Psychologist, Student Services).
- Communicate closure to local schools.
- Communicate with schools where there are siblings attending advising of closure.
- Communicate closure to Daycare and Childcare partners.
- **Close school.**
- Signage placed on school exterior.
- Activate school security measures.
- Implement school closure security procedure.
- Postpone all known school visitors and excursions.
- Implement offsite learning programs (where possible).
- Maintain contact with staff, parents and students via Facebook, SMS and Email, ensuring this contact can be made whilst school staff are off site.
- Distribute updated communication as required by the Department of Health or Department of Education to parents.
- Notify school community when confirmation of the date the school can re-open is known.
- The Department of Education will facilitate cleaning of the school prior to open.
- **Re-open school.**
- Maintain off-site learning programs for any students still required to self-isolate.

STAFF AND STUDENTS **ARE** AT SCHOOL

- Notice provided to principal by Department of Education of requirement to close.
- Convene and brief school response team.
- Letter for students to take home and for distribution via email, Facebook and SMS with dates of school closure inserted if known.
- Brief staff/contact staff including action to be taken before and after school closure; health and safety, stand down and leave arrangements.
- Advise parents via appropriate communication methods (phone calls, text messages, letter home, email, social media, etc).
- Advise students via appropriate communication methods.
- Use school communication strategies to brief absent staff, parents and students.
- Inform School Council and P&C President.
- Convene/notify Crisis Counselling Team (eg School Psychologist, Student Services).
- Communicate closure to local schools.
- Communicate with schools, partner childcare centres where there are siblings attending advising of closure.
- **Close school.**
- Signage placed on school exterior.
- Implement school closure security procedure.
- Postpone all known school visitors and excursions.
- Implement offsite learning programs (if possible).
- Maintain contact with staff, parents and students ensuring this contact can be made whilst school staff are off site.
- Distribute updated communication as required by the Department of Health or Department of Education to parents.
- Notify school community when confirmation of the date the school can re-open is known.
- The Department of Education will facilitate cleaning of the school prior to open.
- **Re-open school.**
- Maintain offsite learning programs (where possible) for students who are required to isolate themselves after the school has re-opened.

ACTION REQUIRED

- Ensure that staff, student and parent contact details accurate and up to date.
- Develop appropriate security and ensure that staff, students and parent contact details accessible offsite. Ensure that contact details of additional stakeholders (eg School Council Chair, P&C President) are easily accessible.

SCHOOL RESPONSE TEAM

Jody Harrington

- Site Management
- Communication and planning

Noeleen Blundell

- Non-teaching staff management
- Facilities management

Alicia Stiffle

- K-6 Phase coordination
- Student support services

Jacky Brown

- Year 7-12 Phase coordination
- Staff support services

Helen O'Connor

- Communications
- Student information

Natasha Freeman

- Communications
- Student information

TEACHING & LEARNING CONTINUITY

School closure during regular instructional time will disrupt our planned programs, and student learning.

We aim to provide learning activities and tools that:

- Are within the capacity of our existing workforce to prepare without an unreasonable workload given that we are also currently engaged in the full-time face-to-face delivery of teaching and learning programs;
- Have educational value and merit;
- Provide structure to a child's day;
- Are non-compulsory, and will not cause additional anxiety for parents, students or staff;
- Are not solely reliant on one platform or form of delivery or access to technology;
- Do not require expert knowledge, special resources or equipment to implement in the home.

Materials availability and provision

- Home Learning Guides have been created to support any family precautionarily self isolating. These will be emailed out to parents with links. Hard copies can be arranged for families without computer or internet access.
- Access to any of the schools online subscriptions such as Mathletics, Reading Eggs, Wordflyers will be provided. Any text book purchased through student booklists e.g. Stepping Stones maths can also be sent home if requested.
- In the event of the school having sufficient days of notice of closure, we will have hard-copy work packages made available or online via Connect.
- In the event of sudden closure, we will, within a reasonable amount of time, make materials available in hard copy format or online via Connect.
- The Department of Education has released a Learning at Home website with resources, activities and information to help children and young people learn at home. This can be accessed at https://www.education.wa.edu.au/learning-at-home

PRECAUTIONARY ABSENCE

If you choose to keep your child home as a precautionary measure they will be Recorded as an approved, Reasonable (R) absence. Parents can use the Home

SUPPORT

Learn the facts

Constant media coverage about the coronavirus can keep us in a heightened state of anxiety. Try to limit related media exposure and instead seek out factual information from reliable sources such as the Australian Government's health alert or other trusted organisations such as the World Health Organisation.

Keep things in perspective

When we are stressed it is easy to see things as worse than they really are. Rather than imagining the worst-case scenario and worrying about it, ask yourself:

- *Am I getting ahead of myself, assuming something bad will happen when I really don't know the outcome*? Remind yourself that the actual number of confirmed cases of coronavirus in Australia is relatively low.
- *Am I overestimating how bad the consequences will be?* Remember, illness due to coronavirus infection is usually mild and most people recover without needing specialised treatment.
- *Am I underestimating my ability to cope?* Sometimes thinking about how you would cope, even if the worst were to happen, can help you put things into perspective.

Take reasonable precautions

Being proactive by following basic hygiene principles can keep your anxiety at bay. The World Health Organization recommends a number of protective measures against the coronavirus, including to:

- wash your hands frequently
- avoid touching your eyes, nose and mouth
- stay at home if you begin to feel unwell until you fully recover
- seek medical care early if you have a fever, cough or experience breathing difficulties.

Practise self-care

To help encourage a positive frame of mind, it is important to look after yourself. Everybody practises self-care differently with some examples including:

- maintaining good social connections and communicating openly with family and friends
- making time for activities and hobbies you enjoy
- keeping up a healthy lifestyle
- practising relaxation, meditation and mindfulness to give your body a chance to settle and readjust to a calm state.

Tips for talking with children about the coronavirus

- Children will inevitably pick up on the concerns and anxiety of others, whether this be through listening and observing what is happening at home or at school. It is important that they can speak to you about their own concerns.

Answer their questions

Do not be afraid to talk about the coronavirus with children. Given the extensive media coverage, it is not surprising that some children are aware of the virus.

Providing opportunities to answer their questions in an honest and age appropriate way can help reduce any anxiety they may be experiencing. You can do this by:

- speaking to them about coronavirus in a calm manner
- asking them what they already know about the virus so you can clarify any misunderstandings they may have
- letting them know that it is normal to experience some anxiety when new and stressful situations arise
- giving them a sense of control by explaining what they can do to stay safe (e.g., wash their hands regularly, stay away from people who are coughing or sneezing)
- not overwhelming them with unnecessary information (e.g., death rates) as this can increase their anxiety
- reassure them that coronavirus is less common and severe in children compared to adults
- allowing regular contact (e.g., by phone) with people they may worry about, such as grandparents, to reassure them that they are okay.

Talk about how they are feeling

- Explain to your child that it is normal to feel worried about getting sick. Listen to your child's concerns and reassure them that you are there to help them with whatever may arise in the future.
- It is important to model calmness when discussing the coronavirus with children and not alarm them with any concerns you may have about it. Children will look to you for cues on how to manage their own worries so it is important to stay calm and manage your own anxieties before bringing up the subject with them and answering their questions.

Limit media exposure

- It is important to monitor children's exposure to media reports about the coronavirus as frequent exposure can increase their level of fear and anxiety. Try to be with your child when they are watching, listening or reading the news so you are able to address any questions or concerns they may have.

Seek additional support when needed

Free counselling services available include:

For students

Kids Helpline 1800 55 1800
Headspace 1800 650 546

For parents and carers

Lifeline 13 11 14
Ngala Parenting Line 1800 111 546
Beyond Blue 1300 224 636

For staff

PeopleSense 1300 307 912

Professional support

If you feel that the stress or anxiety you or your child experience as a result of the coronavirus is impacting on everyday life, a psychologist may be able to help.

There are number of ways to access a psychologist. You can:

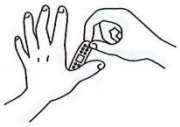
- use the Australia-wide Find a Psychologist service. Go to findapsychologist.com.au or call 1800 333 497
- ask your GP or another health professional to refer you.

Taken from the Australian Psychological Society "Tips for coping with coronavirus anxiety". psychology.org.au

RESOURCES

Protect yourself, your family and your community
COVER your cough and sneeze
1 COVER mouth and nose with a tissue when you cough or sneeze.
2 Put any used tissues in the BIN .
3 No tissue? Cough or sneeze into your upper sleeve or elbow, NOT YOUR HANDS.
4 Wash hands with soap and running water. Dry hands thoroughly with paper towel.
kams.org.au

How to wash and dry hands with soap and water



- Remove jewellery and cover abrasions
- Wet hands with warm water, then apply soap or liquid soap

- Lather for 15–20 seconds

- Rinse hands under running water
- Dry hands with clean towel

During the lather, pay particular attention to the backs of hands and fingers, fingernails, fingertips and the webbing between fingers.

Hand hygiene is crucial in reducing transmission of infections. It includes both hand washing with plain or antimicrobial soap and water, and use of alcohol-based products (gels, rinses, foams) containing an emollient that do not require the use of water.

If hands are visibly soiled or contaminated with respiratory secretions, wash hands with soap (either non-antimicrobial or antimicrobial) and water.

In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection may be used. Ensure you have facilities for hand washing (i.e. sinks with warm and cold running water, plain or antimicrobial soap, and disposable paper towels) and hand disinfection (i.e. alcohol-based products) readily accessible.

Australian Government
Department of Health and Ageing

World Health Organization

Helping children cope with stress during the 2019-nCoV outbreak

Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

Remember to listen to your children, speak kindly and reasure them.

If possible, make opportunities for the child to play and relax.

Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.

Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).

http://kalbarridhs.wa.edu.au/

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