

# COLLEGE REOPENING checklist

College:		Network:	
Principal		Director of School Improvement:	
Health Guidelines	Strategies	When	Check
Hygiene	<ul style="list-style-type: none"> <li>Health and Safety Representative, Business Manager and Principal Safety Induction by People and Performance</li> <li>Completion of COVID-19 Safety Assurance Plan</li> </ul>	Prior to term 4	<input type="checkbox"/>
Physical distancing	<ul style="list-style-type: none"> <li>Health and Safety Representative, Business Manager and Principal Safety Induction by People and Performance</li> <li>Completion of COVID-19 Safety Assurance Plan</li> <li>Staff and students are strongly encouraged to maintain appropriate physical distancing wherever possible</li> </ul>	Prior to term 4	<input type="checkbox"/>
Environmental cleaning	<ul style="list-style-type: none"> <li>School cleaning plan developed by School Cleaning Team</li> <li>Identified high touch surfaces</li> <li>Cleaning supplies available onsite</li> </ul>	Prior to term 4	<input type="checkbox"/>
Ventilation	<ul style="list-style-type: none"> <li>Ventilation assessment undertaken by Infrastructure and Capital Works</li> <li>Site specific ventilation adjustments enacted</li> </ul>	Prior to term 4	<input type="checkbox"/>
Prevention of COVID-19 transmission	<ul style="list-style-type: none"> <li>Health and Safety Representative, Business Manager and Principal Safety Induction by People and Performance</li> <li>Completion of COVID-19 Safety Assurance Plan</li> </ul>	Prior to term 4	<input type="checkbox"/>
Covid-safety plans	<ul style="list-style-type: none"> <li>Essential exams and assessments identified</li> <li>COVID-safe measures confirmed to enable onsite delivery</li> </ul>	Week 1 term 4	<input type="checkbox"/>
Masks	<ul style="list-style-type: none"> <li>Health and Safety Representative, Business Manager and Principal Safety Induction by People and Performance</li> <li>Completion of COVID-19 Safety Assurance Plan</li> </ul>	Prior to term 4	<input type="checkbox"/>
Workforce Supports	Strategies	When	Check
Wellbeing supports	<ul style="list-style-type: none"> <li>Communication to staff on arrangements for term 4, including wellbeing supports</li> <li>Staff reminded of flexible work options and encouraged to discuss with manager/supervisor (where a work from home request is made manager/s/supervisors can seek specific advice from their People and Performance Business Partner)</li> </ul>	End of term 3	<input type="checkbox"/>
COVID Vulnerable staff	<ul style="list-style-type: none"> <li>COVID vulnerable staff identified and advised of flexible work options</li> <li>Flexible work agreements in place as required</li> </ul>	Prior to term 4	<input type="checkbox"/>
NSW staff	<ul style="list-style-type: none"> <li>NSW resident staff identified by Education Support Office</li> <li>Group exemption request submitted by Education Support Office for NSW staff</li> <li>Confirmation of exemption by ACT Health communicated to staff</li> </ul>	Prior to term 4	<input type="checkbox"/>
Student Supports	Strategies	When	Check
Wellbeing supports	<ul style="list-style-type: none"> <li>Communications to students and families on arrangements for term 4, including wellbeing supports</li> </ul>	End of term 3	<input type="checkbox"/>
COVID Vulnerable students	<ul style="list-style-type: none"> <li>COVID vulnerable students advised to seek advice from General Practitioner</li> </ul>	Week 1 term 4	<input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>Reasonable learning adjustments implemented by College as per advice from General Practitioner</li> <li>Learning resources and supports available for home-based learning if required</li> </ul>		
NSW students	<ul style="list-style-type: none"> <li>NSW resident students identified by Education Support Office</li> <li>Group exemption request submitted by Education Support Office for NSW students</li> <li>Confirmation of exemption by ACT Health communicated to families</li> </ul>	Prior to term 4	<input type="checkbox"/>
<b>Teaching and Learning</b>	<b>Strategies</b>	<b>When</b>	<b>Check</b>
Timetable and course delivery	<ul style="list-style-type: none"> <li>Term 4 timetable developed, including combined class management to ensure a single delivery mode for each class</li> <li>Term 4 timetable communicated to staff, students and families</li> </ul>	End of term 3	<input type="checkbox"/>
Students with specific learning needs	<ul style="list-style-type: none"> <li>Practical course catch up blocks and ASBA/WEX requirements scheduled</li> <li>Individual learning plans reviewed with supported transition back to onsite learning as required</li> </ul>	Week 1 term 4	<input type="checkbox"/>
Assessments and reporting	<ul style="list-style-type: none"> <li>Assessment and reporting requirements confirmed and communicated to staff, students and families</li> </ul>	Week 1 term 4	<input type="checkbox"/>

## Review and approval

Date Checklist Completed	
Completed By	
Approved by Principal	
Approved by DSI	