

Staff: What to do in the event of a confirmed case of Covid-19 at the School

In the event there is a confirmed case of Covid-19 at the School (either a staff member or a student) it is highly likely that the School will be closed for two business days while officials conduct an intensive cleaning of the campus.

The following plan will also be implemented:

STEP 1

The Headmaster will send an email to all staff advising them that there has been a confirmed case of Covid-19. An alarm will sound instructing everyone to return to their tutor classroom.

STEP 2

Teaching staff are to do the following:

Junior School: escort your class to the Junior School undercover court to await collection by the child's parents.

Secondary School:

Return to your tutor group classroom to wait with your students until.

- Their parents arrive and notify you, or them as to which car park they are waiting at.
- They 'sign out' with their tutor and take public transport home (or drive themselves).

STEP 3

All staff are to remain on campus unless given specific approval to leave the campus by their supervisor.

STEP 4

Once a significant number of students have been collected the remaining students will be escorted to the Library where senior staff will supervise them until they can be collected later in the day.

STEP 5

Remote learning will be reactivated for all year levels until it is confirmed that students can return to School.

Notes for staff:

Staff are advised to take their laptops home with them at the end of each day just in case there is a confirmed case outside of business hours and they need to commence remote learning at short notice.

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**St Paul's
School**