# COVID-19 Risk Management Plan – Boarding schools and school-based residential facilities

The [Australian Health Protection Principal Committee (AHPPC) statement on risk management for re-opening boarding schools and school-based residential colleges (1 May 2020)](https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-statement-on-risk-management-for-re-opening-boarding-schools-and-school-based-residential-colleges) states that each facility is required to undertake a facility specific, systematic risk assessment, analysis and risk mitigation process to manage the risk posed by COVID-19. The COVID-19 Risk Management Plan identifies the facilities’ response to the *Recommendations for controlling risks associated with the transmission of COVID-19 in boarding schools and school-based residential colleges.* The plan aims to prevent or minimise the risk associated with the transmission of COVID-19 in boarding schools and school-based residential colleges for students, staff and other persons that visit the facility.

Facility details

| Name of school: | N North Keppel Island EEC | Contact number: | 4 49392510 |
| --- | --- | --- | --- |
| Address: | Lot 403, Keppels | Date plan developed |  |
| Numbers of students at site: | Maximum: 41 (Residential) |  | Day students: 41 |
| Key contact 1: | | Key contact 2: | |
| Name: Andrew Gill | Position: Acting Principal | Name: Christine Wilson | Position: Business Manager |
| Phone: 49392510 | Email: agill38@eq.edu.au | Phone: 49392510 | Email: cwils321@eq.edu.au |
| Public health unit contact details | | | |
| Central QLD Public Health Unit | |  | |
| Phone: 49206989 |  | Email  EH\_CentralQueensland @health.qld.gov.au |  |

Declared sites and occupancy at facility:

Please list all the residential or communal sites at the facility and approximate usual number of occupants at a specified time frame.

| **Residential or communal site** | **Occupants** |
| --- | --- |
| A Cabins, Sea Mist, Trade Winds, West Winds, Volunteers | 41 |
| Dry Lab, Museum, Inspiration Hub, Long House | Reduced number to fit space |
| Kitchen Area, Pergola Area, Outdoor Dining | 20 Inside Maximum. |

Please specify planned location of quarantine accommodation for students returning from overseas or from a COVID hotspot, and anticipated number of students.

| **Quarantine accommodation** | **Number of occupants** |
| --- | --- |
| People tested for COVID and awaiting results are not permitted on vessel/site  Screened as per questionnaire that is handed in with medical forms and camp permissions |  |

# Risk Management Plan

A. Health screening

| **Recommendation** | **Facility action/s** | **Person responsible** | **Public health unit feedback** |
| --- | --- | --- | --- |
| Persons must self-quarantine if in the last 14 days they have:   * returned from interstate (unless they meet the exemption categories granted by the Chief Health Officer) * returned from overseas * been in a COVID-19 hotspot. | As Per Questionnaire | Parents/Guardians |  |
| Persons must self-quarantine for 14 days if they have been in [close contact](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/contact-tracing) with someone who has COVID-19 in the last 14 days. | As Per Questionnaire | Parents/Guardians |  |
| Persons are to confirm they have not had a fever, cough, sore throat, shortness of breath or other COVID-19 like symptoms in the last 72 hours and are otherwise well. | As Per Questionnaire | Parents/Guardians |  |
| Persons returning to the facility from overseas need to apply for appropriate border entry | As Per Questionnaire | Parents/Guardians |  |
| Provide advice to persons who are a confirmed COVID-19 case about return to school setting requirements. | As Per Questionnaire | Parents/Guardians |  |
| All persons receive influenza vaccination, unless medically contraindicated. | Not Applicable | Not Applicable |  |
| Daily screening of students and staff | Teachers for primary students and secondary students to complete daily checklist prior to attending breakfast at dining room | Visiting Teachers (Primary)  Secondary Students  NKIEEC Overnight staff |  |
| Consider the individual needs of persons who are considered vulnerable | Immune Supressed  ATSI  Will be evident on medical forms handed in prior to attending | Parents/Guardians |  |

B. Reducing the risk of transmission

| **Recommendation** | **Facility action/s** | **Person responsible** | **Public health unit feedback** |
| --- | --- | --- | --- |
| **PREVENTIVE ACTIONS** | | | |
| Students and staff should be encouraged to download the COVIDSafe app. | Students hand in phones when on site. | Visiting Staff |  |
| Maintain physical distancing of at least 1.5 metres within and outside the facility. | Spacing out of tables in kitchen area  Placards on tables to space people out  Beds spaced out in accommodation  Relocating Dry Lab facilities (Outside)  Forming group rotations | NKIEEC Staff |  |
| Inform students, staff and visitors of how to protect themselves and others from COVID-19. | Signage in cabins and communal areas  Briefing given on arrival and during stay | NKIEEC Staff |  |
| Provide regular demonstrations and updates to all persons on preventive actions. | Signage in cabins and communal areas  Briefing given on arrival and during stay | NKIEEC Staff |  |
| **ACCOMMODATION AND COMMUNAL AREAS** | | | |
| Maximise physical distance between all persons to a minimum of 1.5 metres at all times, including sleeping, dining, study and classroom spaces | Spacing out of tables in kitchen area  Placards on tables to space people out  Beds spaced out in accommodation  Relocating Dry Lab facilities (Outside)  Forming group rotations | NKIEEC Staff |  |
| **MEALS** | | | |
| Promotion of strict hygiene during food preparation and dining. | Dining Room – 20 Maximum  Placards on tables to ensure social distancing  Students given numbered chairs and numbered cups for duration of stay  Signage and briefings on handwashing  Hand sanitiser provided | Visiting Staff  NKIEEC Staff |  |
| Prevent crowding during meal times. | Dining Room – 20 Maximum  Placards on tables to ensure social distancing  Students assigned numbered chairs and numbered cups for duration of stay  Outdoor Dining area utilised | Visiting Staff  NKIEEC Staff |  |
| Ensure cleaning and hygiene is maintained within the dining facilities. | Students given briefing on cleaning supervised by visiting staff  Cleaners to come and clean after students | Visiting Staff  NKIEEC Staff |  |
| **TRANSPORT AND TRAVEL** | | | |
| Minimise the risk of transmission in vessel. | Enter/Leave Clean  Hand Sanitiser readily available  Hand hygiene, washing and social distancing posters presented  Skipper and cleaner to stay behind and clean high touch areas on arrival/departure | NKIEEC Staff |  |
| Reduce out of facility visits. | Students in outdoors with precautions taken | NKIEEC Staff  Visiting Staff |  |
| **VISITORS** | | | |
| Limit visitors to essential persons only. | Due to location on an island not applicable |  |  |
| **HYGIENE** | | | |
| Display relevant information to reinforce hygiene procedures. | Signs in A cabins on entry, exit points and bathrooms.  Signage on communal areas and dining room | NKIEEC Staff |  |
| Regular handwashing. | On Entry and Exit  Hand sanitiser provided at all buildings | NKIEEC Staff |  |
| Dispose of rubbish in designated waste bins. | Bins provided in bathrooms and verandas of A Cabins. All bags have ties and all rubbish is double bagged. Disposed of at Marina skip bins | NKIEEC Staff |  |
| **CLEANING** | | | |
| Frequent environmental cleaning of high touch surfaces and communal facilities. | Students to wipe as part of cabin duties, visiting staff to check  Cleaners to clean high touch areas 3 times a day | Visiting Staff  NKIEEC Staff |  |
| Daily cleaning of sleeping quarters. | Completed by cleaners | NKIEEC Staff |  |
| Frequent cleaning of bathroom facilities. | Students to clean after use  Cleaners clean every morning | NKIEEC Staff |  |
| **ISOLATION** | | | |
| Provide information about isolation to persons entering the facility. | Nobody who has been tested, awaiting results allowed on vessel |  |  |
| Provide appropriate accommodation and support for potential COVID-19 cases. | Sick bay in office and transported off island as soon as vessel is readily available | NKIEEC Staff |  |
| **QUARANTINE** | | | |
| Establish processes and procedures for quarantine, if required for returning students where quarantine can’t be completed offsite. | Contact Parents  Visiting teacher to travel back with student  School responsible for accommodation after testing (Cannot return to NKIEEC)  Email Central Queensland Public Health Unit (Name/DOB/Address) | NKIEEC Staff  Visiting Staff |  |

C. Outbreak Management Plan

| **Recommendation** | **Facility action/s** | **Person Responsible** | **Public health unit feedback** |
| --- | --- | --- | --- |
| **COVID-19 CASE** | | | |
| Develop an Outbreak Management Plan in the event of a confirmed case of COVID-19. | Refer top EQ procedure attached | NKIEEC Staff |  |
| The school has in place provisions to rapidly provide the local public health unit the contact details of all persons who share the boarding facility and classes with a confirmed case of COVID-19. | All medical forms available  Rolls and boat logs available | NKIEEC Staff |  |
| The facility has a process for quarantining identified close contacts of a confirmed COVID-19 case. | Quarantine all to cabin  Parents contacted  Taken off island for collection by parents (To be back of boat, in fresh air, not in cabin) | NKIEEC Staff  Visiting Staff  Parents |  |
| The facility has a procedure established for the cleaning of a COVID-19 case room. | As per EQ Procedure | NKIEEC Staff |  |

# Sign-off

| Name of authorised person: | Andrew Gill |
| --- | --- |
| Signature of authorised person: |  |
| Position of authorised person: | Acting Principal |
| Date | 23/6/20 |
| Name of person responsible for the COVID-19 Risk Management Plan (if applicable) | Andrew Gill |
| Frequency of reviews and date of next scheduled review | 20/7/20 |

Please submit the Risk Management Plan to your local public health unit for review and feedback.

# Public health unit review and feedback

| Comments |  |
| --- | --- |
| Signature: | Name of PHU Officer: Paul Florian |
| Position: Director Environmental Health | Date: 30/06/2020 |

Please sign and submit plan to this email address [covid.plans@health.qld.gov.au](mailto:covid.plans@health.qld.gov.au)