



Term 3 COVID-19 Procedures

Purpose

This procedure has been developed by St. Patrick's Primary School in response to the COVID-19 pandemic. It aligns with the Federal and State Government advice and considers the safety and wellbeing of our school community.

This procedure outlines the third level of reoccupation for St. Patrick's School by staff and students.

The core elements of level 3 are:

As of the 2/8/2020, the state government announced a return to remote and flexible learning for all school students in Victoria.

- Some school staff to work from the school site from Monday 3rd August 2020, with exceptions for some staff in identified risk categories, based on medical advice
- enhanced hygiene practices and cleaning on school site
- physical distancing, in particular for adults

Scope

This policy applies to all St. Patrick's School students, staff and members of the school community

Actions

Student:

As of the 2/8/2020, the state government announced a return to remote and flexible learning for all school students in Victoria from Wednesday 5th August 2020.

Staff:

As of the 2/8/2020, the state government announced a return to remote and flexible learning for all school students in Victoria from Wednesday 5th August 2020.

Some school staff will be required to attend St. Patrick's School in accordance with normal arrangements, making necessary adjustments to support physical distancing between adults.

COVID-19 Testing for All Staff

Testing is available for all school staff, including those who are asymptomatic.

Staff who are asymptomatic and receive a test will be required to self-isolate until test results are received. Staff who are symptomatic will be considered a suspected case and required to self-isolate until test results are received. Any staff who are unwell should not attend St. Patrick's School until symptoms resolve.

Any positive COVID-19 cases from staff members or Contractors will be reported to the DHHS, WorkSafe and CEOB as per current practise. In the event of a confirmed case, the school's COVID-19 Management Plan will be enacted.

Health and Safety Measures

St. Patrick's School has considered a variety of strategies to support physical distancing, particularly among adults, and good hygiene practises to reduce the risk of COVID-19 transmission within the practical limitations of a school environment. The following actions are to be considered, adapted and implemented as necessary, according to the school setting and the individual needs of the staff, students and the wider school community.

Consideration	Strategies
Remote & Flexible Learning	<p>Prep to Year 10 in Rural and Regional Victoria</p> <ul style="list-style-type: none"> ● Prep to Year 10 students will move to remote and flexible learning (Wednesday 5 August) <p>On-site supervision in rural and regional Victoria will be available to:</p> <ul style="list-style-type: none"> ● Children whose parents cannot work from home ● Vulnerable children ● Any child with a disability.
Entry and Exit Points	<ul style="list-style-type: none"> ● All staff and students are required to enter and exit the School through a sanitisation station following all hygiene protocols and requirements.
Staggered Start and Finish Times	<ul style="list-style-type: none"> ● Pick up and drop off points are managed by the duty staff to ensure that congregation of persons does not occur. ● As per normal operations, parents are to remain in their vehicles during pick up and drop off. ● Staggered finish times apply: 3:05pm for bus and church children ● 3:15pm drop off zone and walking home
School Transport	<ul style="list-style-type: none"> ● Students should practise hand hygiene before and after catching school transport (i.e. prior to leaving home and at the end of the school day), and practise physical distancing at bus stops and interchange locations for other shared transport services. ● A sanitising station is available at the St. Patricks bus shelter
Playground Equipment	<ul style="list-style-type: none"> ● Playground equipment can now be used for students. However, students should practise hand hygiene before and after use. ● Students should bring their own water bottle for use at school as drinking fountains are closed. Taps may be used to refill water bottles.

	<ul style="list-style-type: none"> ● Yard duty staff are to maintain and encourage social distancing. PPE such as a mask and gloves may be required to be worn upon request. ● Outdoor facilities are preferred for the purpose of physical education and recreational play. Where indoor facilities are used, please limit the number of students to a class size. ● Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment. ● Playgrounds can be made available for community use
Physical Distancing - Staff	<ul style="list-style-type: none"> ● Staff are encouraged to maintain physical distancing requirements (1.5m) between other persons including students where possible. ● The staff room and an additional area in the Library have been set up to support physical distancing for staff. ● Signage has been placed around the school reminding staff of physical distancing requirements. ● The movement of staff and adults through the school reception is being carefully managed by clear signage and access to hand sanitiser. ● Appropriate spacing has been coordinated for occupied offices.
Cleaning	<ul style="list-style-type: none"> ● Extended and increased cleaning arrangements will continue. ● Progressive cleaning throughout the day will ensure the risk of transmission are reduced for high touch surfaces. ● When entering classrooms, staff are required to wipe down the teacher's desk with supplied wipes. If wipes are unavailable send a student to reception to collect more. ● Professional cleaning and sanitisation of student areas will be undertaken during recess and lunchtime and at the end of each day and will include, as a minimum, the disinfection of: <ul style="list-style-type: none"> - Workstations and desks in the designated area; - Touch points, exit push buttons and door handles; and - Floors will be cleaned at the end of the day.
Personal Hygiene Products	<ul style="list-style-type: none"> ● Active monitoring of cleaning and hygiene supplies stock (i.e. hand sanitiser, soap, toilet paper etc) to ensure adequate supply.

	<ul style="list-style-type: none"> • Handwashing facilities, wipes and hand sanitiser are available throughout the school, and in all occupied rooms.
Mental Health and Wellbeing	<ul style="list-style-type: none"> • Support services and resources are continuing to be offered to all staff and students. • Information regarding AccessEAP is made available to staff.
Staff Meetings and Assemblies	<ul style="list-style-type: none"> • School assemblies, staff meetings and other non-essential large gatherings will be postponed or adapted considering use of technology.
Attendance by non-essential visitors and parents	<ul style="list-style-type: none"> • Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers). • Additional staff, including parents/guardians are discouraged from attending school.
Camps and Excursions: For schools in rural and regional Victoria: *CECV updated 6th August 2020	*School camps and excursions cannot take place
Provision of First Aid and Management of Unwell Staff or Students <u>whilst at school</u>	<ul style="list-style-type: none"> • Physical distancing is not practical when providing direct care. In this situation, standard precautions (including hand hygiene) must be practised. • Staff are to observe students during the lesson, and if students are unwell send them to reception where they will be cared for. • Cleaning guidance should be followed according to the circumstances of the case. If a student or staff members spreads droplets (for example, by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.
Other Health and Safety Considerations	<ul style="list-style-type: none"> • All staff and students are reminded to supply and use their own drink bottles, and other equipment where necessary. • Staff and students are reminded and encouraged to limit social contact and movement throughout the school and limit contact with surfaces where possible. • Staff are encouraged and reminded to clean the students electronic devices regularly. • Fresh airflow indoors should be promoted and use of outdoor learning areas or environments with enhanced ventilation maximised where possible and as practical depending on weather conditions.

Emergency Management Plans and Checklists	<ul style="list-style-type: none"> • Completion of the CECV Return to School Planning Checklist 2020 to ensure that planning priorities and actions have been considered. • The school has developed emergency management plans and risk assessments to effectively manage all aspects of school reoccupation.
Communication	<ul style="list-style-type: none"> • Clear communication with staff, students, parents / guardians and the school community will be maintained to ensure a successful transition back to onsite schooling. • Promotional materials promoting hygiene and physical distancing are displayed in appropriate locations throughout the school. • Regular updates will be given to the School community to keep them informed of the ongoing Pandemic.
Management of a Suspected or Confirmed Case of COVID-19	<ul style="list-style-type: none"> • Staff who are asymptomatic and receive a test will be required to self-isolate until test results are received. • Staff who are symptomatic will be considered a suspected case and required to self-isolate until test results are received. • All Staff and Students are reminded to remain at home if they are unwell. • Where staff or students are experiencing symptoms compatible with COVID-19, the important actions to follow include practising hand hygiene, physical distancing and (where possible) putting on a face mask. • St. Patrick's School will follow their COVID-19 Emergency Management Plan which includes contacting DHHS to activate the procedures if a student or a staff member is a confirmed case or has been in contact with a confirmed case. • Following this the school will facilitate a deep clean to ensure the school is made operational as soon as possible.
Face Masks <ul style="list-style-type: none"> • <u>CECV update as of 30th July 2020</u> 	<p>In line with advice from the Chief Medical Officer, the Victorian Government has announced that all Victorians must wear a face covering when they leave home from 11.59 pm on Sunday 2 August 2020.</p> <ul style="list-style-type: none"> • Face coverings will be mandatory for people aged 12 and over. Students who attend primary school for onsite supervision, including those aged 12 by Year 6, will not be required to wear a face covering.

	<ul style="list-style-type: none"> • Wearing a face covering protects you and your community by providing an additional physical barrier to coronavirus (COVID-19). • The recommendation to wear a face covering does not apply to children and people aged under 12 years, individuals with breathing difficulties, and those who have physical conditions that make it difficult to wear a face covering.
<p>Temperature Checks <u>CECV update as of 13/8/2020</u></p>	<p>In order to support community awareness of the symptoms of COVID-19 and to help identify children displaying symptoms, all schools should undertake temperature screening of students participating in the on-site supervision program while the stay at home restrictions are in place.</p> <p>The normal temperature range on the forehead is approximately between 35.4°C and 37.4°C.</p> <p>If the temperature is below 37.5 °, no further action, child proceeds to their room.</p> <p>If the temperature is 37.5 ° or above, the school will re-check in 15 minutes, referring to guidelines for prompts.</p> <p>If the temperature remains at 37.5 ° or above, the parents will be called to pick up their child from the school.</p> <p>*Reference: DHHS</p>

School, Parent/Guardian Duty of Care

If there is a suspected or confirmed COVID-19 diagnosis in your family, please advise the school immediately via email: principal@spcamperdown.catholic.edu.au

We also request that all staff and students who feel unwell remain at home.

Daily Attendance Guidelines

- There will be sanitation stations equipped with an alcohol-based hand sanitiser and wet hand-washing stations with soap and paper towels for use.
- Staff will need to disinfect their work areas regularly throughout the day; they will be provided with wipes for the cleaning of their personal study spaces and technology.
- Students and staff will continue to practise the required 1.5m social distancing.

Responsibility

Approval Authority Responsible for monitoring the implementation,	Responsible person/s for maintaining the content of this policy as delegated by	Administration Responsible for the administration support for the
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outcomes and scheduled review of this procedure	Approval Authority	maintenance of this policy as directed by the Responsible person/s
Principal & School Advisory Council	Leadership Team	Compliance Officer

Procedures & Communication

The procedure will be communicated throughout the School community in the form of:

1. Policies section of the St. Patrick’s Primary School website to alert the School-wide community of the approved procedure; and
2. Distribution of emails to all current student families.

References:

[Department of Health and Human Services \(DHHS\)](#)

[AccessEAP](#)

[Catholic Education Commission of Victoria](#)

* The school reserves the right to vary this document to accommodate unforeseen circumstances relating to COVID 19 and its every changing situation.