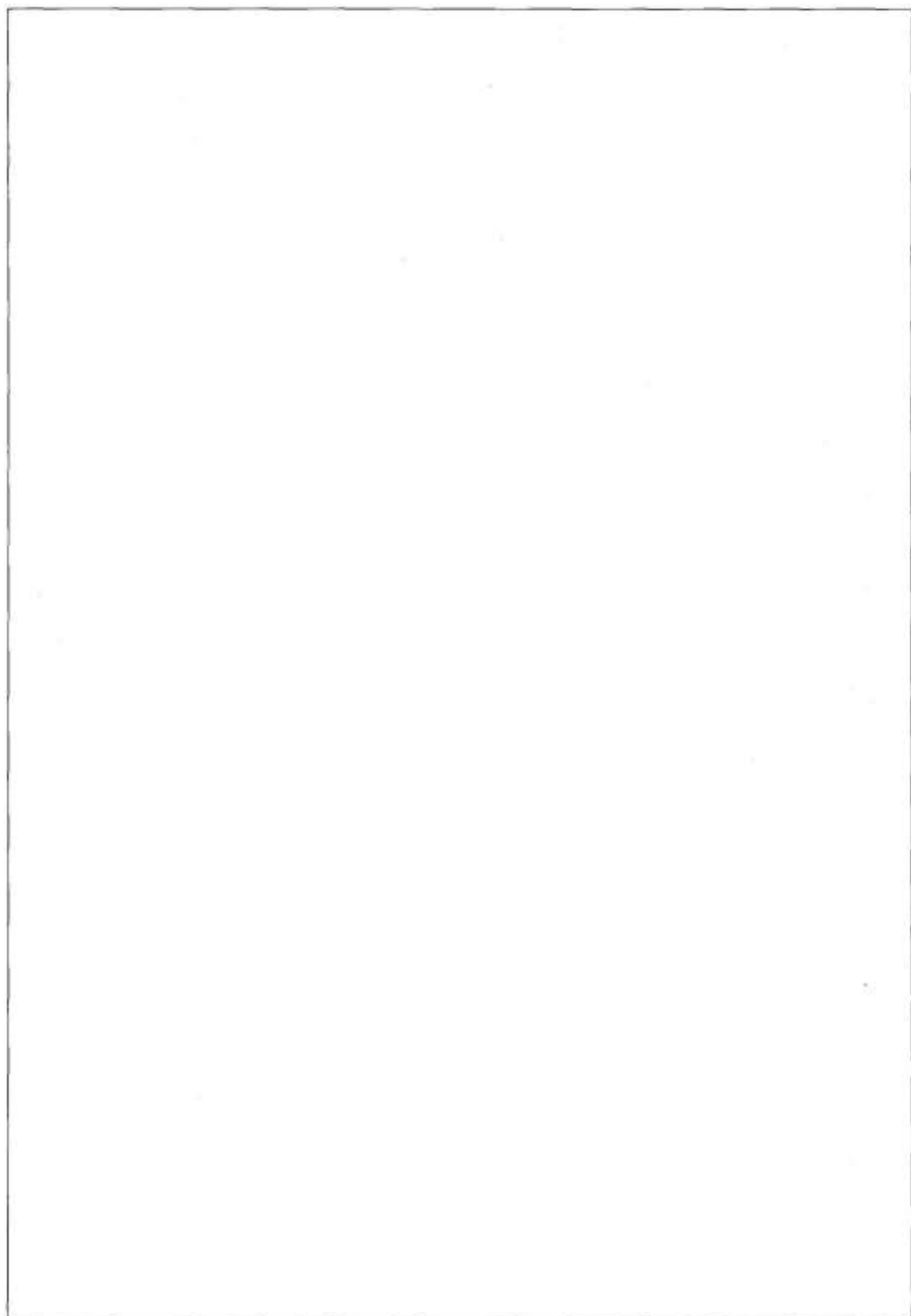




Policy Category: WHS and Wellbeing	
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Related Legislation and Documents: Education Act 2015 (NT) - promotes high-quality contemporary education to develop students' potential and maximise their educational achievement. Education and Care Services (National Uniform Legislation) Act 2011 (NT) - sets a national standard for children's education and care across Australia. MSSA Critical Incident Policy MSSA Emergency Management Policy	

Document history:

Version	Date	Nature of Amendment
1	2020	Pandemic Plan
2	2021	Replaces the MSSA Pandemic Plan (2020)
3	2022	Updated to reflect CHO Directions
3.1	30/1/25	Minor changes



Pandemic Outbreak Management Plan (COVID-19)

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<p>The School Pandemic Outbreak Management Plan is a sub-plan of the MSSA emergency management plan and policy, and complements the MSSA Critical Incident Policy. School principals are required to complete this plan in consultation with staff and their leadership team. Once developed, the plan should be reviewed regularly, with the principal ensuring staff are aware of their role during an outbreak.</p>	
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DEFINITIONS AND ABBREVIATIONS

Vulnerable Staff: includes employees

- with compromised immune systems (such as people who have cancer)
- with chronic medical conditions
- who are pregnant
- over the age of 60, particularly when combined with a chronic medical condition
- who are Aboriginal and Torres Strait Islander, particularly over the age of 50
- with vulnerable people living in their household.

If you are a vulnerable employee, you must provide medical evidence or other supporting documentation.

DoE: Department of Education

MSS: Milkwood Steiner School

OVERVIEW

A pandemic is an evolving and changing event. Accordingly, advice provided in this plan, particularly relating to social distancing, hygiene, travel, health, self-isolation and workplace closure is likely to change frequently and with short notice as more information is available and the event progresses. In addition to understanding and implementing this plan in the workplace, it is our responsibility to monitor and follow all communications from the Department of Education and the Northern Territory Government and check the Secure NT website at <https://securent.nt.gov.au/> regularly. In cases where new and changing Government Directions contradict this policy, the school will follow Government Directions as required by law.

The School Pandemic Outbreak Management Plan is a sub-plan of the MSSA emergency management plan and policy, and complements the MSSA Critical Incident Policy. School Principals are required to complete this plan in consultation with staff and their leadership team. Once developed, the plan should be reviewed regularly, with the Principal ensuring staff are aware of their role during an outbreak.

SCOPE

This document guides the MSSA Board, management and staff's responsibilities in a pandemic outbreak.

The Principal is responsible for creating and facilitating the implementation of the Outbreak Management Plan

The Board is responsible for approving the Outbreak Management Plan

Staff are responsible for implementing the Outbreak Management Plan

Guiding Principles and Decision Making

The primary aim of MSS is to provide continuity of education while maintaining the health and safety of staff and students.

The decision to close the school will be the responsibility of the Principal in consultation with the School Board, unless an overriding decision has been made by the Australian Government Department of Health or the NT Department of Health.

In some cases, such as a shortage of qualified staff, or confirmed case of infectious diseases that pose serious risk to the community, a temporary service closure may be required. Decisions to close or partially close services should be made by the Principal in consultation with the School Board and the Australian Government Department of Health or the NT Department of Health.

Communication

In the event of school closure, the school will communicate this with all impacted staff and families as soon as possible.

All communications advice from the Department of Education will be disseminated to school communities as required.

Communication will be distributed via email and other portals.

Immediately after advising relevant government health authorities, the School will advise DoE of information about school closure and health concerns as required by the relevant law.

In the case of an occurrence at the School the parent or authorised emergency contacts of each student at the school will be notified as soon as practicable. Notifying all families of the occurrence of an infectious disease should be done in a manner that is not prejudicial to the rights or privacy of any student or staff member.

Hygiene Practices

The Principal is responsible for

- Monitoring advice on the Australian Government Department of Health and the NT Department of Health websites
- Considering the needs "Vulnerable" individuals and groups of staff and students

The Finance Manager is responsible for

- advising the Principal and Board of financial implications of reduced attendance or closing
- managing the distribution of school assets required for working from home (eg laptops)

Administration and Enrolments Officer will:

- Display posters encouraging proper hand washing or other control measures according to best practice health advice
- Distribute information for staff to access precautions or testing to reduce vulnerability to disease
- Update all staff and student contact details. If required, this may include information about travel plans especially during school holidays
- Collect necessary data in accordance with the MSSA Privacy Policy
- Keep a register of staff who need to self-quarantine including, locations travelled and the start of quarantine and return to work dates.

The Cleaner and Work Health and Safety Officer will:

- ensure adequate supplies of soap, sanitiser, toilet paper, tissues, gloves, running water

All Staff and Parent/Guardians are responsible for:

- Seeking medical advice for any staff or student showing signs of illness in line with the School's infectious disease policy and the Northern Territory Department of Health.
- confidentially disclosing whether they consider themselves "Vulnerable", to the Principal
- disclosing travel plans or movements on request by the school

Social Distancing

In the case of a Pandemic, MSS will not hold mass gatherings of more than 500 people without submission and approval of a Safety Plan.

In the case of a Pandemic, Staff will encourage other social distancing practices such as:

- Keeping a distance of 1.5m between people;
- Avoiding unnecessary physical contact
- If necessary, consider moving classes outside, opening windows for ventilation, separating into smaller groups and/or spreading into larger indoor spaces.

Resourcing and Succession Planning

Physical and human resources are required to maintain business continuity and, in a pandemic, may need to be redistributed to support critical service provision across the school.

The Principal is responsible for

- Assessment of the resources available within the school to maintain critical service provision, including teachers and any necessary administrative support

- Ensuring that Staff whose role is considered as critical to business continuity during the event of a pandemic, will have a nominated alternative to assume their roles and responsibilities in the event that they are unable to perform these duties and keep them informed of potential duties.
- Identifying IT resources required for staff to perform duties from home
- Reminding employees that this is a rapidly evolving situation and that there may be circumstances where they are required to perform alternate duties and/or work at alternate locations, where they are capable, competent and qualified to perform those duties.

Infrastructure

Anyone showing symptoms will be directed to go home and self-isolate as soon as possible.

Supplies and instructions to clean spaces that may have been exposed to the virus will be maintained and promoted.

Staffing Requirements

The Principal will identify the minimum teaching and non-teaching staff required to deliver education provision face to face and/or during possible whole school closure periods with an online delivery model and teachers working from home or from school as determined by the school.

The Principal and the Board will ensure compliance with relevant industrial and legislative requirements.

Worker, Health and Safety – Working from home

Where there is a disruption to normal education provision due to a pandemic, it is intended those students continue to receive an education program wherever possible via distance learning, in ways that align with the Steiner teaching and learning philosophy, the values of the school and the needs and capacities of families to deliver and support.

Whilst both at work and working from home, staff have a responsibility to:

- Comply with MSSA policies and procedures
- Take reasonable care for one's own health and safety;
- Take reasonable care that one's own acts or omissions do not adversely affect the health and safety of other persons;
- Comply with any reasonable procedure or instruction given by the department and persons in charge of the workplace;
- Report injuries, incidents, near misses and unsafe conditions as soon as practicable; and
- Actively participate and contribute to discussions regarding work health and safety matters at the workplace.

Pandemic management framework

Stage 1: Prevention

The Principal will

- Develop the Pandemic Outbreak Management Plan, ensuring compliance with the MSSA Emergency Management Policy and Critical Incident Policy
- Provide a copy of the Pandemic Outbreak Management Plan to the DoE and Registrar of Non-Government Schools

The Board is responsible for approving the Pandemic Outbreak Management Plan written by the Principal

Staff will

- Continue the provision of normal education
- distribute health messaging across the school community, particularly on hand hygiene, cough etiquette and social distancing to reduce exposure and transmission of the disease. Consider methods to effectively share this information with students, e.g. in class.
- Build practices into daily routines in the classroom to encourage good practice, for example the start and end of the school day, before and after recess and lunch. delivered.
- Prevent mass gatherings of more than 500 people-without submission and approval of a Safety Plan. This does not apply to gatherings of the school 'bubble' such as school assemblies, school ceremonies or sporting carnivals unless otherwise advised by Territory Environs, NT Department of Health, or Australian Government.
- Under advice from NT Department of Health, staff returning from overseas or interstate during a pandemic will quarantine as per the requirement prior to resuming duty in the school.

The Work Health and Safety Officer and Cleaners will

- Ensure adequate supplies of soap and running water, toilet paper and tissues.
- Consider refreshing first aid kits.
- Share best practice health information
- Ensure thorough and regular cleaning of the school, including disinfecting commonly touched or frequently shared surfaces (doors, door handles, handrails, taps, front counters, desks and tables). Sick bay, bathrooms, food preparation and eating areas should also be regularly cleaned.

The Enrolment and Administration Officer will

- keep a register of staff who need to self-quarantine including, locations travelled and the start of quarantine and return to work dates.
- Update/confirm staff contact details, including collecting information about private travel plans especially during school holidays.
- Request parents update contact information.

Stage 2: Preparedness

The Principal will

- Coordinate the delivery of teaching and learning programs in the event of school closure beyond 3 days
- Monitor employee and student health and manage any illness or exposure to the outbreak in accordance with advice from Australian Government Department of Health or the NT Department of Health
- Identify the minimum teaching and non-teaching staff that the School would require to deliver education provision face to face and/or during possible whole school closure periods with an online/blended delivery model and teachers working from home.
- Ensure compliance with relevant industrial and legislative requirements
- Identify resources required for key personnel to deliver essential services from home if required (e.g. laptops and accessories, teaching materials, mobile phones). Refer Resourcing and Succession Planning section.
- Develop appropriate protocols to enable delivery of an education program in the event of a school closure, including communication protocols between principal and staff, and between teachers and students/families.

Teachers will

- create and distribute a blended model of hard copy and online school program, in line with Steiner teaching principles
- Take home laptops and key resources such as learning materials home with them each day so that learning can continue in the event of a school closure.
- have a planned two-week learning package that may be used in event of a school closure or Australian Government Department of Health, or the NT Department of Health directed isolation for a student
- submit a copy of their term's program to the Principal at the beginning of each term.

The Work Health and Safety Officer will

- Identify a suitable space for isolation purposes for sick students and ensure a protocol for it to be cleaned following use.

Stage 3: Response

Standby stage: Sustained community person to person transmission in Australia

The Principal will coordinate required communications to raise awareness.

Action stage: Cases detected in Northern Territory

The Principal will

- Coordinate required communications to raise awareness, confirm governance arrangements, and confirm service disruptions including school closures.
- Manage initial cases in accordance with advice from Australian Government Department of Health or the NT Department of Health.
- Implement service disruptions, including staff absences and closures of schools, only in accordance with advice from the Australian Government Department of Health or the NT Department of Health.
- In the event of service closure, follow the school's policy and procedures.

The Work Health and Safety Officer will coordinate a thorough and immediate clean of the school, in line with health advice

Stand down stage: The public health threat can be managed within normal arrangements and monitoring for change is in place

The Principal will

- Stay up to date with current health advice and communicate this with families.
- Communicate with relevant authorities to support the return from pandemic to normal service delivery
- Resume normal service delivery in accordance with advice from the Australian Government Department of Health or the NT Department of Health.
- Monitor staff and student health and manage any illness or exposure to the outbreak in accordance with advice from Australian Government Department of Health or the NT Department of Health.

Stage 3: Recovery

The Principal will

- Coordinate the restoration of service delivery to full capacity.
- Monitor staff and student wellbeing and provide support as needed.

Travel, Illness, Exposure, and Confirmed Cases

Scenario	Individual action	School action	Notes/considerations
Student or staff member returned from international travel . Student or staff member returned from interstate with COVID-19 restrictions.	<ul style="list-style-type: none"> Quarantine in accordance with Australian Government requirements Work from home, or enter leave as appropriate Call NT Pandemic Line 1800 008 002 with any concerns 	<ul style="list-style-type: none"> Students will continue to receive education guidance and resources from their teachers 	<ul style="list-style-type: none"> Maintain a register of individuals self-isolating
Student or staff member who have not travelled and are feeling unwell	<ul style="list-style-type: none"> Stay at home if unwell and/or display any cold or flu like symptoms Call NT Pandemic Line 1800 008 002 with any concerns Self-isolate if advised by public health authorities Advise Office 	<ul style="list-style-type: none"> If individual has fever, coughing, shortness of breath or sore throat, isolate them until they depart the school and clean the affected areas following departure 	
Student or staff member is not unwell , but has had contact with a person suspected of COVID-19 Student or staff member is not unwell , but has been in contact with a confirmed case of COVID-19	<ul style="list-style-type: none"> Stay at home Call NT Pandemic Line 1800 008 002 with any concerns Self-isolate if advised by public health authorities Advise Office Cannot return to the school until cleared and able to provide a negative test for COVID-19 	<ul style="list-style-type: none"> Staff or student Upon returning to the school, must present to the Office to provide written documentation from GP or negative test result from COVID-19 	<ul style="list-style-type: none"> Maintain a register of individuals self-isolating Staff self-isolating to work from home or access leave arrangements in accordance with advice from Principal
Student or staff member is advised by public health authorities that they are a suspected case of COVID-19	<ul style="list-style-type: none"> Do not attend school Seek medical attention as required Self-isolate as advised by public health authorities Keep Principal informed Enter leave as appropriate Call NT Pandemic Line 1800 008 002 with any concerns. 	<p>If a student or staff member is at school:</p> <ul style="list-style-type: none"> Isolate individual until they depart the school Arrange immediate thorough clean of affected areas following individual's departure Advise Principal 	<ul style="list-style-type: none"> Staff self-isolating to work from home or access leave arrangements in accordance with advice from the Principal Leave arrangements in accordance with advice from the Principal Maintain a register of suspected cases

Scenario	Individual action	School action	Notes/considerations
Student or staff is a confirmed case of COVID-19	<ul style="list-style-type: none"> Stay at home Self-isolate as directed by public health authorities Contact School office/Principal 	<ul style="list-style-type: none"> Follow Critical Incident Policy If at school, Isolate individual until they depart the school Advise Principal If required, implement school closure Provide communications to school community 	<ul style="list-style-type: none"> School closure process below to be activated Leave arrangements in accordance with advice from Principal Maintain a register of confirmed cases

School Closure Scenarios

The public health response to a pandemic will be led by public health authorities, and will differ depending on the circumstances surrounding the outbreak. The possible impact of a pandemic outbreak on schools and education provision is described in the following four scenarios:

- A. **Individual absences.** A number of individual staff and/or students are unable to attend school by direction or advice of public health authorities, but the school remains open to all other staff and students.
 - Normal education provision should continue.
 - Affected students are learning at home, supported by their families and with learning materials provided by the school.
 - If coverage of staff absences cannot be managed through normal school processes, the Principal appoints a Rapid Response Team to provide support.
- B. **Site Exposure.** Individual school/s are closed to all staff and students by direction or advice of public health authorities due to a confirmed case/exposure on school grounds.
 - Education provision is generally not required, however there may be exceptions in relation to urgent curriculum and assessment pieces.
 - Where this occurs, it is likely to be short term only (3-5 days) following which the school will re-open, or scenario C or D will be activated.
- C. **Lockdown affecting students only.** Schools in an area are closed to most students by direction or advice of public health authorities due to a community lockdown, but staff are permitted to attend school as essential workers.
 - This scenario is most likely to affect schools in urban areas affected by an outbreak.
 - Children of essential workers and vulnerable children (including children with disabilities and children in out of home care) may attend school face to face – schools need to plan to provide effective supervision of these students.

- Vulnerable Staff should take leave or work from home. Staff required for supervision of students attend the school (see below). Remaining staff work from school or home as agreed between employee and principal.
- Education provision will generally not be required during the initial three days (but supervision of students physically attending school is still required during this period). From the fourth day, remote education provision will generally commence, with schools activating their learning commitment plan (see below).

D. Lockdown affecting staff and students. Schools in an area are closed to staff and students by direction or advice of public health authorities due to a community lockdown.

- This scenario is most likely to affect schools in remote communities affected by an outbreak.
- School is closed to all staff and students, and potentially handed over to public health authorities to be used as an operating base for the community outbreak response.
- All staff and students are working/learning from home in accordance with directions from public health authorities.
- Education provision will generally not be required during the initial three days. From the fourth day, remote education provision will generally commence, with schools activating their Learning Commitment Plan.

Scenario	Initial Trigger	Rapid Assessment	Action Plan	Decision	During closure	Recovery and re-opening
Staff shortage that is unable to be managed within normal school processes	Principal identifies a staff shortage that affects the school's ability to continue to deliver an education program, and cannot be managed through normal school processes Action: Principal advises Board.	Action: Principal and Board. Primary consideration is whether appropriate student/teacher ratios can be maintained Consider options including: • Use of relief teachers • Restructuring/combining classes Need to consider: • School Board Chair briefing	Education Delivery Plan developed, including communications package, based on outcomes of assessment. • Continued program for all students at enrolled school • Partial program (for some students) • School closed, and alternative education delivery plan activated Action: Principal, Admin/Enrol Officer prepare comms to staff and parents	Principal and Board Chair approve plan if it involves a school closure or partial closure	Principal ensures initial and regular communication with staff, students and parents Where school closure exceeds three days, education provision to be provided where possible Reasonable steps taken to	A decision to re-open a school will consider the following criteria: • Advice from the Public Health Directorate • Has the school been cleaned appropriately? • Availability of staff to meet industrial and regulatory requirements Communication with staff and parents to confirm re-opening date

Scenario	Initial Trigger	Rapid Assessment	Action Plan	Decision	During closure	Recovery and re-opening
School is to be closed in emergency management measure	NT Chief Minister decision		Communications package developed in readiness School based action plan implemented <ul style="list-style-type: none"> • Work packages provided • Comms plan enacted • Security processes activated 	NT Chief Minister determines that school is to be closed	protect the security of the school during the closure If needed, Principal arranges thorough clean of school in accordance with advice from the Department of Health. DoE will work with the Public Health Directorate to facilitate this work	and any special arrangements

Education provision in the event of school closure

Scenario	College responsibilities
School is closed for up to 3 days or as otherwise advised by Australian Government Department of Health and the NT Department of Health.	Nil educational provision required in the event the school is closed for up to three days. Communication with families and staff regarding school closure.
School is closed for longer than 3 days	Provide schoolwork in the mode identified by the School – <ul style="list-style-type: none"> - learning program/platform

	<ul style="list-style-type: none"> - Either online learning or face-to-face teaching but not both. If a student does not have internet access, then work packs to be sent out to students, if possible. <p>Principal to provide correspondence to staff and families.</p>
School is closed longer term and due to staff illness is unable to create teaching and learning programs	<p>Principal to notify NGS Registrar and Board that staffing illness has resulted in the inability to create and deliver teaching and learning programs.</p> <p>Principal to work with Board to identify method to notify parents of the arrangements for students to access ongoing teaching and learning.</p> <p>Principal and Board to determine the scope of the curriculum provision that needs to be provided, specifying year levels and subject areas.</p> <p>Online and pdf teaching and learning programs accessed to provide teaching and learning to students.</p> <p>Identification of a team that will support hard copy provision of programs for those families and students who are unable to access online.</p> <p>Develop a communication plan to ensure parents are aware of the location of the materials and how to access them.</p>

Staff Overview

School Leadership Contact Details	
Position	Email
Principal	principal@milkwod.nt.edu.au
Board Chair	board@milkwod.nt.edu.au
Finance Manager	finance@milkwod.nt.edu.au

Current staff		
Current total staff number:	Number of Educators (including leadership team):	Number of non-teaching support staff:
33	Teachers: 13 Teacher Assistants: 10 ASC Coordinator: 1 ASC Assistant 1 Playgroup Leader: 1 Music tutors: 1 Principal: 1	Finance Manager: 1 Enrolment and Administration Officer: 1 Cleaner: 2 Grounds and Maintenance Person: 1

Minimum staff required for school to operate and deliver education

The Principal is responsible for

- determining the minimum staff required for school to operate and deliver education, taking into consideration the health and wellbeing of staff including the possibility that vulnerable staff may need to work from home or take leave under some scenarios.
- considering strategies such as a redistribution of staff roles and responsibilities, within the skills and qualifications of staff, to ensure safe operations
- obtaining a list of Vulnerable staff who will work from home or take leave under scenario C and D

Supervision of students

In Scenario C, Milkwood may be required to provide supervision for children of essential workers, as well as vulnerable children. Vulnerable children include children with a disability, as well as children who are in out of home care through the child protection system. Scenario C is most likely to affect urban schools experiencing an outbreak, but may also apply to remote schools in some circumstances.

Based on the experience during lockdowns in other jurisdictions, it is very unlikely that all children within these categories will come to school – many parents will make their own arrangements based on what is best for their individual circumstances. The specific categories of children who are permitted to come to school may also change based on the advice and direction of the Chief Health Officer.

For planning purposes, MSS will plan to cater for face to face supervision of up to 10% of their enrolled students attending school during scenario C.

If MSS is assessed to have a high numbers of enrolled vulnerable students, the school will anticipate catering for up to 50% of their enrolled students attending school during scenario C.

Students who do attend face to face should receive the same learning program as their peers who are learning from home. It is not necessary for teachers to prepare separate programs to cater for face to face teaching and remote learning.

The Principal will identify staff who will work from the school to ensure effective supervision of students who do attend.

This should include:

- Minimum teaching staff to provide supervision of students (ensuring compliance with the Teacher Responsibility Guide, as well as industrial and regulatory requirements relating to class sizes)
- Support staff to enable the effective operation of the school including Administration, Teacher Assistants, Cleaners.

To determine a list of teaching and support staff working from the school site if required during Scenario C, the Principal will

1. Determine staffing need
2. Discuss with staff and seek volunteers for face-to-face roles, avoiding listing staff who have identified as Vulnerable
3. Ensure all staff listed are aware that they are likely to be required to work from school during a lockdown
4. Ensure enough staff to ensure effective supervision of students and the safe operation of the school, seeking support from the MSSA Board, AISNT, Department of Education and other Support Services as required.

Learning Commitment Plan

The Learning Commitment Plan documents how schools will prepare for and deliver education provision, including literacy, numeracy and wellbeing, in the event of a school closure or other disruption to face to face schooling caused by a pandemic.

The Principal is responsible for

- Developing the Learning Commitment Plan

- Using the first three school days of a lockdown or school closure to support teachers to develop their remote delivery education program

The College of Teachers and all Educators are responsible for

- Implementing the Learning Commitment Plan, and developing adjusted learning programs according to the guidelines provided by the Learning Commitment Plan.
- Using the first three school days of a lockdown or school closure to plan how they will adjust their education program to allow for remote delivery (education provision is not required to be delivered during the first three school days of a lockdown).

MSS has copies of the two-week learning packs that were distributed in Semester 1, 2020. Schools can use these packs to assist with continued learning during short lockdowns, and to support the transition to remote education delivery for a possible extended lockdown. The packs are also available on the Learning Together website should you need to print additional hardcopy packs or provide access to the online version to students and families.

In developing the plan, the Principal is guided by the following principles of systematic curriculum delivery:

1. Learning materials will be tailored for different phases of learning within the school.
2. Learning materials for students with special education needs, learning difficulties, EALD learners and/or for gifted students are developed.
3. Students and families have been informed about the curriculum/program.
4. Each teacher should have a plan for each term, setting out what they're planning to teach, and when.

PEDAGOGICAL PRACTICE	
Discussion Starter	Plan/Response/Notes <i>Consider whether the plan needs to be adjusted for different scenarios?</i>
What mode/s of delivery will be used for teaching and learning? <input type="checkbox"/> Workbook <input type="checkbox"/> Online <input type="checkbox"/> Blended	MSS will avoid screen based learning, and keep screen-based interactions to a minimum. Teaching delivery principles will incorporate values of connection, community, wellbeing and meaningful learning tasks designed by MSS teachers based on the Australian Steiner Curriculum Framework. Instrumental music lessons and other tuition may be delivered via online platforms.
Where will teaching and learning materials be stored, to ensure teachers can access them from home if required?	Teachers are responsible for storing teaching and learning materials in ways that will be accessible to them if working from home is required. Teachers are responsible for submitting and communicating their teaching plans to the Principal at the beginning of each term. These plans need to be presented with enough detail to provide adequate handover to another teacher, in the event of the responsible teacher being unwell or unable to work.

Where applicable, list the platforms your school will use to deliver teaching and learning? NB: Further advice, including supported platforms, is available through eLearn.	The Principal will advise all staff of available online learning platforms and online communication platforms as required.
Identify the resources (and their location) that will be required by school leaders, teachers and support staff to deliver remote education.	MSS will approach distance learning first from a resource-oriented framework, acquiring additional assets when considered essential for the provision of service. Finance Manager will coordinate a register of resources relocated for working from home, as required. Additional resources (eg. speakers, microphones) may be requested. Purchasing of additional resources for distance teaching will require approval by the Principal, guided by advice from the Finance Manager, and granted on a priority basis.
How will eSafety guidelines be promoted to teachers, students and families?	See Digital Safety Policy
How will students and parents be supported to have the skills to engage with online learning?	Administrative support will be provided by the school on a needs-basis. Resources available through eLearn and the Learning Together website
How will learning materials be distributed to families?	Hard copy Email Zoom/other online communication
What processes will be established to support parents who may require assistance in understanding the teaching and learning program?	Resources available through eLearn and the Learning Together website
What provisions will be made for students and families without appropriate devices and/or internet access?	Hardcopy materials Loan of school resources on approval by Finance Manager and Principal
How will students be provided with the expected minimum teacher/student contact? <ul style="list-style-type: none"> • <i>Primary ages of schooling – one hour direct contact per day</i> • <i>Middle/Senior Secondary – one hour direct contact per week per subject</i> • <i>It is recognised that some schools may need time to plan towards meeting the minimum contact hours.</i> 	The mode of contact will be determined by each teacher, in consultation with the Principal. A weekly 30-minute Zoom music lesson will be included in the minimum 1 hour/day contact, subject to staff availability. In Scenario A, if required due to the number of students attending face to face or the number of staff required to work from home, a reconfiguration of teaching staff may be considered. Eg. Class 3 teacher teaches all Class 3 and 4 students face to face, Class 4 teacher teaches all Class 3 and 4 students learning from home. Students without internet access will have contact maintained via telephone. Teachers may deliver the minimum face to face requirement with a whole class at the same time, or in smaller groups.

ASSESSMENT AND REPORTING

Discussion Starters	Plan/response/notes
	<i>Consider whether the plan needs to be adjusted for different scenarios?</i>
How will evidence of learning / assessment tasks be collected to inform report cards?	The Administration and Enrolment Officer will support the collection of assessment tasks and distribution of reports as instructed by the Principal.
How will evidence be moderated to support teacher judgment in assessment and reporting?	Teacher's assessment and reporting of student learning will be moderated by the College of Teachers and Principal, as required.
How will teachers monitor student progress and provide timely feedback to students/parents as required?	Close contact will be maintained between teachers and parents/carers to communicate student progress and provide timely feedback as required. In the early and primary years, in the case of major changes to MSS's operations, the wellbeing of children, families and community and the child's social and emotional needs will be prioritised over academic achievement.

COMMUNICATION

Discussion Starters	Plan/response/notes
	<i>Consider whether the plan needs to be adjusted for different scenarios?</i>
How often will teachers contact families/carers and students, and by what means (email, telephone, skype etc)?	<p>The primary modes of contact between the school and families will be email/phone/Zoom.</p> <p>Primary students will receive daily contact from the school.</p> <p>For Kindergarten families, the primary contact from the school will be delivered to parents. Resources to support a learning rhythm will be distributed by the Kindergarten teacher, weekly.</p> <p>Families will receive weekly contact from the school, or more as required.</p>
How often will staff communicate with each other and by what means?	A weekly staff meeting will be held over Zoom, facilitated by the Principal. Additional contact between educators, administrative staff and the Principal will be as required.
What will be the school's contact hours and mode of communication for parents and other stakeholders who have general enquiries? How will this be communicated to parents?	The communication Policy guides hours and modes of communication for parents and other stakeholders with general enquiries. Any temporary changes to usual contact hours or modes of communication will be distributed by email, by the Administration and Enrolment Officer.

Cleaning

MSS will maintain good cleaning practice by routinely cleaning as follows:

- Clean all “high-touch” surfaces, such as doors, door handles, handrails, counters, tabletops, bathroom fixtures, toilets, phones, remote controls, with a detergent solution at least once a day.
- Wipe hard, “high touch” surfaces with a disinfectant or a diluted bleach solution using a disposable cloth or paper towels.
- Read labels of cleaning products and follow recommendations on product labels. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves or aprons and making sure the areas is well ventilated when using the product.
- Continue to regularly clean other areas such as sick bays, food preparation and eating areas as required.

Cleaning and disinfecting frequently touched surfaces

- Bleach solutions should be made fresh daily as they become less effective over time.
- Bleach comes in a variety of strengths. Check the product label for the concentration of active ingredient - hypochlorous acid or strength of the bleach.
- The recommended concentration of available chlorine for routine disinfection of cleaned surfaces is 1000ppm as this concentration has been shown to be effective against the majority of microbial pathogens.

Further Information for cleaning staff will be distributed based on best practice responses to infectious disease. In addition:

- Cleaning staff should wear disposable gloves and may also wish to wear a surgical mask and eye protection while cleaning.
- Cleaning staff should avoid touching their face, especially their mouth, nose and eyes when cleaning.
- Cleaners should use alcohol-based hand rub before putting on and after taking off gloves and other protective equipment.

Food preparation areas

In accordance with the *Australian and New Zealand Food Safety Standards* all food preparation and serving equipment including crockery and cutlery must be cleaned and sanitised before use. Where possible the use of a dishwasher is preferred. Continue to regularly clean food preparation and eating areas.

Rubbish disposal

Disposable gloves, surgical masks, and other contaminated items should be placed in a rubbish bag before disposing of them with other domestic waste.

Hands should be washed with soap and running water or rubbed with an alcohol-based hand rub immediately after handling these items.

For further information

NT Pandemic Line: 1800 008 002