



Edinburgh College

COVID-19 Emergency Response Plan

Staff Information



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Edinburgh College

Emergency Response Action Plan Overview

Thank you for taking the time to read through this document. The Emergency Response Action Plan outlines the steps that Edinburgh College staff and administration teams will carry out in the case of a school closure.

This document has been compiled by the 'Incident Management Response team' and is to assist the school in the case of a possible closure of the College and also in the case of a global pandemic.

There are four levels of College operations during this extra ordinary time.

Level 0 = Regular school operations during a pandemic

Level 1 = Closure by volition due to extra ordinary staff absence.

Level 2 = Closure by ministerial order

Level 3 = Closure due to a case of infectious disease (Covid-19)

These levels are detailed more thoroughly in the document.

Key contacts:


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Edinburgh College


Emergency Response Action Plan Levels 0,1,2,3

Stage	Content	Process of action
<p>Level 0</p> 	<p>School operational during a pandemic School is open and in operation</p>	<ol style="list-style-type: none"> 1. Emergency response team to meet daily (face to face or online). 2. Updates to staff will be daily via Seqta and email. 3. Updates to the parent community will be twice daily (Morning and afternoon updates. Updates will cover school processes, cancellations, possible closure activity). 4. Cleaner to be advised by maintenance manager for extra supplies of sanitiser, cleaning resources for staff (including bus drivers) 5. Cleaner to increase frequency of cleaning (2 x per day if possible) 6. Teachers daily share lessons on hygiene, safety, social distancing, hydration, coughing-sneezing practices. 7. Admin staff prepared to process increased numbers of student absences. 8. Teaching staff to prepare resources for a pending levels 1,2,3 closure. 9. *All hire agreements to be suspended until further notice to reduce spread of infectious disease. (*External agencies are unknown to the College community and there is no ability to track where people have been and so the likelihood of infection of places in the College is high during external hire situations). 10. Train students to say, "We're going home to be safe" if they are asked by anyone (media) during a Level 3 closure.



<p>Level 1 Closure</p> 	<p>Closure by volition Due to an extraordinary level of sickness in staff. Insufficient cover for students.</p>	<ol style="list-style-type: none"> 1. All admin teachers (eg. Principal, HOP/HOS, DP's, Assistant to the DP) run the school for the first day. (Scenario: If a large number of teachers report sick at the start of a school day, and this quantity of absence is expected to last longer than the one day - level 1 closure is enacted and starts the next day). 2. Campus/school ordered to close by the Principal and verified by the ASV Education Director. 3. Comms to parents and students at the end of the first day. 4. By the end of each subsequent day, the Emergency Response Team including the Principal will decide on re-opening based on CRT availability or teacher recovery and readiness to teach. 5. All staff will be informed via sms as soon as a decision is made (Exec) 6. All parents will be informed via sms as soon as a decision is made. (Exec) 7. All students will receive comms via email 8. Comms will be placed onto the College website regarding closure. (Marketing Co) 9. All available staff will be required to continue to come to school unless advised otherwise. 10. Learning for students will be prepared before the closure, and shared with students at the start of the voluntary close. (NB: In some cases, learning will be prepared on the first day of the voluntary closure). 11. Learning for most students will be online however some physical packs will also need to be created for some students. 12. Re-opening of the College will be advised via sms (Principal/Exec)
<p>Level 2 Closure</p> 	<p>Closure mandated by ministerial order</p>	<ol style="list-style-type: none"> 1. All staff will be informed via email (Principal/Exec) 2. All parents will be informed via sms as soon as we are told by ASV indicating date of closure (Principal/Exec) 3. All students will receive comms via email (Principal/Exec) 4. Comms will be placed onto the College website regarding closure. (Marketing Co) 5. All staff will be required to work from home, unless advised otherwise. 6. Learning for students will be prepared before the closure, and shared with students at the start of the mandated closure.



		<ol style="list-style-type: none"> 7. Learning for most students will be online however some physical packs will also be created for some students. 8. Teachers will be commence “Off-Campus teaching” (See doc link) https://bit.ly/3b771qk 9. “Off-campus learning” doc provided to parents (See doc link) https://bit.ly/3a0Q8yR 10. Re-opening of the College will be advised via sms (Principal/Exec)
<p>Level 3 Closure</p> 	<p>Closure in the case of infectious disease at the College (Covid-19 current)</p> <p>Confirmed case sighted.</p>	<ol style="list-style-type: none"> 1. Leadership informed of the case. 2. Case reported to Vic Gov, DET, ASV by Exec/Principal. 3. Ed Director on stand-by for comms to the media. 4. Staff informed via email (Principal/Exec) 5. Comms to parents via sms that the school will be closed. (Principal/Exec) 6. Maintenance with high viz out to direct traffic during possible influx of parents to pick up. 7. All community to self-isolate 8. Teachers will be commence “Off-Campus teaching” (See doc link) https://bit.ly/3b771qk 9. “Off-campus learning” doc provided to parents (See doc link) https://bit.ly/3a0Q8yR 10. Immediate contractor communicated to sanitise 11. Direct all media queries to our College principal. 12. All staff to be told <u>not</u> to name any person who is confirmed in a case. 13. If a child/staff member develops any symptoms during the self isolation period of 14 days - the advice is to get tested. 14. Re-opening of the College will be advised via sms (Exec)



COVID-19 Emergency Response Posters



In the case of a voluntary closure.



In the case of a mandated ministerial order.



In the case of a diagnosed infectious disease.



In the case of a voluntary closure:

1. All staff will be informed via sms as soon as a decision is made (Exec)
2. All parents will be informed via sms as soon as a decision is made (Exec)
3. All students will receive comms via email and in class if possible.
4. Comms will be placed onto the College website regarding closure. (Marketing Co)
5. **All available staff will be required to continue to come to school unless advised otherwise.**
6. Learning for students will be prepared **before** the closure, and shared with students at the start of the voluntary close.
7. Learning for most students will be **online** however some physical packs will also need to be created for some students.



In the case of a mandated ministerial order to close.

1. All staff will be informed via sms as soon as ASV inform the College of a closure date (Exec)
2. All parents will be informed via sms as soon as ASV inform the College of a closure date (Exec).
3. All students will receive comms via email and in class.
4. Comms will be placed onto the College website regarding closure. (Marketing Co)
5. **All staff will be required to work from home unless advised otherwise.**
6. Learning for students will be prepared **before** the closure, and shared with students at the start of the mandated closure.
7. Learning for most students will be **online**, some physical packs will also need to be created for some students.



LEVEL 3

In the case of a diagnosed infectious disease.

1. All staff will be informed via sms, that Edinburgh College will be closed asap, as soon as we have evidence of an official diagnosed case (Exec)
2. All parents will be informed via sms as soon as we have evidence of an official diagnosed case (Exec)
3. Comms will be placed onto the College website regarding closure. (Marketing Co)
4. All staff and students will be required to **self isolate** for at least 24hours and likely 14 days based on advice.
5. Learning for students will be prepared **before** the closure, and shared with students as soon as possible.
6. Learning for most students will be **online** however some physical packs will also need to be created for some students.
7. Comms for a return will be via sms to parents, staff & website(this applies to levels 1, 2 & 3).