


Please fill the following:

School Name:	St John's College	
Address:	123 Perwillowen Rd, Nambour.	
Principal name:	Christopher Gold	
Principal Signature:		

The spread of COVID through the community and the vaccination requirements will affect the safety of our school communities and the effective operation and delivery services in some schools.

Principals need to consider those roles and functions within their school that are critical and plan:

- to minimise or mitigate transmission, and
- a variety of contingencies should a critical role-holder or team be impacted.

The checklist below has been created for Brisbane Catholic Education schools to complete, to ensure they are reducing the spread of Coronavirus within their school facility and managing the emerging risks to school operations.

Further COVID-19 information is available on [SPIRE in BCE COVID-19 response site](#), and [COVID-19 Safety Guidance](#) and [Contagious Diseases](#) Health & Safety pages.

General Requirements	Yes	No	N/A	Comments
COVID-19 Posters are displayed around the school promoting, social distancing among adults and hygiene requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Hygiene Practices: Hand soap and hand sanitiser is available. Promotion of: <ul style="list-style-type: none"> • regular handwashing and hand sanitising, particularly before and after eating, and after going to the toilet. • good respiratory hygiene • not sharing drinking or eating. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revisit this with Students in initial year level meetings
Cleaning: Regular cleaning program established at the school for high touch surfaces (e.g. light switches, benches, door handles, shared equipment- etc) across all areas within the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas cleaned daily

School has established a cleaning procurement process to ensure adequate supply of cleaning materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dunkers primary source of supply with back up from Veridale
Physical distancing: Communication to staff and parents. Replace or update signage and floor markings as needed. Set limits to the number of persons inside rooms e.g. reception area, so that physical distancing can be maintained. Move furniture as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage on social distancing masks and the QLD Check in App located throughout the college
Common touch points: Minimise shared use of workstations, tools, and equipment where possible. Provide cleaning and disinfection supplies and hand sanitiser where shared use is required e.g. photocopiers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer and signage locate in common touch point locations
Ventilation: Good ventilation should be maintained using natural 'fresh air' ventilation by: <ul style="list-style-type: none"> opening windows and 'non-fire' doors where possible operate ceiling fans to aid air circulation maximising fresh air intake / exchange in air conditioning systems maintaining air conditioning systems. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised to ensure room doors and windows are open and that AC usage is minimised in favour of open windows and fans
Facemasks: Facemasks must be worn in accordance with relevant Qld Health Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Constant reminders for students is required.
Unwell people: Unwell staff, visitors, contractors and students are required to stay at home and away from the workplace. People who become unwell after arriving will be required to leave (refer to process for students).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DP and Aps, Office staff to vigilant

Administration building and staff lunchroom	Yes	No	N/A	Comments
Staff avoid sharing small office spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff requested to maintain 1.5m and to limit times in staff common areas Communication and reminders required.
Good room ventilation is maintained (e.g. open windows and doors)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff who have identified as vulnerable are actively supported by the Principal, and work plans created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Meetings , where possible, should include options for teleconference or online platforms from home or split groups in separate onsite meeting locations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meetings , including staff meetings and P&C meetings, that occur within school grounds, meet social distancing requirement. Attendance based on groupings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide disinfectant wipes or spray for use by staff to wipe down their workstation before / after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excess seating has been removed within the staff and meeting rooms to promote 1.5m social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are encouraged to bring their own eating utensils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised and any shared equipment to be washed thoroughly
Lunchroom cutlery and crockery is available for shared use, with appropriate cleaning facilities available (sink and hot soapy water, dishwasher).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning facilities are provided
Emergency Management	Yes	No	N/A	Comments
Schools will conduct evacuation drills to comply with Building Fire Regulation 2008.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation drills will either be staggered to allow for evacuation numbers to be reduced to a small group with each drill evacuated to a nominated assembly point OR if social distancing can be achieved, a full school evacuation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complicated for first two weeks with most staff and students off site
Schools must ensure that adults comply with physical distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School Health & Hygiene requirements	Yes	No	N/A	Comments
Ensure regular cleaning of playground equipment and play materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of common areas including tables occurs between and after breaks
Encouraging students to use and refill water bottles for personal use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed in year level meetings
The school is following AHPPC advice on reducing the potential risk of COVID-19 transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The school has considered using alternative spaces for learning and adjusting their school day to decrease contact between classes and year levels, to minimise gathering points and maximise airflow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of outside, undercover spaces is promoted
Loaned materials (laptops, musical instruments) remain on long term arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirmed or suspected COVID cases	Yes	No	N/A	Comments
School has identified and dedicated a COVID isolation room or area for unwell students to wait until collected by parent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sickbay meets the 4m2 rule
Seating within this room meets 1.5m requirements or room 4m ² requirement (whichever is greater).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE and training provided to staff assisting unwell students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All School Events (e.g. excursions, formals / graduations, camps, sports and instrumental programs)	Schools must consider the risk to students, staff, and the community before undertaking any non-essential events.			
These activities are held at venues with approved COVID Safe Plan or COVID Safe Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the venue does not have an approved COVID Safe Plan or COVID Safe Checklist , the Principal has ensured all measures have been taken to meet departmental and Chief Health Officer requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School sport has been planned to incorporate the COVID-19 Return to school sport planning considerations for intra and inter-school sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Just questions on contact sports
A risk assessment has been completed and lists all COVID safe measures implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School Swimming Pool	Yes	No	N/A	Comments
The school has re-opened its swimming pool and has implemented controls that limit lessons and training to year levels to decrease contact between classes. Any non-school swimming activities must follow a COVID Safe Plan or COVID Safe Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	What pool?
School Assemblies	Yes	No	N/A	Comments

School assemblies only held if essential. Conduct online or split cohorts to avoid cross contamination. Must meet physical distancing requirements for all adults and other COVID-19 control measures are implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A system of online assemblies has been used in the past.
School Transport (school owned bus)	Yes	No	N/A	Comments
School owned / leased buses has regular cleaning schedule established for high touch points which meet COVID-19 cleaning and disinfection recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to clean the vehicle weekly ?? is this sufficient or do we need to do after each use??
Use of school facilities and amenities	Yes	No	N/A	Comments
External users of school facilities have submitted to the Principal a COVID Safe Plan or COVID Safe Checklist .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the external user does not have a COVID Safe Plan or completed checklist the Principal has ensured all measures have been taken to meet departmental and Chief Health Officer requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A risk assessment has been completed and lists all COVID safe measures implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
School Grounds	Yes	No	N/A	Comments
External users of school facilities have submitted to the Principal a COVID Safe Plan or COVID Safe Checklist .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the external user does not have a COVID Safe Plan or completed checklist , the Principal has ensured all measures have been taken to meet departmental and Chief Health Officer requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A risk assessment has been completed and lists all COVID safe measures implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Library	Yes	No	N/A	Comments
Dedicated library book returns areas established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implemented with the library team
Books returned from use are quarantined for 72 hours prior to being returned to the shelves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implemented with the library team
Gloves are made available to staff handling books, and regular handwashing promoted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implemented with the library team
Tuckshop / Canteen	Yes	No	N/A	Comments

Cash handling is performed by dedicated register operator (not switching between cash and food handling).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food for sale is handled by staff, and display cabinets are locked to prevent access by customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some foods will be taken off menu to accommodate
Visual delineation implemented to maintain social distancing requirements for customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Condiments (e.g. sauce and mayo) is handled by worker only to limit number of people accessing these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal protective equipment (e.g. gloves, masks) are worn by workers when handling food.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Senior students to help monitor hand sanitiser and distancing