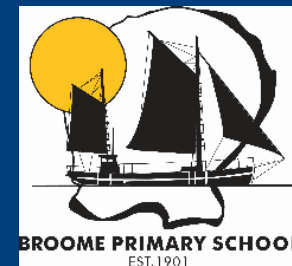




CORONAVIRUS (COVID-19)

RESPONSE TO TEMPORARY CLOSURE



If a WA school has to temporarily 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 the 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.

In this situation the principal will receive direct advice and support regarding the closure process.

There are two possibilities when this could happen:

- Staff and students are at school; and
- Staff and students are not at school.

Broome PS has plans in place to cater for both scenarios. A brief overview of the school's response plan is as follows:

- The Principal will be the designated coordinator of the response and will use the administration team and other staff to assist with procedures and protocols that will take place.
- Emergency contacts for students, staff and associated agencies will be up to date and available to administration in order to disseminate information to all parties.
- Template letters and messages are prepared and ready for distribution to the school community.
- Contact will be made informing the Kimberley Education Regional Office, the Director and the Department of Education Media Unit.
- Procedures have been communicated with staff to ensure they are aware of procedures to follow if students need to be picked up by parents/carers during the school day as a result of a temporary closure.
- Work packages have been prepared by teaching staff for students to complete in the event of a temporary school closure.
- MGM Messaging service to parents is accessible off-site and various members of admin are able to access and utilise this service

- Ensure Police and Department of Communities are aware of their role in looking after students who have not been picked up by parents/carers if the school has undertaken a temporary closure.
- If temporary closure takes place during the school day, parents/carers are contacted, letter is generated for students/families, work packages provided to students, teachers check off students as they depart and left over students are forwarded to the office. Staff to lock away ICT equipment, iPads and any expensive equipment. Teachers collect emergency contact list and messages office when they have departed the school site.
- Change the school answering message and place a sign on the school entry gate.
- Inform neighbouring schools, School Board and P&C President.
- Postpone all known excursions and visitors attending the school site.
- Admin to coordinate a sweep of the school and ensure the school is secured.
- Students and staff to leave school grounds and self-isolate according to the guidelines they have received.
- Staff to notify the office of their departure via messaging.
- School community to be kept up to date with developments via SMS messaging service and additional posts will be placed on facebook.