HIGHVIEW COLLEGE
OUTBREAK MANAGEMENT POLICY
Responsible – Executive (operational)
Ratified every three years

Developed by	The Principal	2020
		2023
		2026

STATEMENT
Highview College is committed to taking a proactive approach to protect our students and staff's health and wellbeing 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.

This Outbreak Management Plan is based on the Communicable Diseases Network Australia (CDNA).

Definitions
COVID-19 (Coronavirus) is an illness caused by a new virus 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
The School understands that the COVID-19 Pandemic is an ever-changing situation.

The school acknowledges that the Victorian Department of Health 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:
- Assisting the School to confirm outbreaks by applying the case definition correctly and providing advice on obtaining testing samples;
- Providing guidance on outbreak management;
- Monitoring for severity of illness (record deaths and hospitalisations);
- Informing relevant stakeholders of outbreaks;

- Monitoring the number of COVID-19 outbreaks occurring as the pandemic progresses; and
- Contributing surveillance.

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.

The School has completed the COVID-19 Checklist outlined in Appendix B 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
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 Department of Health. It will further consider the progress of the response, undertake ongoing monitoring, deal with unexpected issues and implement change as required.

If an outbreak is declared the Outbreak Management Team will initially meet daily to:
- Direct and oversee the management of the outbreak;
- Discuss roles and responsibilities;
- Monitor the outbreak progress and initiate changes in response, as required; and
- Liaise with health professionals and the Victorian Department of Health, as required.

The Outbreak Management Team consists of the following staff:

Staff Member	Role	Function
Melinda Scash	Chairperson and Media Spokesperson	Responsible for co-ordinating outbreak control meetings, setting meeting times, agenda and delegating tasks. Responsible for all statements and correspondence with the media. Responsible for corresponding with any Senior School Staff, Parents and Students as required

	Compliance Co-ordinator	Complete a Risk Assessment for re-opening the School. Review the Outbreak Management Plan and control measures and requirements for implementation. Determine whether an area of the school or the entire school needs to move to remote learning and/or working for a period of time.
Sharon O'Shea	Outbreak Coordinator	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. Responsible for ensuring that all infection control decisions of the Outbreak Management Team are carried out, and co-ordinates activities required to contain and investigate the Outbreak
Stuart Mandersloot	Director of Administration	Responsible for co-ordinating practicalities
Shane Harman	Project Manager	Responsible for co-ordinating facilities, grounds and cleaning.
Mel Adams	Public Relations	Responsible for the co-ordination of all media statements and related events.
Kylie Moore	Compliance and People Co-ordinator and Minute Secretary	Responsible for compliance and reporting per Victorian and Australian requirements Records and distributes minutes of meeting

The Outbreak Management Team is responsible for completing and updating the Outbreak Management Checklist as outlined in Appendix B.

Part 3 - Suspected Case of COVID-19
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.

If the suspected case is a student:
The First Aid Officer will use the COVID-19 Assessment Flowchart outlined in Appendix C to assess the health of the individuals.

If the First Aid Officer believes it may be a Suspected COVID-19 case the Suspected COVID-19 Flowchart outlined in Appendix D will be followed.

If the suspected case is a member of staff:
- They will be requested to remove themselves from campus and go home.
- The First Aid Officer will ask them to call the National Coronavirus Hotline.
- The Principal will follow up on the health and wellbeing of the staff member via telephone call.

If COVID-19 is excluded, the staff member may be able to return to work when cleared and asymptomatic.

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.

As soon as practical, the First Aid Officer will contact a member of the Outbreak Management Team who will meet as soon as practical to discuss the following:
- 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).
- The appropriate isolation and care of the unwell individual including reference to Child Safety Standards.
- Transportation (if required).
- The need for further minimising interactions between relevant groups of staff and students.
- The need for deep cleaning of relevant areas.
- The need to change or amend any preventative strategies that are in place.
- What communication (if any) should be provided to staff, students and/or parents.
- Notifying the appropriate authorities.

An Incident Report will be completed and recorded in SEQTA 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
In the instance of a confirmed case of COVID-19, The Outbreak Management Team will meet to:
- Identify and implement enhanced infection control measures.
- Implement surveillance for further cases.
- Discuss the need to move to remote learning and/or working for any area of the School.

- Review outbreak plans and requirements for implementation.

Part 5 - Declaring an Outbreak

Whilst the Victorian Department of Health will provide guidance in declaring an outcome, the following definitions are a guide:

- 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.
- 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 COVIS-19 confirmed by laboratory testing.

Part 6 - Outbreak Management

Once an outbreak is declared the Outbreak Management Team will meet on a daily basis to:

- Discuss and ensure all recommendations of the Victorian Department of Health and other regulatory bodies are adhered to.
- Monitor the Outbreak process including but not limited to the following:
- Increase active observation of all students and staff.
- Keep records and incident reports for any staff or students displaying symptoms.
- Identify and implement enhanced infection control measures.
- Consider further isolation measures.
- Extend 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.

It is the responsibility of the **Outbreak Co-ordinator** to ensure the most recent guidelines of the Education Department have been and continue to be implemented.

It is the responsibility of the **Compliance Co-ordinator** to:

- complete a Risk Assessment for re-opening the School (if applicable)
- Review the Outbreak Management Plan and control measures and requirements for implementation.
- Determine whether an area of the school or the entire school needs to move to remote learning and/or working for a period of time.

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

The Outbreak Management Team will be guided by the Victorian Department of Health 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. The Outbreak Management Team will continue to communicate on a regular basis to consider the following:

- To maintain general infection control measures;
- To monitor the status of ill staff and/or students;
- Communicate with the public health authority, as required;
- To notify any COVID-19 related deaths to the Victoria Public Health Authority;
- To ensure that the Victorian Department of Health is notified of any new cases;
- To communicate and liaise with any external departments, as required; and
- To review the Outbreak Management Plan.
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Appendices
Appendix A – COVID-19 Safe Plan
Appendix B – COVID-19 Preparation Checklist
Appendix C – COVID-19 Outbreak Management Checklist
Appendix D – COVID-19 Assessment Flowchart
Appendix E – Suspected COVID-19 Flowchart

COVIDsafe Plan

Business Name: Highview College
Plan completed by: Melinda Scash
Date reviewed: 23/02/2021

1. ENSURE PHYSICAL DISTANCING

Requirements	Action
We must ensure that students, staff and visitors are 1.5 metres apart as much as possible. We must apply density quotients to configure shared spaces.	Signs will be displayed to show density limits at the entrances of all communal spaces. Use floor markings to provide a minimum physical distancing guide. Use one entrance to enter shared spaces and one to exit where possible. There will be no more than one person per two square metres in communal areas.

2. FACE COVERING

Requirements	Action
All students and all staff to have a face mask with them.	Have supplies of face masks to provide for students, staff and visitors if required. Have supplies of face masks to provide for students, staff and visitors if required.

3. PRACTICE GOOD HYGIENE

Requirements	Action
We must frequently and regularly clean and disinfect shared spaces, including high-touch surfaces such as taps and handles. Frequent and regular hand sanitising throughout the day.	Clean touch surfaces with appropriate cleaning products including detergent and disinfectant. Provide personalised spray sanitiser to all staff to spray rooms and high-touch surfaces after every class. Refill supplies provided in several locations across the campus. Students and staff are required to carry a personal supply of hand sanitiser to every class. Every class begins with a hand wash.

4.   KEEP RECORDS AND ACT QUICKLY IF A STUDENT OR STAFF MEMBER BECOMES UNWELL

Requirements	Action
We must develop a business contingency plan to manage any outbreaks	Have a plan to respond to a student or staff member being notified they are positive while on the premises. Students and staff who show symptoms or have been in close contact should NOT attend until they receive a positive test result. Organise the cleaning of the College in the event of a positive case. Contact DHHS COVID-19 Hotline on 1800 338 663 and notify of the actions taken and provide contact details of any close contacts. Prepare to go to Remote Learning if instructed by DHHS to close the school. Return to normal activities at both the school when instructed by DHHS to do so. Records are to be kept of all students, staff and visitors to the College via SEQTA, Passtab or a QR code.

5.   AVOID INTERACTIONS IN ENCLOSED SPACES

Requirements	Action
As far as possible avoid crowding	Students will be permitted to wear PE uniform to and from school to avoid congestion in changerooms. Internal door will be propped open throughout the day to avoid hallway congestion.

6.   REGISTER ALL VISITORS

Requirements	Action
As far as possible avoid unnecessary contact	Mail and parcels delivered to box outside Reception. Parents encouraged to attend meeting after hours. All visitors to the school site are signed in. QR codes used in all events which involve the public or are outside school hours.

	Contractors have completed COVID Safe Plans. The College has provided COVID Safe plans to external venue providers.

7. COMPLY WITH ISV GUIDELINES

Requirements	Action
Review Guidelines at each OMT Meeting.	Comply with Guidelines.

Appendix B
COVID-19 Preparation Checklist

Staff education and training	
Symptoms and signs of COVID-19	
Exposure risk levels for COVID-19 including international and interstate 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	
Posters informing staff and students re safety measures	
Physical distancing markers	
PPE (gloves, gowns, mask and eyewear)	
Hand hygiene products (60%+ alcohol based hand rub, liquid soap, hand towel)	
diagnostic materials (swabs)	
cleaning supplies (detergent and disinfectant products)	
Plan in place to obtain further stock if required	
Screening processes	
Staff	
Students	
Contractors	
Visitors	
Implementation of exposure prevention methods	
Hand hygiene and cough and sneeze etiquette	

Use of appropriate PPE	
Environmental cleaning measures	
Isolating and cohorting	
Social Distancing	
Ceasing use of nebulisers and using spacers as an alternate where possible	
Signage	
Staff Contingency Plan if staff members are required to be excluded from work	
Accessible contact list for all staff and emergency contacts	

Appendix C

COVID-19 Outbreak Management Checklist

Identify	
Identify if you have an outbreak using the definition in the guideline	
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)	
Display outbreak signage at entrances to areas with infected case/s	
Increase frequency of environmental cleaning	
Notify	
The Board Chair	
The Victorian Department of Health	
Inform families and all staff of outbreak	
Restrict	
Restrict movement of staff between areas of the building and between facilities	
Restrict all visitors	
Cancel non-essential group activities during the outbreak period	
Monitor	
Monitor outbreak progress through increased observation of students and staff for fever and/or acute respiratory illness	
Update the case list daily and provide to the Public Health Unit on a daily basis	
Add positive and negative test results to case list	

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	

Appendix D - COVID-19 Assessment Flowchart

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Communicate  →  Suspected case  →  Meet and Inform  →  Incident report
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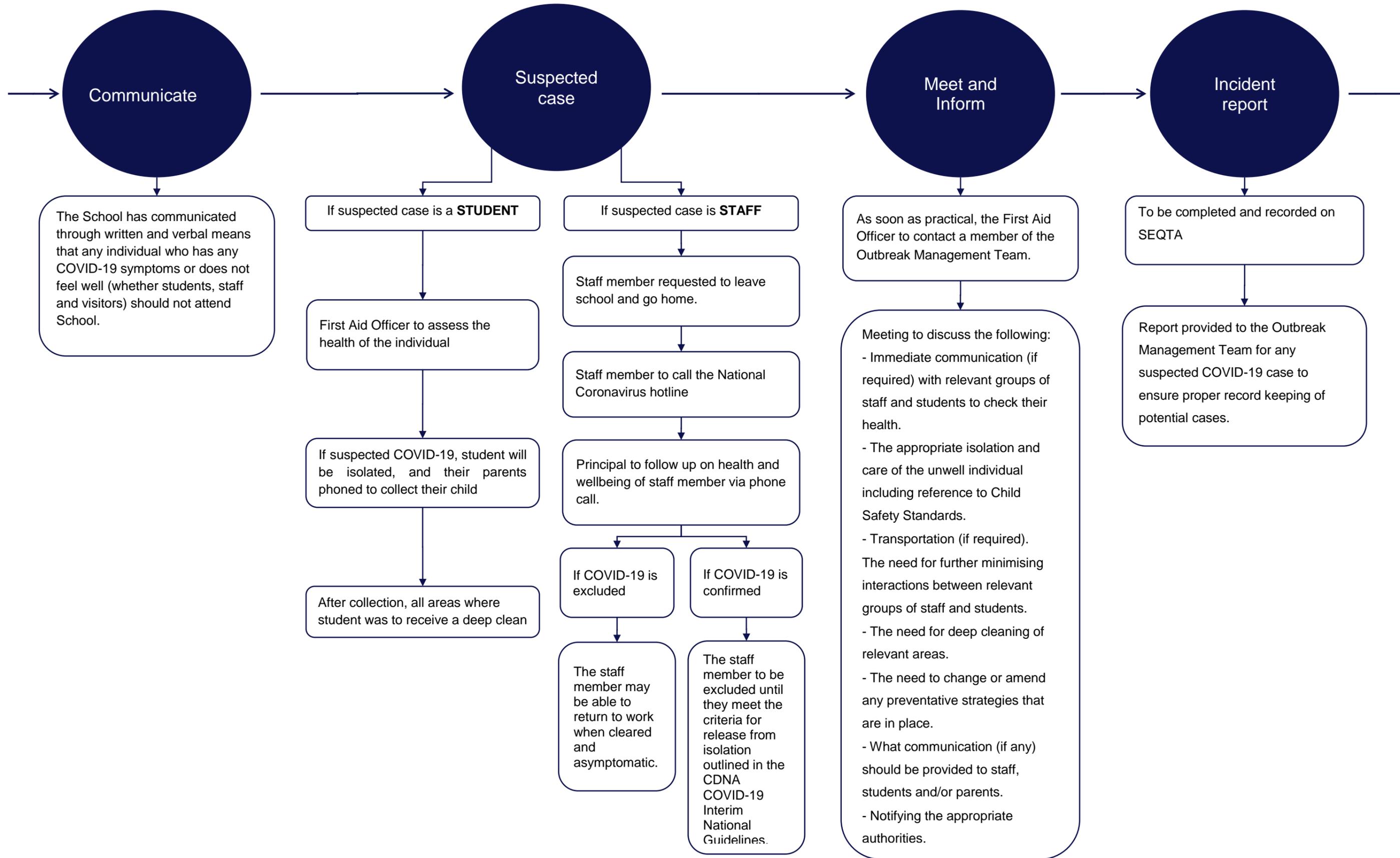
Communicate

The School has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well (whether students, staff and visitors) should not attend School.

Suspected case

If suspected case is a **STUDENT**

- First Aid Officer to assess the health of the individual
- If suspected COVID-19, student will be isolated, and their parents phoned to collect their child
- After collection, all areas where student was to receive a deep clean

If suspected case is **STAFF**

- Staff member requested to leave school and go home.
- Staff member to call the National Coronavirus hotline
- Principal 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 cleared and asymptomatic.

If COVID-19 is confirmed
- The staff member to be excluded until they meet the criteria for release from isolation outlined in the CDNA COVID-19 Interim National Guidelines.

Meet and Inform

As soon as practical, the First Aid Officer to contact a member of the Outbreak Management Team.

Meeting to discuss the following:
- Immediate communication (if required) with relevant groups of staff and students to check their health.
- The appropriate isolation and care of the unwell individual including reference to Child Safety Standards.
- Transportation (if required). The need for further minimising interactions between relevant groups of staff and students.
- The need for deep cleaning of relevant areas.
- The need to change or amend any preventative strategies that are in place.
- What communication (if any) should be provided to staff, students and/or parents.
- Notifying the appropriate authorities.

Incident report

To be completed and recorded on SEQTA

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

Appendix E- Suspected COVID-19 Flowchart

Confirm outbreak

- **Two** or more cases of Acute Respiratory Infection in students or staff in the School within 72 hours.

- **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.

Outbreak management meetings

- Outbreak Management Team to meet daily

- Discuss and ensure all recommendations of the Victorian Department of Health and other regulatory bodies are adhered to

- Monitor the Outbreak process including but not limited to the following:
  - Increased and active observation of all students and staff.
  - Keeping record and incident reports for any staff or students displaying symptoms.
  - Identify and implement enhanced infection control measures.
  - Potential further isolation measures.

- 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.

Outbreak management

- Outbreak Co-ordinator to ensure the most recent guidelines of the Infection Control Expert Group have been and continue to be implemented.

- Principal to complete a Risk Assessment before re-opening the School.

- Review the Outbreak Management Plan and control measures and requirements for implementation.

- 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

End outbreak

- The Outbreak Management Team will be guided by the Victorian Department of Health 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.

- The Outbreak Management Team will continue to communicate on a regular basis to consider the following:
  - To maintain general infection control measures;
  - To monitor the status of ill staff and/or students;
  - Communicate with the public health authority, as required;
  - To notify any COVID-19 related deaths to the Victoria Public Health Authority;
  - To ensure that the Victorian Department of Health is notified of any new cases;
  - To communicate and liaise with any external departments, as required; and
  - To review the Outbreak Management Plan.