COVID-19

Emergency Response Plan

Term 3 – 2020

## **Emergency Response Plan – COVID-19**

This guideline was developed in conjunction with *Australian Health Protection Principal Committee (AHPPC)* *statement on risk management for re-opening boarding schools and school based residential colleges 17 June 2020, the Central Queensland Public Health Unit* and the specific residential environment.

Bunya Campus follows the Australian Boarding School Standards AS5725:2015. The Health and Well-being of our Boarders is paramount to our operating policies and practices. Additional measures have been put in place in relation to the management of boarder health and well-being due to COVID-19. These procedures build on the existing processes for managing outbreaks of Influenza and Gastroenteritis that can occur in a residential environment.

North Keppel Island Environmental Education Centre comprises a unique residential setup, having been previously established as an As such, the Campus has 6 individual residential buildings (refer to attached Site Plan). Each residential building comprises the following:

* 2 individual bedrooms comprising of 2 bunk beds, luggage rack. Common area with 2 beds and an alcove with 1 bed. Total 41 individual bedroom capacity
* Bathroom facilities on each cabin
* Two entry / exit doors

With the Centres anticipated numbers, the Centre could accommodate a return to residential, with seven students residing in a one bathroom accommodation cabin.

A detailed Risk Assessment **(Appendix A)** has been completed.

## **Key Considerations**

|  |  |
| --- | --- |
| 1. A reduction in numbers of students staying at the Centre. | * Centre can accommodate a reduction in numbers to house 41 students * All students and parents will sign a questionnaire form before coming to NKIEEC **(COVID 19 Health Screening Questionnaire)** * No students who have been tested and awaiting results will be allowed * No students who have been to a COVID19 Hotspot within 14 days |
| 1. Meeting current recommendations for physical distancing etc | * Daily Health check to be implemented (Teachers for Primary, Secondary students) **(Appendix B**) * Staff will maintain 1.5m from all students and will ensure that less than 15 minutes, face to face occurs. * Daily cleaning and disinfection of rooms to occur **(as per Appendix A)** * Sick Bay is stocked with appropriate PPE |
| 1. Case identification and quarantine arrangements | * Daily screening using a questionnaire will be used (**Appendix B**) * Process has been established with CQPHU and Rockhampton Fever Clinic for testing of symptomatic students. * Student would not be able to return to NKIEEC if being tested and awaiting results * Process for unlikely need for Quarantining at is established (**Appendix E**) |
| 1. Identification and management of close contacts | * Strict physical distancing measures will be implemented. * There will be usually only 2 students per bedroom * Students within accommodation will be able to maintain distance, in the event of a perceived case. Students can exit and enter vis separate doors to residence if required * A separate A cabin could be made available as a “Quarantine Centre” if required |
| 1. Risk Management Plans | * This document and all appendices form the Risk Management Plan **(Appendix A)** |
| 1. Outbreak Management Plan | * Outbreak checklist – **(Appendix G)** * Campus Management will follow directives of QLD Health and Regional Office |

| **Appendix A** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.Establish the context** | **2.Indentify the risk** | **3.Analyse the risk** | | | | **4.Evaluate Risk** | **5.Treat Risk** | | |
| Context | Risks / causes | Consequence | Likelihood | Risk | Existing controls | To be treated / priority | Treatment | Actioned by | date |
| Accommodation and sleeping arrangements | Spread of Virus  Staff / student access to Accommodation Cabins | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | 2 per bedroom  No access to other Cabins  Daily Health Check | Accommodation allocation | 2 Students to a room. One on bottom bunk one on top bunk  Beds will be numbered  Excess mattresses will be removed.  Bathrooms will be cleaned daily in mornings by cleaners. Students to clean after use |  |  |
| Hygiene/cleaning regime | Spread of Virus  Non hygienic areas | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | Daily cleaning as per treatment identified in treatment risk | On a daily basis:-  Individual rooms  Bathrooms/toilets and wash areas  All communal areas  High touch areas | Staff and Students regularly reminded to follow good hygiene practices  DoE and Queensland Health COVID posters displayed in cabins and common areas to remind students and staff of expectations  Bathrooms to be cleaned daily which will include weekends with cleaning staff rostered on  Daily cleaning of Kitchen, cabins and communal areas  Cleaning checklist has been developed. (Attached)  Hand sanitiser on each cabin and communal areas and soap available as are all cleaning products.  Door knobs to be cleaned daily  All common areas to be sanitised daily  Numbered cups to be designated to students for week  Communal water fountains turned off and water to be supplied to students  Vessel Management Plan (attached) has been introduced.  Computers/Ipads/books sanitised daily after student use  Update “Health Care” plan for any vulnerable students |  |  |
| Dining /Catering (Meal times &Processes) | Spread of Virus  Non hygienic practices | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | Daily cleaning as per treatment identified in treatment risk  Social Distancing | Daily cleaning as per treatment identified in treatment risk  Signage displayed | Students to maintain Social Distancing. Students to be seated at each end of table  Students to sit at 1.5m. Placards in place on table to ensure students sit apart  Students to sit at numbered chairs for the duration of stay  32 in the kitchen seated  Staggered cabin groups to come through and collect food  Staff to control social distancing when students are collecting meals and returning cutlery and crockery to washing area  Staff ensure safe handling of food  No sharing of food utensils  All meals to be provided by Tavistock Catering who will follow Food Business Industry Plan  Cleaning checklist has been developed (attached)  Industrial standard dishwasher is used |  |  |
| Visitors | Spread of Virus  Visitors from other areas bringing Covid 19 into boarding residence | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases but likely hood could increase if visitors are coming in from other regions/areas with identified cases | Med |  | As per Section 5 -Treat risk | Limited visitors due to being an island  Visitor register to be completed if required at office  Signs on entry and exit points with penalties in place for trespassing |  |  |
| Off campus visits | Spread of Virus  Students leaving campus could increase risk of transmission | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | Hand sanitiser taken | High touch areas in NP toilet | Students to sanitise after use |  |  |
| Vulnerable students | Spread of Virus | Student become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Med | Doctor clearance will required for return to centre. Implementation of risk assessment processes will minimise risk | As per Section 5 -Treat risk | Clearance by Doctor to attend camp |  |  |
| Vulnerable staff | Spread of Virus | Staff member become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | Doctor clearance will be required for return to work. Implementation of risk assessment processes will minimise risk | As per Section 5 -Treat risk | Remain on leave until clearance is given by a Doctor |  |  |
| Education and training for COVID-19 |  |  |  |  |  |  | Induction to both staff and students on the requirements for social distancing in dorms, staff areas, recreation areas, meals times etc  Relevant signage displayed as a reminder to follow guidelines |  |  |
| Indoor/outdoor recreation areas | Spread of Virus | Student / staff become unwell and in extreme cases, can result in serious illness or death | There have been no local cases so likelihood is low | Low | All areas will be adjusted to suit Social distancing and Covid-19 recommendation | As per Section 5 -Treat risk | Seating arranged/moved to minimise infection. Maintain social distancing  Restrict student number in Recreation areas |  |  |
| Risk Management / Duty of Care | Spread of Virus | More cases of COVID | There have been no local cases so likelihood is low | Low | Quarantine | In the event of a suspected case at centre | If after morning health check student unwell, to stay in cabin before being transported off island to reduce risk of transmission  Staff and families will be notified  Centre will follow advice of QLD Health for management of Campus |  |  |

**Appendix B: Daily Health Check**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabin Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student have any signs or symptoms of feeling unwell?  **YES / NO**

|  |  |  |
| --- | --- | --- |
|  | **Y** | **N** |
| **For Student** |  |  |
| How are you feeling? |  |  |
| Are you displaying any cold/flu like symptoms? i.e. cough, sore throat, runny nose etc. |  |  |
| Do you have a fever? |  |  |
| Have you had any chills, sweats, night sweats etc? |  |  |
| Have you encountered anyone recently who appears unwell? |  |  |
| Do you have any concerns? |  |  |
| **Staff Observation** |  |  |
| Does student display any signs or symptoms of cold/flu |  |  |
| Do they appear well/healthy? |  |  |
| If yes to any of the questions - Has temperature check occurred? (please record) |  |  |

Action taken: If yes to any of the student questions, ENACT “OUTBREAK MANAGEMENT PLAN”

Are you taking any medication at present?

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Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C – Outbreak Management Plan**

In the event that a student presents as unwell, the following procedures have been implemented for staff to follow:-

1. Student presents as unwell – CQPHU notified and seek advice from public health of need for students to undertake COVID-19 testing.
2. Regional Covid Coordinator contacted by Principal.
3. Student will be isolated in the sick bay/ own cabin and advised that they must remain in room except to use bathroom.
4. Signage will be placed on door advising staff to not enter room.
5. Appointment will be made through Fever Clinic.
6. If advised that student needs to attend a face to face medical appointment then student will be transported via Gundoo Spirit. Staff have been advised of the PPE requirements and processes that need to be adhered to; PPE, remain in vehicle, phone clinic to say that student has arrived etc.
7. Parents will be advised by Business Manager.
8. Contact made with Relevant Peoples (refer Flowchart **APPENDIX D**).
9. Student will be quarantined in accommodation or at place of residence until results have been notified. (Picked up and taken home by parents)
10. Other student/s from cabin will be monitored and advised to remain in their cabin until further notice. Their parents will also be notified.
11. NKIEEC will then follow processes as advised by QLD Health and Regional Office.

Please note that all staff are fully informed of the Management Plan and paper copies are available in Staff Office.

**Appendix D**

**Outbreak Management Plan**

ACTION / INFORMATION

TASK ACTION/INFORMATIO

* Student is isolated in sick bay and advised they must remain in this room or own cabin if identified at morning check
* Contact CQPHU Unit ph 49206989. If no response, contact Rockhampton Fever Clinic ph 49285000. Seek advice from public health of need for student to undertake COVID-19 testing
* Signage placed on sick bay/cabin door
* Contact Parents

Student presents as unwell

Contact made with relevant parties

Appointment made with Yeppoon Hospital

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

* Initial phone consultation
* If required to attend Hospital, visiting staff member, (PPE compliant), transports student to appointment aboard Gundoo Spirit

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

* CQPHU ph: 49206989
* Email to EOC

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

* Student/s quarantined in accommodation in Yeppoon until parents arrive to pickup. No public transport

Student quarantined until result advised

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

* Maintain quarantine processes
* Advise relevant parties (as above)
* Follow advice of QLD Health and Regional Office
* Monitor all staff and students daily to ensure no one else is displaying symptoms

Positive result received

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**Appendix E. Quarantine Process**

Process for quarantine of student after signs/symptoms are identified:

1. Student health identified through use of **Daily Health Check-in** **(Appendix B)**
2. Student/staff identifies signs/symptoms of cold/flu
3. Student immediately isolated within sick bay
4. CQPHU Notified, as per “Outbreak Management Plan”. If no response, contact Rockhampton Fever Clinic
5. If advised by CQPHU, Yeppoon Hospital appointment made for student
6. Student transported to medical appointment by vessel and then ambulance to hospital
7. Student laundry to be collected by staff (use of PPEs) and taken to laundry for cleaning
8. Student to exit Quarantine Process only after all clear by Qld Health/Fever Clinic

**Appendix F Staff Social Distancing Agreement**

Throughout COVID-19 Pandemic, staff are required to adhere to the following, but not limited to:

1. Ensure social distancing measures of 1.5 metres are in place at all times
2. Staff are to ensure that congregating in groups should be limited with consideration to environmental space (1 staff/4m2)
3. Staff will encourage students to adhere to social distancing measures including:
   1. personal touch
   2. congregating in groups
   3. accessing each other’s personal space or belongings
   4. Student seating to be restricted during meal times and within recreational areas
4. Staff to demonstrate safe hygiene practice such as:
   1. Regular washing of hands with soap/sanitiser
   2. Coughing/sneezing into elbow
   3. Use of tissues or hanky
   4. Not attending work if feeling unwell, or with any cold / flu like symptoms
5. Staff to use appropriate PPE if directed by Management

Please note that we are aware that some of these recommendations are contradictory to previously established processes of supervision, but must be adhered to during the COVID pandemic and management advises that this agreement is no longer required.

**Appendix G. COVID-19 Outbreak Management Checklist**

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| **Identify** |  |
| Identify if your facility has an outbreak using the identification in the guideline |  |
| **Implement infection control measures** |  |
| Isolate/cohort ill students |  |
| Implement contact and droplet precautions |  |
| Provide PPE outside room |  |
| Display sign outside room |  |
| Quarantine ill students until symptom free (or advised by Medical Practioner) |  |
| Exclude ill staff until symptom free (or if confirmed case of COVID-19, until they meet the release from isolation criteria) |  |
| Reinforce standard precautions (hand hygiene, cough etiquette) throughout Centre |  |
| Display outbreak signage at entrances to Centre |  |
| Increase frequency of environmental cleaning (minimum twice daily) |  |
| **Collect respiratory specimens** |  |
| Transport student to Yeppoon Hospital for collect of appropriate respiratory specimens from ill students or staff |  |
| **Notify** |  |
| Contact the CQHU of ill residents for review |  |
| Advise Regional office of confirmed case |  |
| Inform families and staff of case |  |
| **Restrict** |  |
| Restrict movement of students and staff across Centre |  |
| Restrict Visitors to Centre |  |
| Restrict non- essential ‘traffic’ to whole of Centre |  |
| **Monitor** |  |
| Monitor students and staff through increased observation |  |
| Maintain up to date records and monitor for any additional symptoms. Advise Public Health Unit and Regional Office daily |  |
| **Declare** |  |
| Advise families and staff when permitted and advised by Public Health |  |
| **Review** |  |
| Review and evaluate outbreak management – amend plan if needed |  |