

# Tucker Road Bentleigh Primary School

## COVID-19 Policy for Term 4

### Purpose

The purpose of this policy is to outline to parents, carers and students how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during Term 4, 2020.

TRBPS is committed to providing a safe learning and working environment for our students and staff. We ask for all members of the school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria.

### Background

Tucker Road Bentleigh PS is following the advice for schools from the Department of Education and Training which can be found on the Department's website at: [Coronavirus \(COVID-19\)](#).

### Scope

This policy applies to everyone in the TRBPS community engaging in on-site learning or visiting school grounds. This includes all members of staff (principals, teachers and education support staff), all parents/carers who interact with the school and all students. It also includes visitors to the school. Information specific to staff only and not directly relevant to students and their families is not included in this policy.

### Details

#### On-site learning and remote learning from home

We are pleased to advise that all students will return to full-time on-site learning commencing the week beginning Monday 12 October. Information on starting dates and times for each year level will be provided to parents and carers via Compass on Friday October 9.

#### Term 4 priorities

We will continue to have in place strong measures to protect the health and safety of students, staff, families and the community. In addition to the health and safety measures outlined in this policy, we will be focused on three key priorities in Term 4:

##### **Health and wellbeing**

Our highest priority will be the wellbeing, particularly the mental health, of every student and member of staff. This means effectively mobilising all available resources to support our most vulnerable students and enabling staff to access the relevant support services.

##### **Learning and excellence**

Some of our students have thrived in the remote and flexible learning environment, others have maintained their learning progress, and some have fallen behind, despite their best efforts and those of their families and teachers. Our priority will be supporting both those who need it to catch up and those who have progressed to continue to extend their learning.

##### **Transitions**

We will make every effort to ensure successful transitions for children moving from kindergarten into Prep and the Grade 6s moving into Year 7.

## Health and safety at school

Our school follows the Department and Victorian Chief Health Officer's advice and requirements in relation to health and safety. The health and safety measures relating to students are outlined below. These health and safety measures are regularly reviewed in line with the changing context of COVID-19 in Victoria. As a result, as Term 4 proceeds, some measures may no longer be required and/or new measures may be introduced.

### *Unwell students (including students who have been tested)*

- Unwell students **must** stay home.
- Where students have been tested for coronavirus (COVID-19) they are required to isolate at home and must not attend school until they are both symptom free and have received their results (provided the result is negative).

### *Managing unwell students at school*

- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough, chills or sweats, shortness of breath, sore throat, runny nose, loss of smell or taste, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Parent/carers of students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. Students should not return until symptoms resolve.

### *Managing a suspected or confirmed case of COVID-19*

The Department has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools. In accordance with these procedures:

- We will contact the Department of Health and Human Services on 1300 651 160 to seek advice if a student or staff member:
  - is a confirmed case
  - has been in close contact with a confirmed case
- We will inform the Department's Incident Support and Operations Centre who will support the school to make an [IRIS incident alert](#).

DHHS defines 'close contact' as someone who has either:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

### *Face coverings*

- All school staff on site will wear face coverings unless exempt due to a medical condition or disability but may remove their face covering when teaching students.
- As we are a primary school, students are not required to wear face coverings regardless of whether or not they are aged 12 or over, but may choose to do so.
- Students are encouraged to bring their own face mask to school but will be provided with a single-use mask if they forget their own mask, or if they do not bring a mask for any other reason.
- Parents are also required to wear face coverings whenever they leave the house, including for a school drop off and pick up. When travelling in a car alone, or only with members of their household, they do not need to wear a mask.

### *Physical distancing*

- Wherever possible we will encourage and support physical distancing of students however the Department and Victorian Chief Health Officer has acknowledged that physical distancing in schools is practicably difficult to achieve and has not mandated this practice.
- Parents are asked to observe physical distancing requirements (1.5 metres) whenever dropping off or collecting students from school and must not congregate at the school gate.

### *School arrival and departure arrangements for Term 4*

To support physical distancing at our school we have arranged for the following staggered arrival and departure times and entry/exit points:

#### **DROP OFF AND PICK UP AREAS:**

This process will be the same as it was when **ALL** students returned back to school in Term 2. We will again be staggering our start and finish times according to your child/children's first initial of their surname. The children have been put into two groups to keep siblings together and so that parents/carers only have one allocated **drop off and pick up** time each day. It would be appreciated if older siblings could be encouraged by parents/carers to see any younger siblings to their line up area first before they line up.

#### **Group 1:**

All children with surnames starting with **A-K** have been allocated the **drop off time of 8:45-9:00am** and the **pick-up time of 3:15pm**. Gates have been assigned according to the first letter of the child/children's surname:

**A-C:** will enter & exit via the gate closest to the Tucker Road pedestrian crossing and Rainbow House then follow the pathways to their line up areas. The Prep area gates are now remaining closed so they will enter internally through the gates near the small Hall and older children can go through the gate near the SOL centre.

**D-G:** will enter and exit via the middle gates closest to the school hall and alongside the old administration building.

**H-K:** will enter and exit via the gate opposite the music and art rooms and walk the yellow pedestrian pathway to enter either the big gate near the SOL centre and bike racks or follow the path past the small hall and Library Block.

#### **Group 2:**

All children with surnames starting with **L-Z** have been allocated the **drop off time of 9-9:15am** and the **pick-up time of 3:30pm**. Gates have been assigned according to the first letter of the child/children's surname:

**L-P:** will enter & exit via the gate closest to the Tucker Road pedestrian crossing and Rainbow House then follow the pathways to their line up areas.

**Q-S:** will enter and exit via the middle gates closest to the school hall and alongside the administration building.

**T-Z:** will enter and exit the gate opposite the music and art rooms and walk the yellow pedestrian pathway to enter the big gate near the SOL centre and bike racks.

### *Reducing mixing between student groups*

There will not be mixing the year levels across the school to reduce contact between level groups of students indoors. This means that, children may mix with their same year level but we will not schedule classroom 'activities' where the students mix with other year levels across the school indoors. Children will have designated playground equipment as in: P-2, 3/4 & 5/6 but will share oval spaces and basketball courts due to the large nature of our outdoor areas to suitably space groups of students. There will be no whole school assemblies or mixed level assemblies. These will remain virtual at present. Children will wash and sanitise their hands before going out to play and when returning from play.

### *Hand, food and drink hygiene*

- Hand sanitiser will be available at on entering the classrooms and students will be educated on the importance of this health and safety measure.
- All people on school grounds must undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Where shared PE and Sport equipment is necessary, students will be required to exercise strict hand hygiene before and after use.

- Students must not drink from the school water fountains and must bring their own water bottle for use and refilling at school.
- Students must not share their food.

#### *Air ventilation*

- Wherever possible, we will increase fresh air into indoor spaces and maximise the use of outdoor learning areas and environments. This will include setting air conditioning units to use external air rather than recycling and keeping doors open with door jambs to keep air circulating.

#### *Temperature checks*

- Mandatory temperature testing of all students is no longer required. However, we will continue to heed Department and Chief Health Officer's advice on this, and temperature checks may be reintroduced if the current levels of community transmission in Victoria increase.

#### *Mobile phones*

- The Department and school's mobile phone policies continue to apply and we ask that students clean their phones regularly.

#### *Health, Wellbeing and inclusions Workforces at school*

- Health and wellbeing staff (such as Student Support Services, Koorie Engagement Support Officers, Visiting Teachers and school nurses) will continue to provide support to students as required.
- Please contact Marie Chalas or Emma Baldwin for further information should you require this.

#### *Record keeping for contact tracing*

- To support contact tracing, we are required to keep a record of the name, contact details, date and time of attendance of all staff, students and visitors who attend on-site for more than 15 minutes.
- We are also required to record the areas of the school the person attended.

#### *COVID-19 Safety Management Plan*

- Our school follows and implements the Department's COVID-19 Safety Management Plan, available at: [COVID19 Safety Management Plan](#).

## **Attendance**

Normal attendance notification requirements apply for all students. Please refer to our school Attendance Policy for further information.

Exceptions to attendance may exist for medically vulnerable students. The Acting Deputy Chief Health Officer has advised that decisions regarding school attendance should be informed by the nature of a child or young person's condition, its severity and intensity of required treatment. In most cases, the presence of common conditions of childhood, such as asthma, epilepsy or Type 1 diabetes, should not preclude a student from attending face-to-face learning.

In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic.

Please also contact Marie Chalas or Emma Baldwin for further support and advice on how we can support your child in these circumstances.

Our school records student attendance in accordance with the Department's [Attendance Policy](#).

## **School assemblies**

As stated previously, School assemblies will not take place face-to-face but instead will occur virtually as per Term 2.

## Camps and excursions

- Camps and excursions cannot take place. We will inform parents and students if this changes over the course of Term 4.

## Sport and recreation

Based on the Department and Chief Medical Officer advice and requirements as at 5 October 2020:

- Playground equipment can be used by students. However, students should practise hand hygiene before and after use.
- Playgrounds are not available for community use.
- Indoor sport is not allowed. Wherever possible students will participate in physical education or recreational play outdoors and will be discouraged from engaging in contact sport' or 'must not engage in contact sport'].
- School swimming program has been cancelled for this year.

## Instrumental classes and technology

- Choirs and wood/wind/brass instrument use is not permitted in schools except where required for essential assessments
- The Technology Shed will be closed for student or lunchtime use until further notice.

## Canteen

Our school canteen is now closed and we have moved to the use of a private provider called, Classroom Cuisine, this will operate four days a week: Monday, Wednesday, Thursday and Friday. See Compass message for how to book online.

## Visitors and school tours

Under Department and Victorian Chief Health Officer advice and requirements visitors to school grounds must be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, cleaning and maintenance workers). This means:

- Parent volunteers must not attend school
- Parent-teacher information sessions and interviews will be conducted remotely online via Webex
- On-site school tours for prospective students and their families will not be conducted unless an exemption has been granted by the Principal to support essential educational planning and decision-making for students with disability or highly complex needs. We are providing virtual school tour (link is on our website) and Prep Information Nights, Transition activities plus a 'meet and greet' with the 2021 Prep teachers. Information regarding this process will be flagged via Compass and be conveyed to Kindergartens and Child Care Centres.

Any Essential Worker visitors to school grounds must comply with physical distancing and face covering requirements and practise good hand hygiene and be temperature checked.

## Outside school hours care

Outside School Hours Care will be available for students in accordance with their usual process. Further information is available from the Camp Australia website.

## Interschool activities

All interschool activities that involve on-site attendance by students from other schools e.g. interschool sports or visitors from Secondary Colleges will either take place virtually or will be cancelled.

## Communication between parents/carers and our school

Parents and carers are encouraged to contact the class teacher or Team Leader to discuss any concerns or areas of need in regards to their child's learning, health, wellbeing or access to teaching and learning resources.

## Cleaning and facilities management

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See Department information about [Access to cleaning supplies and services](#).
- We will be exercising good hand hygiene practices immediately before and after use of any shared classroom resources or equipment.

## Further information and resources

- [DET Coronavirus \(COVID-19\) website:](#)
- <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- [DHHS Coronavirus \(COVID-19\) website:](#)
- <https://www.dhhs.vic.gov.au/coronavirus>
- [DET Infectious Diseases Policy:](#)
- <https://www2.education.vic.gov.au/pal/infectious-diseases/policy>
- [DET Health Care Needs Policy:](#)
- <https://www2.education.vic.gov.au/pal/health-care-needs/policy>
- [Talking to your child about COVID-19:](#)
- <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- Department of Education and Training COVID-19 Advice Line – 1800 338 663
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)

## Review

This policy was created on October 7 and will be reviewed on a regular basis as the situation changes.