



STATEMENT:

Ballarat Grammar is committed to taking a proactive approach to protect the health and wellbeing of our students and staff throughout the evolving COVID-19 (Coronavirus) pandemic. This includes being prepared to manage a COVID-19 outbreak (suspected or confirmed).

This Plan intends to assist the School prepare, detect and respond to a COVID-19 outbreak and outlines the course of action that will be taken should a suspected or confirmed COVID-19 outbreak occur.

All of the School's preventative strategies and procedures are outlined in the School's Pandemic Return to School and Pandemic Boarding Return to Campus Policies and will not be discussed in detail in this Outbreak Management Plan.

This Outbreak Management Plan is based on the Communicable Diseases Network Australia (CDNA) COVID-19 Interim National Guidelines and adapted from the Australian Boarding Schools Association guide which was noted by the Australian Health Protection Principal Committee.

DETAIL:

Definitions

COVID-19 (Coronavirus) – is an illness caused by a new virus (SARS-CoV-2) that affects the respiratory system. Symptoms include but are not limited to fever, coughing a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

PPE – means Personal Protective Equipment.

Suspected COVID-19 cases – are referred to as a 'suspect case' until a causative pathogen is identified through diagnostic testing.

COVID-19 outbreak – is if the COVID-19 virus (SARS-CoV-2) is detected during an outbreak.

Part 1 – Introduction

1. The School understands that the COVID-19 Pandemic is an ever-changing situation. The school acknowledges that the Victorian Department of Health and Human Services (DHHS) will act in an advisory role to assist the School to detect, characterise and manage a COVID-19 outbreak should it occur. This includes but is not limited to:
 - 1.1 Assisting the School to confirm outbreaks by applying the case definition correctly and providing advice on obtaining testing samples;
 - 1.2 Providing guidance on outbreak management;
 - 1.3 Monitoring for severity of illness (record deaths and hospitalisations);
 - 1.4 Informing relevant stakeholders of outbreaks;
 - 1.5 Monitoring the number of COVID-19 outbreaks occurring as the pandemic progresses; and
 - 1.6 Contributing to surveillance.
2. Whilst this Outbreak Management Plan and related policies outline the current public health advice relevant to infection prevention control and outbreak management planning, the School



acknowledges that the pandemic could affect the entire health care system and the community. It is therefore essential that the School keeps up to date with the most recent Government advice, stays in contact with local health services and deals with each suspected case of COVID-19 on a case by case basis.

3. Whilst all of the School's preventative strategies and procedures are outlined in the School's Pandemic Return to School and Pandemic Boarding Return to Campus Policies and will not be outlined in detail in this Outbreak Management Plan, the School has completed the COVID-19 Checklist outlined in Annexure 1 and will complete and review this checklist on at least a fortnightly basis to ensure it continues to be prepared for an outbreak as circumstances change.

Part 2 – Outbreak Management Team

1. The School has formed an Outbreak Management Team to manage a COVID-19 outbreak (suspected or confirmed) effectively and efficiently. This includes but is not limited to directing, monitoring and overseeing the outbreak, confirming roles and responsibilities and liaising with the Victorian DHHS. It will further consider the progress of the response, undertake ongoing monitoring, deal with unexpected issues and implement change as required.
2. If an outbreak is declared the Outbreak Management Team will initially meet daily to:
 - 2.1 Direct and oversee the management of the outbreak;
 - 2.2 Discuss roles and responsibilities;
 - 2.3 Monitor the outbreak progress and initiate changes in response, as required; and
 - 2.4 Liaise with health professionals and the Victorian DHHS, as required.
3. The Outbreak Management Team consists of the following staff:

Staff Member	Role	Function
Adam Heath	Chairperson and Media Spokesperson	Responsible for coordinating outbreak control meetings, setting meeting times, agenda and delegating tasks Responsible for all statements and correspondence with the media
Chris Shaw	Senior School Co-ordinator and deputising for the Chair when unavailable	Responsible for coordinating Senior School practicalities and corresponding with any Senior School Staff, Parents and Students as required
Chris Beechey	Middle School Co-ordinator	Responsible for coordinating Middle School practicalities and corresponding with any Middle School Staff, Parents and Students as required
Mark Warwick	Junior School Co-ordinator	Responsible for coordinating Junior School practicalities and corresponding with any Junior School Staff, Parents and Students as required
Chris van Styn	Boarding Co-ordinator	Responsible for coordinating Boarding practicalities and corresponding with any Boarding Staff, Parents and Students as required
Koren Naylor	The CEEd Co-ordinator	Responsible for coordinating the CEEd practicalities and corresponding with any the CEEd Staff, Parents and Students as required
Wayne Dunn	Operations Manager	Responsible for coordinating facilities, grounds and cleaning.



Dr Shantini Deutscher	General Practitioner	Responsible for being the clinical lead and providing advice on facilitating assessment and management of ill students. Additionally, this role is responsible for working with the Department to implement control strategies.
Jessica Fullerton	Outbreak Co-ordinator	Responsible for ensuring that all infection control decisions of the Outbreak Management Team are carried out, and coordinates activities required to contain and investigate the outbreak
Marnie Pullin	Media Co-ordinator	Responsible for the coordination of all media statements and related events.
Leah Moneghetti	Compliance and People Co-ordinator and Minute Secretary	Responsible for compliance and reporting per Victorian and Australian requirements Records and distributes minutes of meeting

4. The Outbreak Management Team is responsible for completing and updating the Outbreak Management Checklist as outlined in Annexure 2.

Part 3 – Suspected Case of COVID-19

1. The School has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well should immediately attend, or if a member of staff, telephone the Health Centre.
2. If the suspected case is a student:
 - 2.1 The Health Centre Nurse will use the COVID-19 Assessment Flowchart outlined in Annexure 3 to assess the health of the individuals.
3. If the suspected case is a member of staff:
 - 3.1 They will be requested to remove themselves from campus and go home.
 - 3.2 The Health Centre will ask them to call the National Coronavirus Hotline.
 - 3.3 The Health Centre will follow up on the health and wellbeing of the staff member via telephone call.
 - 3.4 If COVID-19 is excluded, the staff member may be able to return to work when cleared and asymptomatic.
 - 3.5 If COVID-19 is confirmed, the staff member will be excluded until they meet the criteria for release from isolation outlined in the CDNA COVID-19 Interim National Guidelines.
4. As soon as practical, the Health Centre Nurse will contact a member of the Outbreak Management Team who will meet as soon as practical to discuss the following:
 - 4.1 Immediate communication (if required) with relevant groups of staff and students to check their health (low threshold should be used for requesting medical review and testing).
 - 4.2 The appropriate isolation and care of the unwell individual including reference to Child Safety Standards.
 - 4.3 Transportation (if required).
 - 4.4 The need for further minimising interactions between relevant groups of staff and students.
 - 4.5 The need for deep cleaning of relevant areas.
 - 4.6 The need to change or amend any preventative strategies that are in place.
 - 4.7 What communication (if any) should be provided to staff, students and/or parents.



- 4.8 Notifying the appropriate authorities.
- 5 An Incident Report will be completed through the School's online Reporting System and provided to the Outbreak Management Team for any suspected COVID-19 case to ensure proper record keeping of potential cases.

Part 4 – Confirmed Case of COVID-19

1. In the instance of a confirmed case of COVID-19, The Outbreak Management Team will meet to:
 - 1.1 Identify and implement enhanced infection control measures.
 - 1.2 Implement surveillance for further cases.
 - 1.3 Discuss the need to move to remote learning and/or working for any area of the School.
 - 1.4 Review outbreak plans and requirements for implementation.

Part 5 – Declaring an Outbreak

1. Whilst the Victorian DHHS will provide guidance in declaring an outbreak, the following definitions are a guide:
 - 1.1 A potential COVID-19 outbreak is defined as two or more cases of Acute Respiratory Infection in students or staff in the School within 72 hours.
 - 1.2 A confirmed COVID-19 outbreak is defined as two or more cases of Acute Respiratory Infection in students or staff in the School within 72 hours and at least one case of COVID-19 confirmed by laboratory testing.

Part 6 – Outbreak Management

1. Once an outbreak is declared the Outbreak Management Team will meet on a daily basis to:
 - 1.1 Discuss and ensure all recommendations of the Victorian DHHS and other regulatory bodies are adhered to.
 - 1.2 Monitor the Outbreak process including but not limited to the following:
 - 1.2.1 Increased and active observation of all students and staff.
 - 1.2.2 Keeping record and incident reports for any staff or students displaying symptoms.
 - 1.2.3 Identify and implement enhanced infection control measures.
 - 1.2.4 Potential further isolation or cohorting measures.
 - 1.3 Further implementation of standard precautions including performing hand hygiene before and after every contact with a student or staff member, the use of PPE (including gloves, gown, appropriate mask and eye protection), good respiratory hygiene, transmission- based precautions and regular cleaning of the environment and equipment.
 - 1.4 It is the responsibility of the Outbreak Co-ordinator to ensure the most recent guidelines of the Infection Control Expert Group have been and continue to be implemented.
 - 1.5 It is the responsibility of the Compliance and People Co-ordinator to complete a Risk Assessment for re-opening the School and/or Boarding House (if applicable).
 - 1.6 Review the Outbreak Management Plan and control measures and requirements for implementation.
2. Discuss whether an area of the School or the entire school needs to move to remote learning and/or working for a period of time.
3. The Outbreak Management Team will immediately seek further advice from Infection Control Practitioners if the outbreak comprises more cases than can be managed, the rate of new cases is not decreasing, or three or more staff or students are hospitalised.





Part 7 – Declaring the Outbreak Over

1. The Outbreak Management Team will be guided by the Victorian DHHS as to when the outbreak can be declared over. Generally, a COVID-19 Outbreak can be declared over if no new cases occur within 14 days following the date of isolation of the case.
2. The Outbreak Management Team will continue to communicate on a regular basis to consider the following:
 - 2.1 To maintain general infection control measures;
 - 2.2 To monitor the status of ill staff and/or students;
 - 2.3 Communicate with the public health authority, as required;
 - 2.4 To notify any COVID-19 related deaths to the Victoria Public Health Authority;
 - 2.5 To ensure that the Victorian DHHS is notified of any new cases;
 - 2.6 To communicate and liaise with any external departments, as required; and
 - 2.7 To review the Outbreak Management Plan.

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**Annexure 1
COVID-19 Preparation Checklist**

Staff education and training	
Symptoms and signs of COVID-19	
Exposure risk levels for COVID-19 including international, interstate and restricted area travel	
Personal hygiene, particularly hand hygiene, sneeze and cough etiquette	
Appropriate use of PPE such as gloves, gowns, eye protection and masks, including how to put on and take off correctly	
Actions on experiencing symptoms of COVID-19	
Environmental cleaning	
Laundering of linen	
Food handling and cleaning of used food utensils	
Stock	
PPE (gloves, gowns, mask and eyewear)	
Hand hygiene products (alcohol-based hand rub, liquid soap, hand towel)	
Cleaning supplies (detergent and disinfectant products)	
Plan in place to obtain further stock if required	
Screening processes	
Staff	
Students	
Parents	
Contractors	
Visitors	
Implementation of Exposure prevention methods	
Hand hygiene and cough and sneeze etiquette	
Use of appropriate PPE	
Environmental cleaning measures	
Isolating and cohorting, where possible	
Social Distancing	
Signage	
Staff Contingency Plan if staff members are required to be excluded from work	
Contact list for all staff	



**Annexure 2
COVID-19 Outbreak Management Checklist**

Identify	
Identify if the School has an outbreak using the definition in Part 5	
Implement infection control measures	
Isolate ill individuals	
Implement contact and droplet precautions	
Provide PPE outside room	
Display sign outside room	
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 the School	
Reassess displayed outbreak signage at entrances to the School	
Increased frequency of environmental cleaning	
Notify	
The Victorian Department of Health	
Contact the GP's/ family of ill student or staff member for review	
Provide the outbreak letter to all students or staff members	
Inform families and all staff of outbreak	
Restrict	
Restrict movement of staff between areas of the building and between facilities	
Avoid boarder transfers where possible	
Restrict ill visitors where possible	
Cancel non- essential group activities during the outbreak period	
Monitor	
Monitor outbreak progress through increased observation of boarders for fever and/or acute respiratory illness	
Update the case list daily in the Health Centre and provide to the Public Health Unit on a daily basis	
Declare	
Declare the outbreak over when there are no new cases 14 days from the date of isolation of the most recent case	
Review	
Review and evaluate the Outbreak Management and amend Outbreak Management Plan if needed	

Communicate

The School has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well should immediately attend, or if a member of staff, telephone the Health Centre.

Suspected Case

If suspected case is a **STUDENT**

Afterhours - Boarders

The Head of House to ring the Director of Boarding /Senior Staff on Duty with symptoms

The Director of Boarding/ Senior Staff on Duty to call Health Centre Nurse on call

Health Centre Nurse on call to complete a medical assessment, isolate student in a room complying with Child Safety Standards with a sign saying 'do not enter', call the National Coronavirus hotline and follow recommendations

Director of Boarding/ Head of House to call parents to collect

Health Centre Nurse on call assists student to pack up their room (as required) and collects student in PPE gear and the student isolates in the Ballarat Grammar Health Centre with a sign saying 'do not enter'

Student to be collected and Parents and/or Guardians advised to call the National Coronavirus hotline and follow their recommendations.

Operations Manager immediately called to complete Environmental Clean of relevant rooms

Head of House to communicate with relevant staff regarding students absence

Health Centre Hours – Day Student/ Boarder

Health Centre Nurse to complete a medical assessment

Student to be isolated in the Health Centre or designated room complying with Child Safety Standards with a sign saying do not enter. Parents and/or guardians to be contacted by Health Centre Staff

Student to be collected and Parents and/or Guardians advised to call the National Coronavirus hotline and follow their recommendations. Parent and/or guardian to arrange COVID Testing, if applicable.

Operations Manager immediately called to complete Environmental Clean

Health Centre to follow up on health and wellbeing of student via phone call.

Inform

Confirmed Case/ Outbreak

As soon as practical, the Health Centre or relevant staff member to contact a member of the Outbreak Management Team/ Senior Staff on Duty.

The Headmaster, Deputy Head, Head of School or Director of CEEed to contact the National Coronavirus Hotline and follow their recommendations

- Outbreak Management Team meeting called to discuss the following:
- **Communicate** - Communication (if required) with relevant groups of staff, parents and/or students.
 - **Clean** - The need for deep cleaning of relevant areas.
 - **Respond** – The need to change or amend any preventative strategies that are in place.
 - **Report** - Notifying the appropriate authorities as directed by the National Coronavirus Hotline and/or Case Manager including but not limited to the Department of Health
 - **Inform** - The need to assist with contact tracing

Parent and/or guardian to notify Health Centre of result

Negative test or student's symptoms resolved
Student returns to School

Positive test
The student is required to follow Department of Health

Follow-up

Incident Report
To be completed by the Health Centre through the School's Online Reporting System

Report provided to the Outbreak Management Team for any suspected COVID-19 case to ensure proper record keeping of potential cases.

Review
Process to be reviewed by the Outbreak Management Team

If suspected case is **STAFF**

On-campus

Staff member requested to inform their absentee contact, the Health Centre, leave school and go home

Off-campus

Staff member to inform absentee contact that they are unwell. Absentee contact to inform Health Centre

Staff member to call the National Coronavirus Hotline and follow their recommendations

Health Centre to follow-up on health and wellbeing of staff member via phone call

If COVID-19 is excluded
The staff member may be able to return to work when symptoms resolve

If COVID-19 is confirmed
The staff member is to follow Department of Health recommendations

COVID-19 Management Flow Chart

Managing a suspected or confirmed case

Contacts

National Coronavirus Hotline - 1800 020 080

Senior Staff on Duty - (03) 5338 0726

Director of Boarding - 0455 222 919

Health Centre – (03) 5338 0852 health@bgs.vic.edu.au