



Risk Procedures and Risk Assessment COVID-19 Progression of restrictions / Staged Response

Harmony Russian School of Sydney

Risk Procedures and Risk Assessment COVID-19
Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (COVID-19) - 	<ul style="list-style-type: none"> Increase hygiene procedure - Communication with staff, pupils, and families - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, etc. - Consider the types of events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as necessary 	Principal Staff
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with any symptoms 	Principal Staff
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	Department of Health

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> -Contact Public Health - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	<u>Staff principal</u>
Confirmed case in school	<ul style="list-style-type: none"> -Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school 	Site principal
Suspected case in a family	<ul style="list-style-type: none"> -Parents to ensure child washes hands before leaving the house - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	<u>Families Staff</u>
Confirmed case in a family	<ul style="list-style-type: none"> -Children in the family to remain at home for a fixed period - Deep clean of the classroom and school 	<u>site</u>
Teacher shortage	<ul style="list-style-type: none"> -Supply / Splitting classes /Casual Cover - Where too many – partial closure for certain classes or online classes 	<u>Principal</u>
Protection for most vulnerable children	<ul style="list-style-type: none"> -Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	<u>Staff Principal</u>
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> -Ask them to contact their consultants to seek advice on their condition - Consider working from home 	<u>staff</u>
Staff with symptoms	<u>Stay at home; follow HD advice</u>	<u>Site staff</u>
<u>Lunch time</u>	<u>Parents to provide packed lunches (NUTS FREE ZONE)</u>	<u>Family</u>
<u>Long period shut down STAGE 4</u>	<ul style="list-style-type: none"> - <u>Continue learning activities through ZOOM platform, email</u> - <u>Children to take booklets home with them and will be directed to which units to do</u> - <u>Possible use of technology to deliver assemblies / stories etc.</u> 	<u>Principal Staff</u>

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1,2	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class - Replenish as needed - Staff to also self-replenish from stock 	Staff Principal	
Hand sanitiser	1,2	<ul style="list-style-type: none"> - Ensure hand sanitiser are full of the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	Staff Principal	
Monitoring weekly any child or staff absence	2	<ul style="list-style-type: none"> -Daily report to the principal or number of absences and symptoms -Staff Covid -19 Self Declaration Form 	Staff Principal	
Reducing contact point activities	2,3	<ul style="list-style-type: none"> Avoid any activity where you are passing items around a class - Circle time objects - Artefact sharing - Touching activities - Cease hand shaking of children and visitors - Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups -inform parents to ensure children have water bottles in school. 	Staff Principal Family	
Good Personal Hygiene	2,3	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children. - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	Staff Principal Family	

Review of cleaning	2,3	<ul style="list-style-type: none"> -Meet with host school to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms - Preparations for deep cleans if necessary 	Principal, Staff site	
Additional touch point cleaning daily	2,3	Handles and rails to be cleaned at mid points during the day	site	
School visitors and site users	2,3	Families are not permitted to enter the school unless this is prearranged with the Principal (e.g. collection of a sick child, interview for enrolment) Use a gel before entering school	Principal, Staff	
Support for families affected	2,3	<ul style="list-style-type: none"> -Communicate to parents and staff to contact school if they require support. - Regular contact with affected families and staff 	Principal, Staff	
Taking temperature of anyone in school who may begin to feel unwell	2,3	Purchase handheld non-contact thermometer.	staff	
PHYSICAL SPACE REQUIREMENTS	2,3	<ul style="list-style-type: none"> -where possible, children are separated into smaller groups than normal throughout the school to promote physical distancing for adults -ventilation within the school is increased by opening windows and doors when weather permits -a reduction in cross over of teachers is controlled where possible - where possible, children are seated at opposite ends of a table when playing and eating -use one tables per student - Student instructed to keep distance of 1.5m while in line - where practical consider moving some activities outside 	Staff Principal	