

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 3
Date:	4/2/2022

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 perusal. Feedback received from the host schools, if any, will be considered by the School Committee, and the plan be updated if needed.

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.

Mandatory vaccination

To be allowed on the school ground staff members must be fully vaccinated with (i.e. having received two doses of) an approved Covid-19 vaccine. They must show a proof of their vaccination status to either the principal or the coordinator. The school is to keep a record of sighting of staff vaccination proof.

Face masks

School staff and students are to follow face mask wearing requirement as directed by the in-place government's policy on face masks. The school will ensure its staff members, parents and students are advised of any changes in face mask requirement.

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. Hand sanitiser will be supplied for each classroom. Teacher-in-charge of each classroom will ensure all students to use hand sanitiser: 1) on entering the classroom at the start of a class and 2) on entering the class after the school recess.
3. Staff are rostered to monitor students during school recess to ensure they practise good hygiene.
4. Classrooms will have windows open if possible.
5. For year levels 1 and 2: On the first school day at school teachers will show students the proper hand washing technique.

Hygiene supplies

1. Alcohol-based sanitisers and disposable tissues are 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 occasions 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. Visitors on school site are limited. Parents are advised to contact a Center Coordinator for any query.
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. At the end of a school term, 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

Attendance and Roll Call

1. Staff and students who have Covid-like symptoms or who are sick are advised not to come to school.
2. Staff with Covid-like symptoms if present will be asked to leave school immediately and advised to have a Covid test.
3. For a student with Covid-like symptoms detected at the school, the students will be isolated in a safe place, the school will contact parents or carer so the student can be collected. The school will advise parent/carers to have the student tested for Covid.
4. Staff member and students can return to school if the Covid test gives negative result. If the test is positive, they must follow Queensland Health quarantine and isolation requirement.

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 is not to be held until further notices.

3. 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.

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 the host schools.
2. A copy of this Plan (and any future updated version) will be sent to all staff members and Parent Group representatives.
3. A copy of this Plan (or its updated version) will be made available on the school website.
4. 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.
5. 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 terms' registers of visitors' presence