



# School Operating Guidelines

## Baseline Settings

ADVICE FOR CATHOLIC SCHOOLS & CARE SERVICES

Effective Term 4

Schools are safe and open for learning. Keeping our schools open and providing face-to-face learning to students is important to their learning, social and emotional development, and physical and mental wellbeing. These guidelines have been developed for schools as we learn to live with COVID-19 and are based on current health advice.



### COVID-19 positive result

The following requirements are in place for staff and students who test positive to COVID-19:

- Staff and students should remain home until symptoms resolve.
- Students in boarding should remain at the boarding house facility and not attend classes until symptoms resolve.
  - A decision will be made by the Principal/ Head of Boarding as to whether the student should return home due to illness.
  - For students unable to return home, boarding facilities should aim to separate impacted students from the rest of the facility.
  - Care should be provided by limited staff to minimise the risk of transmission within the facility.
- Register RAT results via WA Health and the COVID-19 Self-Reporting Portal
- Wear a mask if required to leave the home and when accessing public transport (including school transport).
- Avoid large gatherings and crowded, indoor locations.

COVID-19 positive persons cannot visit public hospitals and other high risk settings for 7 days (including students undertaking work placements).



- Close contacts may choose to wear a mask
- Close contacts should register their status as a close contact via the CEWA COVID-19 Self-Reporting Portal.

Close contact persons should must not attend public hospitals and other high risk settings for 7 days (including students undertaking work placements).

### COVID-19 leave

- COVID-19 leave continues to be accessible for CEWA staff
- Staff must provide to Principals evidence of their / their families COVID-19 positive result in order to access COVID-19 leave.
- Please continue to refer to the COVID-19 Staff Matrix for further direction.



### Vaccination requirements

- There are no vaccination requirements for persons employed by Catholic Education Western Australia in the metro area.
- Some Aboriginal communities have access requirements in place, which may include providing evidence of vaccination. Please liaise with the relevant authority to ensure compliance with local specifications, where necessary.



### Close contacts

A close contact is defined as a person from within the same household or a person who has had household-like contact with a COVID-19 positive person, during that person's infectious period.

- Isolation of close contacts is no longer mandated but close contacts are encouraged to test daily for 5 days and only attend school following a negative RAT result.



### Masks

- Staff, students and visitors to a school may choose to wear a mask.
- Staff, students and visitors to boarding facilities may choose to wear a mask.
- Staff, students and visitors are expected to adhere to any mask wearing requirements of third-party organisations/ workplaces.



## Work placement

- Students are not required to be vaccinated unless they are on a work placement where a vaccination mandate is in place, such as:
  - Hospital and primary healthcare
  - Residential aged care
  - Residential disability settings
  - Organisations that have a vaccination mandate requirement
- Students on work placement and work experience will be required to follow any COVID-19 safe measures applicable to their work placement site.
- School work placement coordinators should work with work placement providers to determine any requirements specific to their organisation, to ensure student compliance.



## Staff and student school attendance

- Consistent with the direction from the Minister of Education, schools are open for learning and students must attend in accordance with the Education Act.
- For students who cannot attend school due to them or a family member having an immune compromised medical condition during COVID-19, remote learning plans may be provided to support student learning.
- Schools must ensure that documented plans for immunocompromised students are managed in accordance with their needs.
- Employees, even those at high risk, can attend work with appropriate controls in place, such as a COVID-19 action plan developed in consultation with the employee's medical practitioner.



## Health and hygiene

All staff, students and visitors to the school has a responsibility to protect themselves and others from COVID-19. This may be achieved through ongoing promotion of good hygiene practices:

- Staff, students and visitors to stay home when sick
- Covering mouth/ nose when coughing or sneezing
- Washing hands regularly for 20 seconds with soap and water

- Utilising alcohol based hand sanitiser / wipes throughout the day
- Practices to reduce direct contact are preferred

Each boarding facility should support student health and wellbeing by ensuring:

- Regular welfare checks with students and families
- Continuing support from mental health professionals such as school psychologists
- Maintaining regular connections and contact with COVID-19 impacted children.



## Ventilation

- Schools are required to maintain strong ventilation practices, meaning the use of natural and mechanical modes of air flow through classrooms and indoor spaces.



## Cleaning

- Schools should ensure that cleaning providers utilise detergent and disinfectant agents for high contact surfaces.
- Consistent and thorough schedules should be maintained throughout the school.



## Travel

### Staff travel

- Staff travel intrastate and interstate is permitted for school related business.
- Staff international travel is permitted for school related business, providing there is no alternative opportunity available within Western Australia or Australia.

### Student travel

- Local area and interstate excursions with overnight stay (including camps) can occur with appropriate risk assessment, analysis and risk mitigation practices.
- Consideration should be given to the duty of care for all staff and students who may become unwell while they are away. This may include supervision and accommodation arrangements and the allocation of additional staff to support supervision requirements, in the event that staff or students become unwell due to COVID-19.



- International travel is permitted, however such opportunities must only be considered where the planned activities will significantly contribute to and/or enhance curriculum outcomes.
- Consideration for how to manage COVID-19 for impacted staff and students must be carefully considered and a contingency plan developed to support the management of this outcome.



## Camps and tours

- Schools must use Catholic Church Insurance for all school camps and tours.
- Schools are required to notify CEWA of their intention to travel internationally via the following Form: <https://forms.office.com/r/39vxx0jjbD>
- Schools must complete the COVID-19 risk assessment checklist to support their planning for a school camp/tour.
- Staff and students who test positive to COVID-19 are not permitted to attend the camp/ tour; they should stay home until their symptoms resolve.

- Staff and students are not required to provide proof of a negative RAT prior to the departure of the camp / tour.
- Where a student is identified as a close contact prior to the departure of the camp/ tour, a discussion should be held between the school and parent/ caregiver prior to participation.
- Camp / tour coordinators should provide a supply of masks and RATs, for use by the camp/tour participants, as required
- If a student is unwell and symptomatic for COVID-19, consultation should take place with the parent/ caregiver to gain permission for the issue of a RAT to the child.
- Where a child tests positive to COVID-19 while on camp/ tour determinations for the child's appropriate health care should be made with the parent/ caregiver. This may include arrangements to return the child home safely. If the student remains on the camp/ tour, it is strongly recommended that they are separated from the group in a suitable location with consideration given to supporting the child's mental health and wellbeing.

## Risk mitigation measures for interstate and international staff travel

Category	Risk Mitigation Measures
Planning	<ul style="list-style-type: none"> <li>• Conduct a systematic risk assessment, analysis and mitigation process to inform the camp / tour planning, including:               <ul style="list-style-type: none"> <li>◦ leave arrangements</li> <li>◦ staffing requirements</li> <li>◦ financial and administrative impacts</li> <li>◦ duty of care for the staff member who is unwell or in isolation/quarantine</li> <li>◦ access to medical treatment if required</li> <li>◦ COVID-19 testing, isolation and quarantine requirements that apply to the travel destination/s.</li> </ul> </li> <li>• Review the COVID-19 guidance provided by the Australian Government through <a href="#">Smartraveller</a> for the travel destination.</li> <li>• Consider financial capacity to extend bookings or book additional accommodation if a staff member becomes unwell and is required to isolate longer than the planned duration of the trip.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Book airfares with flexible cancellation/alteration policies rather than the lowest price.</li> <li>• Consider private transport (car) rather than public or shared transport such as coaches and buses. Limit number of passengers.</li> </ul>
Accommodation	<ul style="list-style-type: none"> <li>• Book accommodation with flexible cancellation/alteration policies over lowest price.</li> <li>• Accommodation providers should demonstrate adherence to local COVID-19 health and safety protocols.</li> <li>• Shared accommodation should be avoided, where possible.</li> </ul>
Number of staff	<ul style="list-style-type: none"> <li>• Limit the number of staff travelling from one school/site where possible.</li> </ul>
Event considerations	<ul style="list-style-type: none"> <li>• Comply with all public health and social measures.</li> </ul>
Health measures	<ul style="list-style-type: none"> <li>• Adhere to relevant public health and social measures.</li> </ul>