



## Term 4 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 consider 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 this level are:

- enhanced hygiene practise and cleaning on school site
- physical distancing, in particular for adults
- planned return of all students for onsite learning from Monday 5<sup>th</sup> October 2020

### Scope

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

### Actions

#### Student Return

All St. Patrick's School students will return to onsite learning from Monday 5<sup>th</sup> October 2020

#### Staff Return

All school staff should return to working onsite from Monday 5<sup>th</sup> October 2020

All 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 will be reported to the DHHS 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
<p><b>Priority 1.</b> Mental Health and Wellbeing.</p>	<ul style="list-style-type: none"> <li>• Our highest priority is the mental health, safety and wellbeing of every student and member of staff. Students from disadvantaged backgrounds and many students with disabilities have been disproportionately impacted across all areas of their education.</li> <li>• This means encouraging and sustaining motivation for learning, re-engaging students and families where needed, and supporting the social and emotional learning of children and young people alongside curriculum-based learning.</li> <li>• This also means ensuring support for school staff, who have sustained their efforts through multiple transitions in modes of teaching and learning delivery.</li> <li>• Support services and resources are continuing to be offered to all staff and students.</li> <li>• Information regarding AccessEAP is made available to staff.</li> </ul>
<p><b>Priority 2.</b> Learning and Excellence</p>	<ul style="list-style-type: none"> <li>• Some students have been better able to progress in their learning in the remote and flexible learning environment, others have maintained their rate of progress, and some have, despite their best efforts and those of their families and teachers, fallen behind.</li> <li>• Our priority will be to ensure those who have fallen behind can catch up and those who have progressed significantly can continue to be extended and stretched in their learning.</li> <li>• Student voice and student agency should inform how we provide continuity of learning and support for every student in this environment.</li> <li>• Literacy and numeracy across the curriculum remain a focus, with schools also adapting their teaching and learning program in Term 4 to be responsive to student needs.</li> </ul>
<p><b>Priority 3.</b> Transitions</p>	<ul style="list-style-type: none"> <li>• Term 4 is a critical period, particularly for the children moving from kindergarten into Prep, from Grade 6 into Year 7, and those in Year 12 moving into employment or further education and training. Some students with disability face a significant milestone transitioning from school to community engagement, vocational pathways and independent living.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students in other year levels will also prepare for a change of teachers and new classmates.</li> </ul>
Entry and Exit Points	<ul style="list-style-type: none"> <li>• All staff and students are required to enter and exit the School through a sanitisation station following all hygiene protocols and requirements.</li> </ul>
Staggered Start and Finish Times	<ul style="list-style-type: none"> <li>• Pick up and drop off points are managed by the duty staff to ensure that congregation of persons does not occur.</li> <li>• As per normal operations, parents are to remain in their vehicles during pick up and drop off.</li> <li>• Staggered finish times apply: 3:05pm for bus and church children</li> <li>• 3:15pm drop off zone and walking home</li> </ul>
School Transport	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A sanitising station is available at the St. Patricks bus shelter</li> </ul>
Playground Equipment	<ul style="list-style-type: none"> <li>• Playground equipment can now be used for students. However, students should practise hand hygiene before and after use.</li> <li>• Students should bring their own water bottle for use at school as drinking fountains are closed. Taps may be used to refill water bottles.</li> <li>• 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.</li> <li>• 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.</li> <li>• Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment.</li> <li>• Playgrounds can be made available for community use</li> </ul>
Physical Distancing - Staff	<ul style="list-style-type: none"> <li>• Staff are encouraged to maintain physical distancing requirements (1.5m) between other persons including students where possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• The staff room and an additional area in the Library have been setup to support physical distancing for staff.</li> <li>• Signage has been placed around the school reminding staff of physical distancing requirements.</li> <li>• The movement of staff and adults through the school reception is being carefully managed by clear signage and access to hand sanitiser.</li> <li>• Appropriate spacing has been coordinated for occupied offices.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Extended and increased cleaning arrangements will continue.</li> <li>• Progressive cleaning throughout the day will ensure the risk of transmission are reduced for high touch surfaces.</li> <li>• 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.</li> <li>• 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"> <li>• Workstations and desks in the designated area;</li> <li>• Touch points, exit push buttons and door handles; and</li> <li>• Floors will be cleaned at the end of the day.</li> </ul> </li> </ul>
Personal Hygiene Products	<ul style="list-style-type: none"> <li>• Active monitoring of cleaning and hygiene supplies stock (i.e. hand sanitiser, soap, toilet paper etc) to ensure adequate supply.</li> <li>• Handwashing facilities, wipes and hand sanitiser are available throughout the school, and in all occupied rooms.</li> </ul>
Staff Meetings and Assemblies	<ul style="list-style-type: none"> <li>• School assemblies, staff meetings and other non-essential large gatherings will be postponed or adapted considering use of technology.</li> </ul>
Attendance by non-essential visitors and parents	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Additional staff, including parents/guardians are discouraged from attending school.</li> </ul>

<p>Camps and Excursions: For schools in <b>rural and regional Victoria</b>: <b><u>*CECV updated 4<sup>th</sup> October 2020</u></b></p>	<p><b>Regional Victoria</b></p> <ul style="list-style-type: none"> <li>• Excursions can resume within regional Victoria in line with the Third Step, no group limit (but should be in class cohort) but will need to be in line with any specific restrictions on venues visited and be for use by a single school at any one time</li> <li>• School camps can resume for single schools in regional Victoria and to regional destinations only.</li> </ul>
<p>Provision of First Aid and Management of Unwell Staff or Students <u>whilst at school</u></p>	<ul style="list-style-type: none"> <li>• Physical distancing is not practical when providing direct care. In this situation, standard precautions (including hand hygiene) must be practised.</li> <li>• Staff are to observe students during the lesson, and if students are unwell send them to reception where they will be cared for.</li> <li>• 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.</li> </ul>
<p>Other Health and Safety Considerations</p>	<ul style="list-style-type: none"> <li>• All staff and students are reminded to supply and use their own drink bottles, and other equipment where necessary.</li> <li>• Staff and students are reminded and encouraged to limit social contact and movement throughout the school and limit contact with surfaces where possible.</li> <li>• Staff are encouraged and reminded to clean the students electronic devices regularly.</li> <li>• 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.</li> </ul>
<p>Emergency Management Plans and Checklists</p>	<ul style="list-style-type: none"> <li>• Completion of the CECV Return to School Planning Checklist 2020 to ensure that planning priorities and actions have been considered.</li> <li>• The school has developed emergency management plans and risk assessments to effectively manage all aspects of school reoccupation.</li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>• Clear communication with staff, students, parents / guardians and the school community</li> </ul>

	<p>will be maintained to ensure a successful transition back to onsite schooling.</p> <ul style="list-style-type: none"> <li>• Promotional materials promoting hygiene and physical distancing are displayed in appropriate locations throughout the school.</li> <li>• Regular updates will be given to the School community to keep them informed of the ongoing Pandemic.</li> </ul>
<p>Management of a Suspected or Confirmed Case of COVID-19</p>	<ul style="list-style-type: none"> <li>• Staff who are asymptomatic and receive a test will be required to self-isolate until test results are received.</li> <li>• Staff who are symptomatic will be considered a suspected case and required to self-isolate until test results are received.</li> <li>• All Staff and Students are reminded to remain at home if they are unwell.</li> <li>• 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.</li> <li>• 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.</li> <li>• Following this the school will facilitate a deep clean to ensure the school is made operational as soon as possible.</li> </ul>

### **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](mailto: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, outcomes and scheduled review of this procedure	Responsible person/s for maintaining the content of this policy as delegated by Approval Authority	Administration Responsible for the administration support for the maintenance of this policy as directed by the Responsible person/s
<b>Principal &amp; School Advisory Council</b>	<b>Leadership Team</b>	<b>Compliance Officer</b>

## 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 e-mails 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.