**COVID–19 Response Plan**

This Advice was developed in October 2020 | Reviewed every six months

This plan is based on guidelines from the Victorian Department of Health and Human Services (DHHS).

The purpose of this response plan is to help staff identify, respond to, and manage a potential confirmed COVID-19 case; to protect the health of staff and students, and reduce the severity and duration of an outbreak should one occur*.*

**Privacy Policy**

PENINSULA BALLET SCHOOL is bound by obligations under the Privacy Act 1088 (Commonwealth) to not disclose the identity of a person with COVID-19 except to authorised people. This includes not sharing information that might allow a person’s identity to be inferred, even if you do not name them.

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| Step | Action | Responsibility |
| Notification  within business | Affected staff member or student (or their parent) to notify the Principal/Director  CATE PRESTON  0407 302 441  catemepbs@gmail.com | Staff/Parent/Student |
| Collection of details | Collect initial information from affected person for reporting including:   * Date & time when in facility * If unwell at the time * Details of all other persons in facilities at time or after | Principal/Director |
| Staff communication | Advise all staff via SMS | Principal/Director |
| Immediate risk management | If staff member/student is present at the studio:   * Immediately isolate * Minimise interaction with others * Arrange for staff/student to go directly home * Immobilise all other persons on site * Staggered student pick up to be managed * Staggered staff exits * Close facility for remainder of day/evening | Staff on site  Principal/Director |
| Informing authorities | Contact DHHS to:   * Verify case * Assess possible exposure * Determine if closure is required | Principal/Director |
| Trace | Trace contact and communicate to all persons that they have been exposed to COVID-19  Require clear test results before returning to site medical cert. required | Administration/  Principal/Director |
| External communication | Immediately communicate with all families to inform them of the case:   * Email * SMS | Administration |
| Media communication | Media inquiries to be directed to Principal/Director  CATE PRESTON | Administration/Parents/  Students |
| Cleaning | Book deep clean of facility  Facility to remain closed until this is completed  Move to online classes in interim | Administration  Principal/director  Teaching staff |
| Return of affected persons | Ensure any or all affected persons do not return to site for 14 days  OR  until cleared by Doctor – medical cert required | Principal/Director  Reception staff  Teaching staff  Parent/Guardian |

