

Barambah EEC COVID-19 Risk Management Plan (version 3) – amended 20 August 2020

The Barambah EEC COVID-19 Risk Management Plan has been amended to reflect an update to the COVID-19 operating guidelines for Queensland state schools. The updated COVID-19 operating guidelines for Queensland State schools (Aug 5) state:

Excursions and camps

Excursions and camps are permitted to be held at locations or businesses that have approved [COVID Safe Industry Plans](#) and Department of Education Outdoor and Environmental Education Centres (O&EEC). **O&EECs with residential facilities are required to follow the Queensland Government's approved COVID Safe Industry Plan for outdoor education providers.**

The COVID SAFE PLAN Outdoor Education Providers (23 July 2020) states:

School-aged children from the same client group may exceed the base density of one person per four square metres, however should maintain social distancing where possible. Note – this arrangement applies to school-aged children in sleeping arrangements of bunk style and tent accommodation, dining and bathroom facilities.

Facility details

Barambah Environmental Education Centre (EEC) is a Queensland Department of Education (DoE) residential environmental education centre. Schools book the centre for up to 5 days and 4 nights maximum. The most usual length of booking is 3 days and 2 nights. Under this plan only one client group will access the residential facilities at the centre at any time for up to 5 days.

The Centre has developed a COVID 19 Risk Management Plan with controls developed for risks associated with the following areas

- entry and exit to the site (Health Screening)
- general hygiene and hygiene facilities (Reducing risk of transmission)
- accommodation and sleeping arrangements, communal areas management
- catering processes
- meal times and processes
- classroom procedure interface with dormitory procedures
- visitors
- policy and possible gaps
- vulnerable students
- vulnerable teachers or other staff
- cleaning regimens

This plan has been developed and amended for implementation during stage 3 of the COVID recovery plan starting from 13 July 2020, and COVID-19 operating guidelines for Queensland state schools effective 5 August 2020.

Name of school:	Barambah Environmental Education Centre	Contact number:	0741688190
Address:	301 A Flat Road Wrattens Forest 4601	Date plan developed	29 June 2020 amended 20 August 2020 (version 3)
Numbers of students at site:	54	Boarding: 54	Day students: 0
Key contact 1:		Key contact 2:	
Name: Sue Gibson	Position: Principal	Name: Danny Welman	Position: Business Manager
Phone: 0741 688190	Email: sgibs50@eq.edu.au	Phone: 0741 688190	Email: dwelm1@eq.edu.au
Public health unit contact details			
Greg Blumke Advanced Environmental Health Officer		Sunshine Coast Public Health Unit	
Phone 1300 017 190 m. 0407 582 571		Email Greg.Blumke@health.qld.gov.au	

Declared sites and occupancy at facility:

Please list all the residential or communal sites at the facility and approximate usual number of occupants at a specified time frame.

Residential or communal site	Number of occupants
Residential Lodges – see table below	Usually 67 students and up to 8 adults, under this plan 54 students and 4 adults, with 2 additional student & 1 additional adult bed available if needed.
Dining Room – approx. 80m ²	Usually 60 – under this plan maximum of 40 (1 person per 2m² for small businesses).
Undercover area – approx. 80m ²	Usually 60 - under this plan maximum of 40 (1 person per 2m² for small businesses).
Covered seating area	Usually 60 - under this plan maximum of 40.
Amenities Blocks – see tables below	No more than 8 students (4 girls, 4 boys) within centre amenities at a time and no more than 4 students (2 boys, 2 girls) in the training complex amenities at a time. No more than 2 adults (1M, 1F) in adult amenities at a time.
Camping area – tent accommodation – 100m x 100m – maximum 36 tents	Usually 2 students per tent – under this plan 1 student per tent.

Accommodation block and room number	Floor area in square meters	Usual occupancy	Reduced occupancy for COVID-19 plan	Lodge total – under this plan
Lilli Pilli Lodge				
Room 1	10.5	3	3	
Room 2	10.5	4	3	
Caterer's room 3	10.5	2	1 caterer	
Caterer's room 5	10.7	1	1 caterer	
Room 4	5.7	1	1 teacher	6 students, 2 caterers, 1 teacher
Bandicoot Bungalow				
Room 6	16.41	6	5	
Room 7	16.41	7	6	
Room 8	10.9	4	3	
Room 9	10.8	3	1 teacher	14 students, 1 teacher
Cockatoo Cabin				
Room 10	12.7	5	4	

Room 11	12.7	4	3	
Room 12	12.7	4	3	
Room 13	12.7	5	4	14 students
Koala Cottage				
Room 14	16.5	6	5	
Room 15	10.5	4	3	
Room 16	10.6	4	3	
Room 17	10.4	3	1 teacher	11 students, 1 teacher
Training Complex				
Room 18	10.1	3	3	
Room 19	10.1	4	3	
Room 20	10.1	4	3	
Room 21	15.6	1	2 teacher	2 teacher, 9 students

TOTAL: 5 teachers, 54 students

Centre Amenities

Amenities Block	Toilets	Showers	Urinals	Hand Basins
Girls	3	2	0	2
Boys	2	2	1	3
Total Student	5	4	1	5
All Abilities total	1	1	0	2
Male Staff	1	1	1	1
Female Staff	2	1	0	1
Total Staff	3	2	1	2

Training Complex Amenities

Training complex female	1 Toilet, shower & hand basin combined	2 showers	0 urinals	2 hand basins
Training complex male	1 Toilet, shower & hand basin combined	2	2	2
Totals	1 M & 1 f	2 each	2 M	2 each

Please specify planned location of quarantine accommodation for students returning from overseas or from a COVID hotspot, and anticipated number of students.

Quarantine accommodation	Number of occupants
The Donga – one bedroom cabin with ensuite bathroom	1 at a time – unwell students will be collected from camp by a parent or carer as soon as possible. If more than one unwell student at a time, additional rooms and amenities from the Training Complex will be utilised and cleaned thoroughly once students have left the camp.

Risk Management Plan

A. Health screening

Recommendation	Facility action/s	Person responsible	Public health unit feedback
<p>Persons must self-quarantine if in the last 14 days they have:</p> <ul style="list-style-type: none"> • returned from overseas • been in a COVID-19 hotspot. 	<p>A Barambah EEC staff member and school camp lead teacher are responsible for screening students and school staff prior to departing the school on the bus and travelling to Barambah EEC. Please refer to Barambah EEC Health Screening Procedure prior to staff and students boarding bus at the school. (Appendix 3)</p> <p>Parents/caregivers to complete the yellow COVID – 19 Health Screening Questionnaire: Barambah Environmental Education Centre on the morning of departure and bring to the bus with their student/s.</p> <p>Forms must come to Barambah EEC.</p> <p>Students and staff that fail the screen must not attend.</p>	<p>Barambah principal or delegated staff member and school camp lead teacher</p>	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
	<p>Schools to be advised of this requirement in writing.</p> <p><i>These students and staff are not to be allowed to attend.</i></p>		
<p>Persons must self-quarantine for 14 days if they have been in close contact with someone who has COVID-19 in the last 14 days.</p>	<ul style="list-style-type: none"> • BEEC lead teacher and visiting school are responsible for screening students and school staff prior to departing the school on the bus and travelling to Barambah EEC. Please refer to Barambah EEC Health Screening Procedure prior to staff and students boarding bus at the school. (Appendix 3) • Parents/caregivers to complete the yellow COVID – 19 Health Screening Questionnaire: Barambah Environmental Education Centre on the morning of departure and bring to the bus with their student/s. • Forms must come to Barambah EEC. 	<p>Barambah principal or delegated staff member and school camp lead teacher</p>	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
	<ul style="list-style-type: none"> • Students and staff that fail the screen must not attend. • Schools to be advised of this requirement in writing. <p><i>These students and staff are not to be allowed to attend.</i></p>		
<p>Prior to coming to Barambah EEC, persons are to confirm they have not had a fever, cough, sore throat, shortness of breath or other COVID-19 like symptoms in the last 72 hours and are otherwise well.</p>	<ul style="list-style-type: none"> • Parents/caregivers to complete the yellow COVID – 19 Health Screening Questionnaire: Barambah Environmental Education Centre on the morning of departure and bring to the bus with their student/s. • Forms for every adult and student must come with school • Students and staff that fail the screen must not attend. • Schools to be advised of this requirement in writing. 	<p>Barambah principal or delegated staff member and school camp lead teacher</p>	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
	<ul style="list-style-type: none"> • These records will be kept onsite for 56 days. 		
Persons returning to the facility from overseas need to apply for appropriate border entry	<ul style="list-style-type: none"> • Not applicable to our site. 		
Provide advice to persons who are a confirmed COVID-19 case about return to school setting requirements.	<ul style="list-style-type: none"> • As we are not a boarding school, students will not be returning to the centre. 		
All persons receive influenza vaccination, unless medically contraindicated.	<ul style="list-style-type: none"> • Not applicable to our site. 		
<p>Daily health screening of students and staff</p> <p>Whilst at Barambah, persons are to confirm they have not had a fever, cough, sore throat, shortness of breath or other COVID-19 and are otherwise well.</p>	<ul style="list-style-type: none"> • Once at Barambah EEC, daily health screening will be undertaken by centre teachers using the Daily Health Screening Record every morning and at the start of the afternoon session. • Staff and students who have become unwell will be quarantined and will be required to be collected to go home. • Daily screening records kept on site 56 days 	Centre principal, and Barambah teachers	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Consider the individual needs of persons who are considered vulnerable	<ul style="list-style-type: none"> <li data-bbox="808 357 1346 676">Adhering to DoE Guidelines pertaining to vulnerable persons: “Staff who are vulnerable or live with a vulnerable person should not be in the workplace and should discuss options with their principal to allow working from home.” See appendix 1 covid-19-operating-guidelines-qld-state-schools <p data-bbox="808 727 1330 879">Schools will be required to develop a risk management plan for vulnerable students attending the Centre including the support the school will provide for them to attend.</p>	Centre principal and school principal	

Barambah EEC is a Queensland DoE residential centre. State schools usually book in an entire year level for a camp program in any given week. School usually manages students into the program. Barambah EEC intends to extend this process into formally requiring the school to only send students who are well at the point of departure on buses.

B. Reducing the risk of transmission

Recommendation	Facility action/s	Person responsible	Public health unit feedback
PREVENTIVE ACTIONS			
Staff should be encouraged to download the COVIDSafe app – students do not bring phones on camp.	<ul style="list-style-type: none"> • Provide current information on access to and use of the COVIDSafe App 	Centre principal	
Adults maintain physical distancing of at least 1.5 metres within and outside the facility.	<ul style="list-style-type: none"> • Physical distancing procedures will be clearly defined and communicated • Physical distancing signage to be placed at office, dining hall, group meeting areas, cabin verandahs and amenities blocks 	Centre principal and Business Manager	
Inform students, staff and visitors of how to protect themselves and others from COVID-19.	<ul style="list-style-type: none"> • Daily verbal reminder to students and staff to maintain physical distancing during meals and in accommodation and staff to maintain at all times. • Display information about preventive actions throughout the facility • Visitors to be screened at office upon arrival. • Daily reminder to staff and students to adhere to effective personal hygiene measures including cough/sneeze etiquette and hand washing. 	Centre principal, Barambah teachers	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Provide regular demonstrations and updates to all persons on preventive actions.	<ul style="list-style-type: none"> • Daily verbal reminder to adults to maintain physical distancing during meals and in accommodation. • Daily reminder to students by Barambah teachers of hand washing requirements and processes. 	Centre principal, Barambah teachers	
ACCOMMODATION AND COMMUNAL AREAS			

<p>Meet the current recommendations for physical distancing of a minimum of 1.5 metres where reasonably practicable, including sleeping, bathroom, dining, study and classroom spaces</p>	<ul style="list-style-type: none"> • Staff will maintain a physical distance of 1.5 metres from other adults • Only one person per 4 square metres in communal areas (e.g. kitchens, bathrooms) • Students will be accommodated in a room with one or more other students from the same client group and activity group, depending on the size of the room – see Appendix 1 COVID-19 Occupancy Numbers and Appendix 2 – COVID-19 Room Allocations • One adult per teacher room in accommodation. • Adults must use staff amenities. • Students must use student amenities. • Centre will be following the COVID-19 operating guidelines for Queensland state schools (Aug 5) and the Queensland Government's approved COVID Safe Industry Plan for outdoor education providers whilst students are on camp program. • If tents used, one person per tent regardless of size. 		
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Recommendation	Facility action/s	Person responsible	Public health unit feedback
	<ul style="list-style-type: none"> Furniture to be reduced in communal areas to allow open space for staff to move around. 		
MEALS			
Promotion of strict hygiene during food preparation and dining.	<ul style="list-style-type: none"> Food to be prepared and served by catering staff, no self-service of food. Water fountains for drinking (direct to mouth) will be turned off and area taped off. Water vending machines will be taken out of use. Caterers are to comply with current approved Retail Food services Industry COVID safe plan. Caterers to supply and display a completed COVID safe checklist: Dining and drinking. Caterers to provide a completed Statement of Compliance. 	Centre principal and catering staff	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Prevent crowding during meal times.	<ul style="list-style-type: none"> • Meal breaks staggered for client groups over 40 to achieve maximum personal space – maximum of 40 people in the dining room at a sitting (1 person per 2 m² as per current restrictions for small businesses). • Adults will maintain a distance of 1.5 metres within dining areas and while waiting to enter • Dining facilities (tables and chairs) to be setup to maintain physical distancing protocols were possible. • Morning tea, lunch and afternoon tea will be consumed outdoors picnic style weather permitting, social distancing of 1.5m observed. 	Centre principal and Barambah teachers	
Ensure cleaning and hygiene is maintained within the dining facilities.	<ul style="list-style-type: none"> • Hand sanitiser should be located at the entrance and exit to the dining facility • Tables and high touch items will be cleaned between dining sessions. 	Catering staff and cleaner	
TRANSPORT AND TRAVEL			

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Minimise the risk of transmission in vehicles.	<ul style="list-style-type: none"> • Schools are responsible for transporting students to the Centre in buses. • Students not required to be transported during camp, except for unexpected reasons eg a pick up following an injury, removal back to school or home with parental input. • All persons entering a centre vehicle will wash their hands with soap and running water and dry hands; or use alcohol-based hand rub prior to entering the vehicle before and after a journey. • Keep windows open and fresh air circulating • Turn off air conditioning or, if required, set to open air and not re-circulation setting • If a centre vehicle is required to transport a student for illness, injury or unexpected reasons, it will be cleaned and sanitised after use. 	Centre principal, school principal	
VISITORS			

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Limit visitors to essential persons only.	<ul style="list-style-type: none"> • No visitors to school group other than approved school staff or support persons to camp. • Parents must make an appointment to visit camp, visits will only be approved for necessary reasons. • Only essential visitors are permitted to enter accommodation areas • Health screening questionnaire administered to all persons before entering the facility • A register of all visitors to site kept as per usual practice and requirement. 	Centre principal and Business Manager	
HYGIENE			
Display relevant information to reinforce hygiene procedures.	<ul style="list-style-type: none"> • Effective hand washing signs placed at hand washing facilities. 	Centre principal	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Regular hand hygiene.	<ul style="list-style-type: none"> • Barambah teachers to ensure students wash hands at the start and end of program sessions. • School staff to ensure hands washed before meals, before and after night activities. • School and Barambah staff to ensure hand washing after toileting. • Soap, running water and paper towels or alcohol-based hand rub supplies (containing at least 60% ethanol or 70% iso-propanol) will be provided. • Hand washing facilities are kept clean and in good working order. 	Centre principal and cleaner	
Dispose of rubbish in designated waste bins.	<ul style="list-style-type: none"> • Hand towel waste bins provided at hand wash points. • Hand towel bins emptied when full after twice daily checking. • Lined waste bins on verandah of each cabin and emptied each day. 	Centre principal and cleaner	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
CLEANING			
Frequent environmental cleaning of high touch surfaces and communal facilities.	<p>High touch surfaces mostly in accommodation, dining facilities and amenities as the Centre conducts learning activities outdoors.</p> <ul style="list-style-type: none"> • Environmental cleaning of communal facilities and frequently touched surfaces, such as kitchens, bathrooms, door handles and light switches, remote controls • Records of cleaning activities maintained • Students encouraged to clean any furniture and surfaces after use with detergent wipes, in addition to the regular cleaning schedule <p>Undertaken in accordance with environmental-cleaning</p>	Centre principal and cleaner	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Daily cleaning of sleeping quarters.	<ul style="list-style-type: none"> • Accommodation areas are currently cleaned daily and this will continue. • Accommodation buildings and rooms will be thoroughly cleaned when the school group departs, and before use by another school or group. • Records of cleaning activities maintained. <p>Undertaken in accordance with environmental-cleaning</p>	Centre principal and cleaner	
Cleaning of shared activity equipment.	<ul style="list-style-type: none"> • Equipment used by students is cleaned after activity either by, physical cleaning method (cloth and soapy water, alcohol & water mix spray), UV exposure or per manufacturers COVID cleaning guidelines (camping equipment). <p>Informed by recommendations at: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</p>	Centre Principal, Barambah teachers and support staff	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Frequent cleaning of bathroom facilities.	<ul style="list-style-type: none"> All amenities accessed by students and staff will be cleaned morning and afternoon. Records of cleaning activities maintained <p>Undertaken in accordance with environmental-cleaning</p>	Centre principal and cleaner	
ISOLATION			
Provide information about isolation to persons entering the facility.	<ul style="list-style-type: none"> Students and staff are orientated to the appropriate procedures if they become unwell. 	Centre principal and Barambah teachers	

Recommendation	Facility action/s	Person responsible	Public health unit feedback
Provide appropriate accommodation and support for potential COVID-19 cases.	<ul style="list-style-type: none"> • A single room (the Donga) with dedicated bathroom facility designated for isolation of students whilst awaiting pick up by parent or carer. • School staff will be briefed on actions to take if illness is detected or reported in students. • Students who become symptomatic will be isolated, and will be supported until picked up by parent or carer ASAP. • Where students or staff are symptomatic, PHU will be notified as per outbreak management plan. 	Centre principal	
QUARANTINE			
Establish processes and procedures for quarantine, if required for returning students where quarantine can't be completed offsite.	Not required as the centre is not a boarding school. Students will not be "returning" to site.	School principal.	

C. Outbreak Management Plan


Recommendation	Facility action/s	Person Responsible	Public health unit feedback
COVID-19 CASE			
<p>Develop an Outbreak Management Plan in the event of a confirmed case of COVID-19.</p>	<p>All students will be screened prior to boarding the bus to come on camp. Students with any cold or flu-like symptoms will not be able to board the bus.</p> <p>Students who develop any cold or flu-like symptoms whilst on camp will be isolated in “the Donga” with their own bathroom whilst waiting to be collected by a parent or carer and taken home.</p> <p>For these reasons it is unlikely that a confirmed case of COVID-19 will be identified in a student while they are on camp.</p> <p>A staff member who develops any cold or flu-like symptoms will return or remain home.</p> <p>Main action in the event of a confirmed case or outbreak will be to contact Sunshine Coast Public Health Unit and return all students to their school and community ASAP – see COVID-19 Outbreak Management Plan Appendix 3.</p>	<p>Centre principal School principal</p>	

Recommendation	Facility action/s	Person Responsible	Public health unit feedback
<p>The school has in place provisions to rapidly provide the local public health unit the contact details of all persons who share the boarding facility and classes with a confirmed case of COVID-19.</p>	<p>Both the centre staff and school staff will have complete lists of students and staff that can be provided to the local public health unit. Lists will include:</p> <ul style="list-style-type: none"> • Activity groups + staff • Accommodation plan • Bathroom roster groups • Dining session groups 	Centre principal	
<p>The facility has a process for quarantining identified close contacts of a confirmed COVID-19 case.</p>	<p>Unlikely that such a student/s would still be at the Centre, but Centre would reallocate cabins to allow for a cabin to be used exclusively by such a cohort.</p>	Centre principal	

Recommendation	Facility action/s	Person Responsible	Public health unit feedback
<p>The facility has a procedure established for the cleaning of a COVID-19 case room.</p>	<p>The DoE has specialist cleaning teams ready for this situation. Centre principal would contact regional coronavirus co-ordinator to organise cleaning.</p> <p>If this service was not available the centre cleaner would follow the following procedures:</p> <ul style="list-style-type: none"> • Wear a disposable apron and gloves for cleaning. If the person with COVID-19 remains in the room while the cleaning is done ensure they are wearing a surgical mask. • All hard surfaces in the room should be physically cleaned. • 2-step clean using detergent and water followed by a clean with 1,000ppm bleach solution. • General waste should be sealed in a bag, but does not need any additional handling or treatment measures • Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use, buckets should be cleaned with detergent and then disinfected with bleach solution • Once case vacates room upholstery and mattresses should be steam cleaned. 	<p>Centre principal, cleaner</p>	

Recommendation	Facility action/s	Person Responsible	Public health unit feedback
The facility has a linen management procedure established for a COVID-19 case room.	The centre does not provide any linen for students. Students bring their own linen. In a case where the centre organises for students to go home each student will be given a plastic bag to put their linen into to transport home.	Centre principal	
The facility has a plan to prepare and support health staff to respond to a potential case/s of COVID-19.	Centre does not have health staff. Visiting school health staff would be supported by the centre principal until they could return home, this would include isolation of unwell students and staff with bathroom facilities until they were collected by parents or carers.	Centre principal	

Sign-off

Name of authorised person:	Sue Gibson
Signature of authorised person:	
Position of authorised person:	Principal, Barambah Environmental Education Centre
Date	3/7/2020 – reviewed and updated 20/8/2020 (version 3)
Name of person responsible for the COVID-19 Risk Management Plan (if applicable)	Sue Gibson
Frequency of reviews and date of next scheduled review	Review when Public Health Directives or State School Operating Guidelines are updated, and recurrent 6 week reviews.

Please submit the Risk Management Plan to your local public health unit for review and feedback.

Public health unit review and feedback

Comments	
Signature:	Name of PHU Officer:
Position:	Date:

Please sign and submit plan to this email address covid.plans@health.qld.gov.au

Appendix 1 COVID-19 Occupancy Numbers

Barambah Environmental Education Centre Occupancy Numbers

Accommodation block and room number	Floor area in square meters	Usual occupancy	Reduced occupancy for COVID-19 plan	Lodge total – under this plan
Lilli Pilli Lodge				
Room 1	10.5	3	3	
Room 2	10.5	4	3	
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Training Complex				Lodge Total
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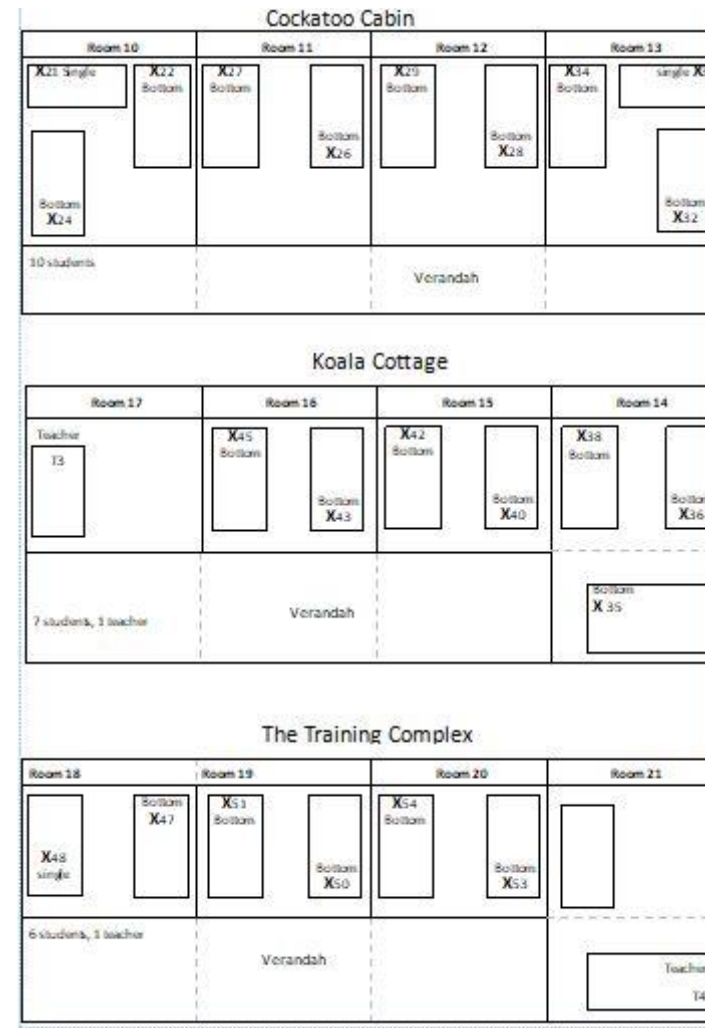
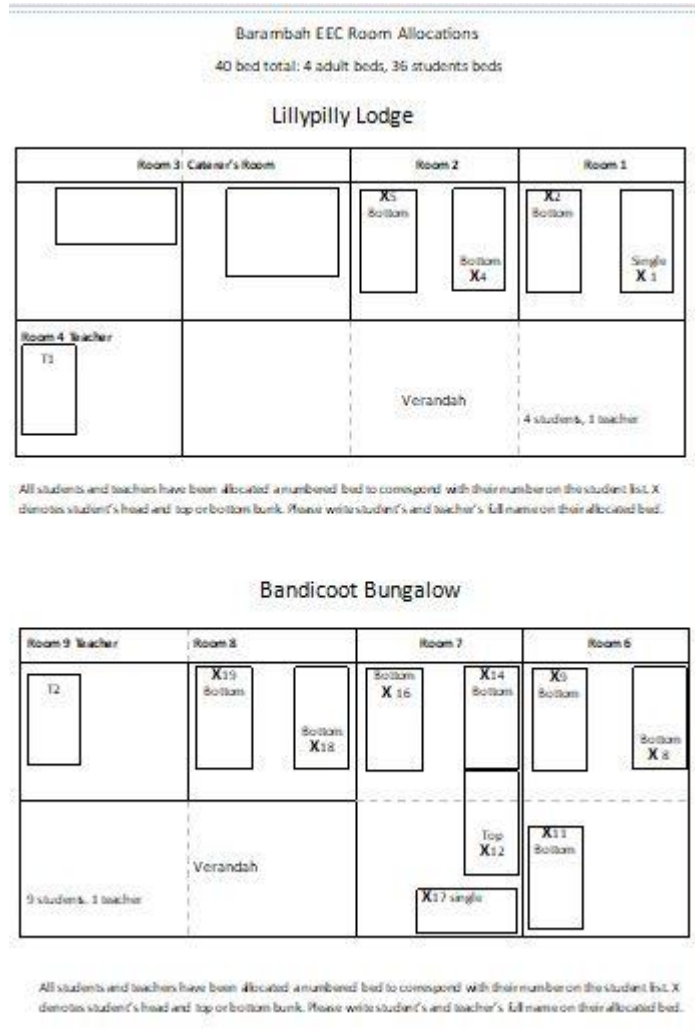
Centre Amenities

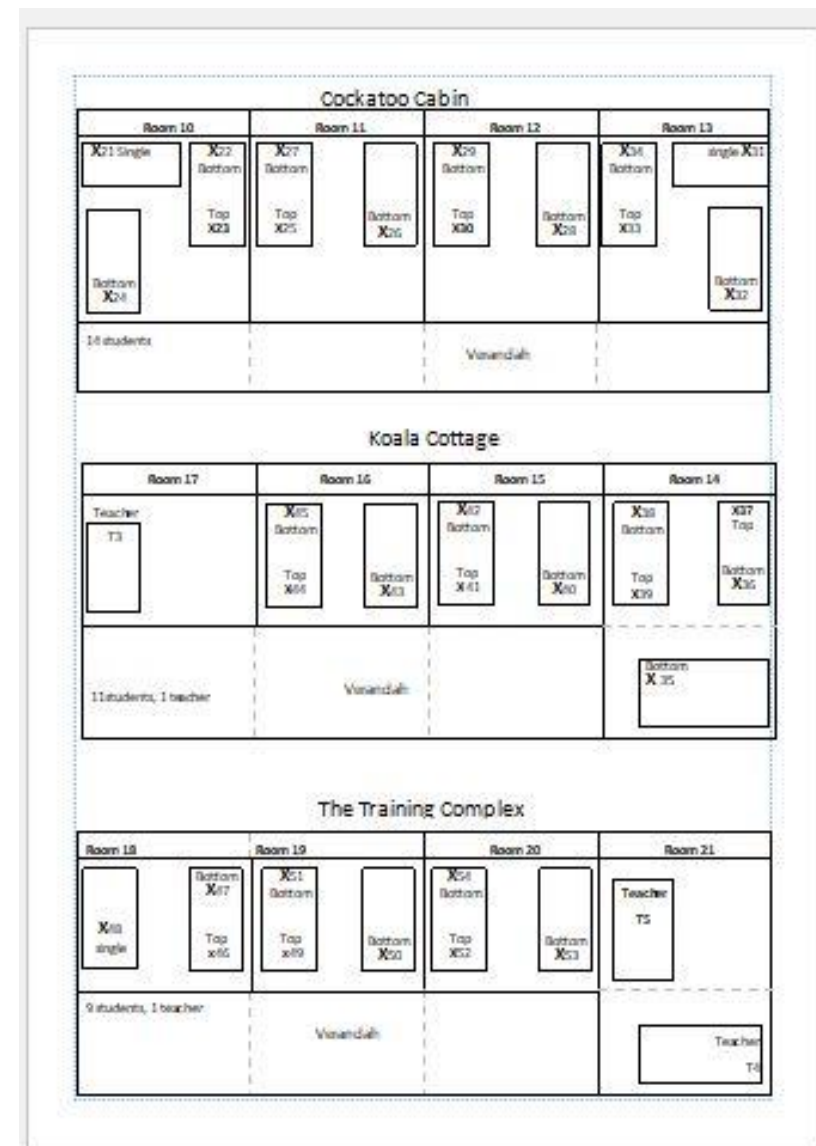
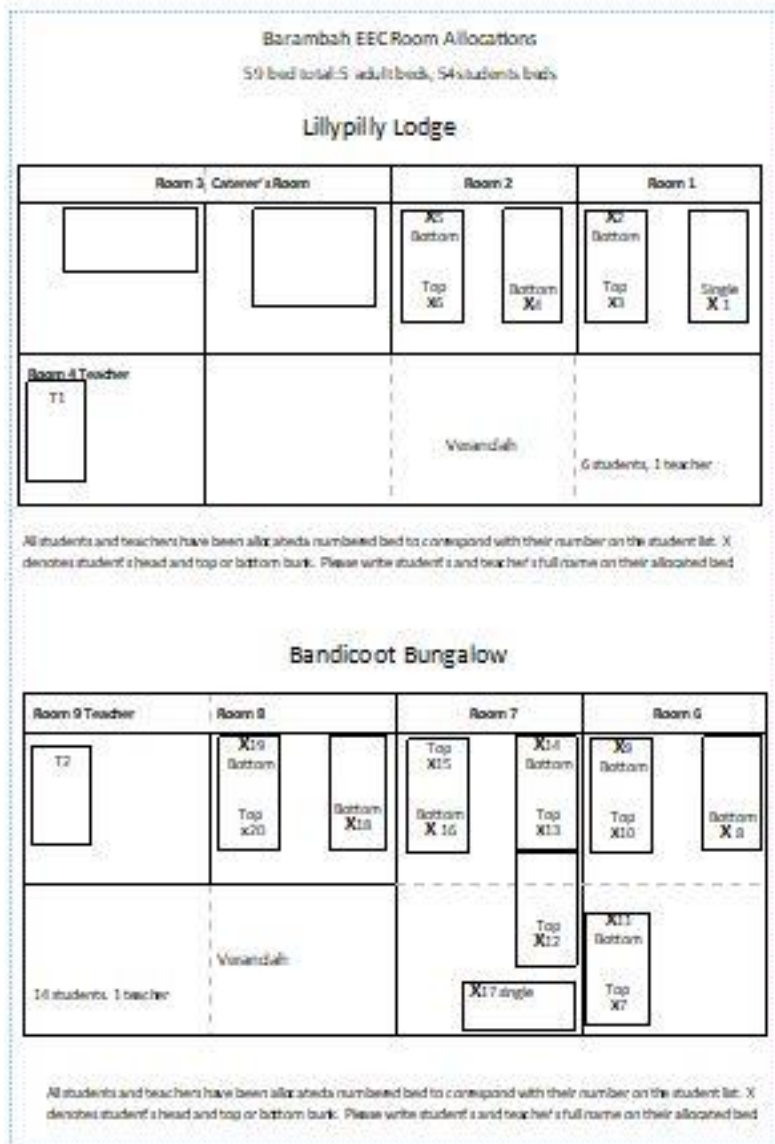
Amenities Block	Toilets	Showers	Urinals	Hand Basins
Girls	3	2	0	2
Boys	2	2	1	3
Total Student	5	4	1	5
All Abilities total	1	1	0	2
Male Staff	1	1	1	1
Female Staff	2	1	0	1
Total Staff	3	2	1	2

Training Complex Amenities

Training complex female	1 Toilet, shower & hand basin combined	2 showers	0 urinals	2 hand basins
Training complex male	1 Toilet, shower & hand basin combined	2	2	2
Totals	1 M & 1 f	2 each	2 M	2 each

Appendix 2 – COVID-19 Room Allocations





Appendix 3

Barambah EEC Health Screening Procedure prior to staff and students boarding bus at the school

As per the Barambah EEC COVID-19 Risk Management Plan all staff and students intending to attend camp at Barambah EEC are required to complete the **COVID – 19 Health Screening Questionnaire: Barambah Environmental Education Centre (yellow copy)** prior to departing on the bus. This is the responsibility of the school.

Staff and students who fail the screen must not board the bus and are not allowed to attend camp.

The following procedure must be followed on the morning of departure from the school. A Barambah staff member will be present at the bus boarding to support the school with this procedure and oversee the screening process.

1. Parents/caregivers to complete the yellow **COVID – 19 Health Screening Questionnaire: Barambah Environmental Education Centre** on the morning of departure and bring to the bus with their student/s.
2. Class/camp teachers will collect screening questionnaires and separate out any questionnaires that will exclude attendance at camp.
3. Camp lead teacher and Barambah staff member will check responses of all questionnaires and complete a summary document (provided by Barambah staff member) of responses that will be signed by both the Barambah staff member and the camp teacher.
4. Staff who fail the screen will be advised by the Barambah staff member and camp lead teacher that they will be unable to attend camp, and school will organise a replacement staff member to board the bus.
5. Parent/caregivers of students who fail the screen will be advised that their student/s will be unable to attend the camp. Parent/caregiver queries or concerns will be firstly addressed by the Barambah staff member. If needed these will be escalated to the school principal.
6. Students who are advised they are unable to attend will be supported by school staff and parents/caregivers.
7. All questionnaires and signed summary documents will come to camp with the school, and copies maintained at the centre as part of the COVID-19 record keeping for 56 days.

Appendix 4 - COVID-19 Outbreak Management Plan

	Facility action/s	Person responsible	Public health unit feedback
Outbreak Management Plan in the event of a suspected or confirmed case of COVID-19.	<p>Centre principal to assume the role of response controller. Key action will be to have students and staff return to school or home as quickly as possible, with a focus on isolating and supporting unwell students and staff in the interim.</p> <p>Contact local Public Health Unit Greg Blumke greg.blumke@health.qld.gov.au Advanced Environmental Health Officer Sunshine Coast Public Health Unit Phone 1300 017 190 m. 0407 582 571</p> <p>Email sc-phu-director@health.qld.gov.au sc-phu-cdc@health.qld.gov.au</p> <p>Follow all advice and directions from PHU.</p> <p>Contact DoE Regional Coronavirus advisor Rob Baker 5433 6110 0409 307 165 Follow all advice and directions from Rob.</p>	Centre Principal	
		Business Manager	

	Facility action/s	Person responsible	Public health unit feedback
	<p>Advise Assistant Regional Director for Barambah EEC – Janelle Reid</p> <p>Contact visiting school principal or delegated contact person to advise of situation and planned response.</p> <p>Contact bus company to organise for well students to be taken back to school. If school organised bus company cannot supply a bus as a matter of priority contact Pursers Coaches as per Barambah EEC Emergency Response Plan 4168 1533.</p> <p>Identify unwell students and organise for their gear to be packed and removed to a designated area. Support students in a waiting area while other students also pack their gear.</p> <p>Isolate well students and organise for them to pack their gear and move it to designated area.</p> <p>Organise for both amenities blocks to be cleaned and then designate amenities to both groups of students.</p>	<p>Barambah teachers</p> <p>Barambah cleaner and teachers</p> <p>Visiting school teachers</p>	

	Facility action/s	Person responsible	Public health unit feedback
	<p>Contact parents/carers of unwell students and arrange for them to be collected from centre ASAP.</p> <p>Continue to monitor health and wellbeing of everyone onsite and provide suitable isolation areas and supervision until removed from site either by parent/carer or bus.</p> <p>Continue to liaise with visiting school principal or contact person and keep them up to date with situation.</p> <p>Organise for deep cleaning to occur once everyone has left site.</p>	<p>Centre principal</p> <p>Business Manager</p> <p>Centre principal and regional coronavirus adviser.</p>	