



## COVID-19 Policy for Term 3 (during Stage 3 restrictions)

### Purpose

The purpose of this policy is to outline how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during Term 3, 2020.

Donvale Primary School 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

Donvale Primary School is following the advice 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 Donvale Primary School community. 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.

### Details

#### Stage 3 Stay at Home restriction requirements

As a metropolitan Melbourne school, we are subject to Stage 3 COVID-19 restrictions until 11:59pm on Wednesday 19 August 2020, or longer if extended. This means that all students must learn from home, except for students in the following categories:

- Children on days when they are not able to be supervised at home and no other arrangements can be made. This is available for children of parents who cannot work from home, any student with a disability and vulnerable children.

In accordance with DET advice and requirements, this also means that:

- Staff will attend school in accordance with normal arrangements, except when otherwise agreed with the principal.
- All unwell staff and students **must** stay home.

- 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 parent volunteers, must not attend school at this time. Activities dependent on and involving parents, such as Parent Helpers are cancelled until further notice.
- We ask that any parents/carers wishing to discuss any matters with a staff member to first use the options of either a phone call, video call or email. If a face-to face meeting is needed, it must meet the physical distancing requirements of 1.5m between adults.
- All interschool activities that involve onsite attendance by students from other schools e.g. interschool sports, will be cancelled.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed.
- We will continue to monitor restriction levels throughout Term 3 and will inform parents of any changes as they arise.

## Remote learning from home

At our school we:

- use the 'DPS Learning Hub,' Google Classroom, See Saw and WebEx to communicate with students and deliver their educational program
- students are expected to login to their daily WebEx class meeting at the start of the school day.
- ensure students receive regular feedback via their classroom WebEx meetings, Google Classrooms and / See Saw.

Classes have created a Term 3 schedule/calendar setting out what is expected of students in relation to learning tasks for their level. Refer to our DPS Learning Hub.

We acknowledge that remote learning from home can be a challenging experience for both parents and students and we will continue to monitor our delivery of this program to make it as engaging and effective as possible.

## On-site provision

On-site learning will be available at Donvale Primary School but only for students in the categories listed above. Please contact Lena Clark (Principal) Ph. 9848 3373 if you are unsure if your child meets any of these categories.

Parents/carers must inform the school in advance to let us know that their child will be attending during the period of remote and flexible learning by completing the form sent to parents each Monday and then submitting it no later than by 4.00pm on the Thursday of the same week.

The Department has issued a number of instructions relating to on-site learning to support the health and safety of our school community during this time and to provide continuity of teaching, learning and support.

At our school, this means:

- temperature checks will be conducted for all students engaging in on-site learning (see *Temperature screening* section below)
- the learning program delivered on-site will be the same as the learning program delivered to students undertaking remote learning from home.

- students attending on-site learning will be appropriately supervised by staff with either current Victorian Institute of Teaching registration or a Working with Children Check.
- parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the DET [Health Care Needs](#) policy.

### School arrival and departure

DET advises that:

*As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.*

This means that at our school we ask all parents with students attending onsite learning to follow the school expectations and requirements.

- We ask staff and parents / carers to observe physical distancing measures by not congregating in areas inside or around the school including the school car park and student line up areas.
- To minimise interaction of students and adults within the school and at entry points we:
  - ask all students attending onsite learning to arrive at school no later than 8.50am and wait for their class teacher to greet them at their usual class line up area.
  - ask all parents / carers, where practicable, to say goodbye to their child/ren at the school gate to avoid entering the school grounds. If dropping off by car, ask that parents remain in the car, where practicable.
  - ask all parents to make pick up arrangement with their child/ren and ensure that their child/ren are clear of what these arrangements are. e.g. Agreed meeting points such as the school gate.
  - ask that you arrive to pick up your child as close to the pick-up time as possible so as to avoid the need to be in the school grounds any longer than is necessary.
  - ask that you let the school and / or child's teacher know if you intend to pick up your child/ren by car via the school's drop off and pick up zone so that we can ensure that your child is supervised in this area.
  - ask that all parents / carers ensure that they are on time for their child's pick up.
  - request that parents only enter the school grounds and buildings when essential to do so and to contact the school by phone or email where appropriate instead.
  - encourage non-contact greetings.
  - ask that parents /carers do not to linger while picking up or dropping off students.

### Temperature screening

DET advises, based on guidance from Victoria's Chief Health Officer:

*In order to support community awareness of the symptoms of COVID-19 and to help identify children displaying symptoms, all schools located in metropolitan Melbourne and Mitchell Shire will commence temperature screening of students while the stay at home restrictions are in place.*

Under DET guidelines our school is required to undertake the following temperature screening procedures:

- All students engaging in on-site learning will have their temperature taken in the morning. Staff responsible for screening student temperatures will wear a face mask throughout the screening process and will ensure the process allows appropriate physical distancing between adults.
- Students with a temperature equal to or greater than 37.5 ° on first reading will be asked to wait in a separate room and will have their temperature re-checked after 15 minutes. Students may be encouraged to remove any outer layer clothing (such as a jacket or jumper) if inside in case this is affecting the reading.
- Students with a temperature equal to or greater than 37.5 ° on the second reading will be isolated until parents / carers can collect the child as soon as possible. In these circumstances, families will be encouraged to seek the advice of their health care professional as soon as possible.

## Hygiene

DET advises that:

*Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.*

At our school:

- All staff and students engaging in on-site learning will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Students must bring their own water bottles to school for use (and refilling). It is recommended that students do not drink directly from drinking fountains at this time.
- Staff and students are reminded to clean their mobile phones regularly. The Donvale Primary School Mobile Phone Policy remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food is not permitted.

## Face Coverings:

Face coverings will be mandatory for people aged 12 and over. These measures will slow the spread of coronavirus (COVID-19) and help protect the community.

In our school, this means that school-based staff will be required to wear a face covering.

Teachers and education support staff will not be required to wear face coverings while teaching, but those who wish to do so, can. Teachers will wear face coverings in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Students who attend primary school for on-site supervision will not be required to wear a face covering. Students who are aged 12 by Year 6 will not be required to wear face coverings. The Victorian Chief Health Officer has advised that it is not practical to require some primary school students to wear face coverings while others are not required to.

## Specific arrangements for teaching and on-site learning environments and break times

DET advises that:

*Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.*

*Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.*

At our school we will:

- be keeping windows and doors open (where practical) to promote fresh air flow indoors.
- be maximising use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions.
- have students and staff largely remain in the same classroom areas where possible rather than moving for particular classes from room to room
- be organising student traffic in corridors and locker bays (e.g. dividing the corridor for traffic direction.
- have staff maintain physical distancing as much as practical when working in a classroom together and wearing face masks.

## Provision of routine care and first aid

DET advises that:

*Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.*

At our school:

- Standard precautions as per DET [Infectious Diseases policy](#) and eg First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practiced before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.

## Management of an unwell student or staff member

DET advises that:

*It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.*

This means that at our school:

- students engaging in on-site learning experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, 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.

- where a staff member, teacher or student is experiencing symptoms of coronavirus (COVID-19), however mild, they should stay home and get tested as per recommendations from the Victorian Premier and Minister of Health.
- 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.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is generally not required to return to school after a period of illness, however staff and students should not return until symptoms resolve.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

See DET [guidance for the use of Personal Protective Equipment in education](#).

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

*DET 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.*

- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next 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.

### Attendance

Normal attendance notification requirements apply for all students, including students undertaking remote learning from home. Please refer to our school Attendance Policy for further information.

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

### Sport and recreation

DET advises that:

*In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.*

At our school:

- Playground equipment can be used, however, students will be directed to practice hand hygiene before and after use. During stage 3 restrictions, our school playground will **not** be available for community use outside of hours, in accordance with Department requirements.
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students.
- Swimming and aquatic facilities will not be used for Term 3.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

## School offices and staff facilities

DET advises that:

*As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.*

At our school we will:

- Spread staff workstations out as much as possible and limit the number of staff in offices, re-locating staff to other spaces (e.g. library or unused classrooms)].
- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.

## Cleaning and facilities management

DET advises that:

*Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.*

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](#).
- Carefully consider the necessity of using shared items or equipment e.g.: shared computers, class sets of teaching and learning materials, musical instruments etc at this time.
- We will be practising hand hygiene immediately before and after use of shared 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 last updated on 20<sup>th</sup> July 2020 and will be reviewed on a regular basis as the situation changes.