

Covid Safe Plan

School Name:	Lac Hong Vietnamese School
Host Schools:	Inala State School / Glenala State High
Contact Person:	Nguyen Vu (Principal)
Version Issue:	Version 1
Date:	1/2/2021

Lac Hong Vietnamese School teaches Vietnamese language and culture to students between Prep and Year 12. The school holds classes on Saturday mornings 8:45 – 12:00. The school takes Covid safe matter seriously.

This Covid Safe Plan sets out the actions the Lac Hong Vietnamese School takes to protect staff, students, and visitors.

The Plan is developed based on the advices provided by Queensland Health and Education Queensland through their website. The plan has been considered and approved by the School Committee.

The plan is regularly reviewed and will be updated when necessary to response to updated QLD Government health advice. An update version when available will be presented to the host schools Inala State School and Glenala State High for approval.

Terminologies

School refers to Vietnamese Lac Hong School.

Staff or Staff members refer to those who work for the school on an ongoing basis. It includes members of School Committee, teaching staff, center coordinators and cleaning staff.

Center Coordinator refers to the person who provides coordination work at a host school. Lac Hong Vietnamese School has two center coordinators, one per host school. The coordinators ensure the school operate smoothly on school days, manage teaching and cleaning staff, and are the main contact for parents.

Standard hygiene measures

1. No students are allowed to be on school ground before 8:30 (that is 15 minutes before learning sessions start).
2. On a school day a staff member will be at the school gate from 8:30 to ensure students use provided hand sanitiser on entering the school.
3. Hand sanitiser will be supplied for each classroom. Teacher-in-charge of each classroom will ensure all students to use hand sanitiser on entering the classroom after the school recess.

4. Staff are rostered to monitor students during school recess to ensure they practise good hygiene.
5. Classrooms will have windows open if possible.
6. For year levels 1 and 2: On the first school day at school teachers will show students the proper hand washing technique.
7. Signs promoting physical distancing and good hygiene are to be displayed in commonly used areas.

Hygiene supplies

1. School makes alcohol-based hand sanitisers available on entry and exit points. Alcohol-based sanitisers and disposable tissues are also made available in commonly used areas outside classrooms.
2. School coordinators keep disposable face masks and gloves ready onsite for teachers and volunteers if they wish to use them.
3. School provides necessary cleaning equipment and cleaning chemicals for cleaners to use.

Cleaning

1. At the conclusion of each teaching session the school will ensure relevant surfaces are properly sanitised. The surfaces include tables, chairs, light switches and door knobs in classrooms and any other room used by staff; relevant playground and classroom equipment; rails, benches, tables and chairs in used areas outside the classrooms; taps, vanity and seats in used toilets.
2. The school do not normally use shared equipment. However, on occasion teachers may use a share equipment such as portal Bluetooth speaker. All shared equipment will be properly sanitised after each use.

Students

Students on school ground are advised to:

- avoid sharing food, cutlery, crockery, utensils and other personal hygiene items;
- wash hands with soap regularly. This includes before and after eating, after coughing and sneezing, after going to the toilet. Use hand sanitiser if soap is not available.

Staff members and volunteers

Staff members and volunteers on school ground are advised to:

- keep social distancing;
- avoid sharing food, cutlery, crockery, utensils and other personal hygiene items;
- wash hands with soap regularly. This includes before and after eating, after coughing and sneezing, after going to the toilet. Use hand sanitiser if soap is not available.

Visitors

1. School advises visitors (parents and others) to visit school only when needed.
2. All visitors must provide the following details in a Register form available at the school: full name, email address, contact phone number, date and time of visit.
3. The school coordinators will hand the Register forms to school secretary for safe keeping.
4. All visitors need to keep physical distancing while on school ground. The physical distance required is at least 1.5m for a Covid Response Level 2.

Attendance and Roll Call

1. Staff and students who are sick are advised not to come to school.
2. Staff with Covid-like symptoms if present will be asked to leave school and advised not to come back until they are recovered.
3. For a student with Covid-like symptoms the school will contact parents so the student can be picked up.
4. All staff members and volunteers present on a school day will need to sign their name on a Register provided by the School Coordinator. The Register will include In and Out time, and contact numbers.
5. In addition to the normal class roll call form the teacher in each class will be provided with a Register form that includes current date, a list of student names and contact phone numbers. The teacher will need to tick the name of students present and hand over this form to the school coordinator at the end of every school day.

School functions

1. In a school year the Lac Hong school normally hold three regular functions: the monthly assembly, the Activity Fun Day (normally held in September at Glenala State High) and the end-of-year Award Presentation Day (held early December in a school hall).
2. The monthly assembly will be held as normal; however, parents will be advised not to attend to limit the gathering number.
3. Staff members will need to keep physical distancing during an assembly.
4. A decision on whether to have the Activity Fun Day and the end-of-year Award Presentation Day will be decided by the School Committee close to the date. If the School Committee decides to hold an event, the school will seek approval from the host school. For an approved event the school will ensure all QLD Government Covid Safe requirements be met.

Confirmed case management

Should the school be made aware of a confirmed case, the school will take the following actions:

1. Immediate shut the school.

2. Immediately advise the host school of the confirmed case and supply all necessary details.
3. Follow advices from the host school and relevant health authority.
4. If the confirmed case is of a student, advice parents to contact the student's school if they have not yet done so.

Accountability and Responsibility

1. The school principal has an overall responsibility of ensuring this Covid Safe Plan is implemented.
2. The school coordinators are responsible for the practicality of the Plan at the host school where they do the coordinating work.
3. All staff members and volunteers are to be familiar with this Plan, to follow included procedures, and to adhere to the hygiene practices.
4. Students are to practise hygiene and to follow teachers and staff advice.
5. The School Committee is to keep up-to-date with relevant Covid related information so it can discuss and develop/update necessary procedures to help the school community Covid safe.

Plan Communication

1. A copy of this Plan (and any future updated version) will be sent to all staff members and Parent Group representatives.
2. A copy of this Plan (or its updated version) will be made available on the school website.
3. The school will communicate to staff members, volunteers and parents information relating to Covid safe practices included in the Plan through emails and school website.
4. The school will communicate to staff members, volunteers and parents any relevant changes to the Covid safe practices for the school environment.

Record Keeping

The Secretary is to keep the following documents and details:

1. A copy of this Plan
2. The weekly registers of staff and volunteers' presence
3. The weekly registers of visitors' presence
4. The weekly registers of students' presence
5. Contact details of staff, volunteers and parents

Center coordinators are to collect the weekly registers of staff, volunteers, visitors and student presence and hand them to the Secretary for keeping purpose.