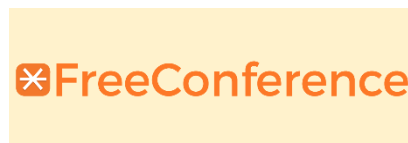


# Case planning

during the COVID-19 pandemic



**Avoid meeting face-to-face. Do a virtual case plan meeting.**



These platforms have a **live chat** option too. So, if kids are feeling a bit uncertain about speaking up, they can watch the meeting with their camera off (or on), and type their questions or comments.



Record the invites, list of participants and minutes in a **case plan meeting record**.



Include a **rationale** (e.g. '*case plan meeting occurred via virtual meeting due to COVID-19*)



**Draft** the case plan and ask participants to check the content and tasks assigned to them, before finalising.



Finalise the plan and **distribute it safely** (e.g. via email, post, or a no-contact pick-up/drop-off).

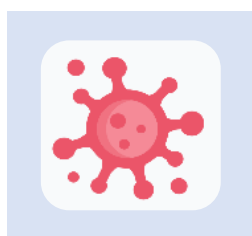
**Or, talk to everyone individually via video, phone or email.**



Talk to each person about how their views will be **shared** and who they will be shared with.



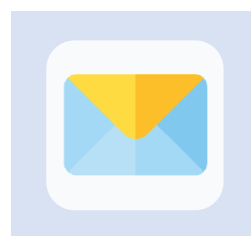
Record the invites and minutes from each conversation in **one case plan meeting record**.



Include a **rationale** (e.g. '*individual conversations due to COVID-19*)



**Draft** the case plan and ask participants to check the content and tasks before finalising.



Finalise the plan and **distribute it safely** (e.g. via email, post, or a no-contact pick-up/drop-off).

## If, as a last resort, you need to case plan in person...

**Limit the number of people** coming in person. Those who can should join via phone or video, or talk to you separately beforehand.

Ask participants to **stay at home** if they are unwell, in isolation or displaying flu-like symptoms. You will need to do the same.

If parents need to stay home and/or dial in to the meeting, **reassure them** that it will not influence decisions about restoration.

**Wipe down the meeting room** (table, chairs, handles, phone.) before the meeting – and again after the meeting.



Practice **good hygiene** and direct others to do the same. Carry hand sanitiser and masks. If someone appears unwell, ask them to wear a mask.

Greet participants with a wave. **Do not touch** them and do not touch your face or mouth. Avoid sharing things like pens or paper.

Keep your **distance** and ask all participants to do the same. Sit/stand 1.5m apart. Each person should have their own 4m<sup>2</sup>.

Where possible, open doors and windows to **ventilate** the room. Or, have the meeting outdoors (e.g. at a park).

You can display **this poster**, to help everyone adhere to good hygiene practices. There are more posters like this on the [Department of Health website](#).