



Donvale Primary School

COVID-19 Policy for Term 4

2020

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.

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 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 Donvale Primary School 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 via Compass communications.

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:

Mental 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 children moving from Grade 6 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:

- **Foundation:** Drop off between 8.45am and 9.00am ready for a 9.00am start.
3.30pm pick up. Please ensure that you drop your child off between these times only and not earlier. Teachers will not be available to supervise your child prior to these times.
Drop off point for the Foundation children is at the water tank area adjacent to the Foundation classrooms. We ask that parents please do not enter the school building to drop off their child.

- **Yr 1 / 2 students:** 8.45am drop off; 3.15pm pick up.
Drop off point is at your child's usual class line up. The teachers will come and meet with their classes at their line up area at 8.45am. Parents are asked to drop off as close to 8.45am and then immediately leave the school grounds.
- **Yr 3 / 4 students:** 8.45am drop off; 3.15pm pick up.
Drop off point is at your child's usual class line up. The teachers will come and meet with their classes at their line up area at 8.45am. Parents are asked to drop off as close to 8.45am and then immediately leave the school grounds.
- **Yr 5 / 6 students:** 9.00am drop off; 3.30pm pick up.
Year 5 / 6 students are to make their way into the Senior building at 9.00am. The teachers will be there to greet at per usual.

Please note: Students in years 5 & 6 with siblings who commence at the earlier start time of 8.45am can also be dropped off at school at this time. They are to remain outside (weather permitting) until their 9.00am commencement time. Children in the school grounds are supervised by from 8.45am to 9.00am. Children who conclude the day at 3.15pm and have older siblings in the 5 /6 level, will be supervised in their classrooms by their class teacher and be dismissed at 3.30pm – same time as their sibling. These options will enable parents to leave the school grounds immediately rather than waiting around for the next school start or finish time. For example, if you have children in Foundation and Year 2, then you can drop both children off for 8:45am start. Similarly with pick up – both children can be picked up at 3.30pm.

Also, where possible, non-school children are asked not to be brought to pick up or drop off.

We will:

- place witches hats at various drop off and pick up points to encourage spacing between adults and reduce the number gathering in any particular point around the school.
- expect all parents / carers to enter the school grounds as close to pick up or drop off time as possible. Parents should either stay in their cars or wait at the school boundary and only enter the school grounds when it is within minutes to their child's drop off or pick up time. We would appreciate it if parents did not enter the school grounds well before their child's drop off or pick up time and wait around to drop off and / or pick up.
- expect all adults (with exception of staff) to leave the school grounds immediately after drop off and pick up. Parents / carers lingering in the school grounds during pick up and drop off times will not be allowed.
- ask all students to leave the school grounds immediately after pick up or end of their school day.
- request that parents only enter the school grounds when essential to do so and to contact the school by phone or email where appropriate instead.

- encourage non-contact greetings.

Hand, food and drink hygiene

- Hand sanitiser will be available at entry points to 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 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 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, Visiting Teachers and school nurses) will continue to provide support to students as required.

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 either Lena Clark or Ian McKinlay 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

School assemblies will not take place face-to-face but instead will occur via WebEx video meetings each Friday afternoon.

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 [
- Outdoor swimming pool use in the community can occur. Restrictions on the number of people permitted to the outdoor pool do not apply if it is being used exclusively by a single school for educational purposes. Further information about our Term 4 swimming activities will be communicated to the relevant year levels.

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
- 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.

Visitors to school grounds must comply with physical distancing and face covering requirements and practise good hand hygiene.

School buses and transport

Students should practice hand hygiene before and after catching any form of public or school transport.

Physical distancing should be practised by both parents and students at bus stops, interchange locations and train stations.

Outside school hours care

Outside School Hours Care will be available for students in accordance with their usual process. Further information is available from OSH Club

oshclub.com.au

Interschool activities

All interschool activities that involve on-site attendance by students from other e.g. interschool sports, will be cancelled.

Communication between parents/carers and our school

Parents and carers are encouraged to contact their child's teacher 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](#).
- 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 7th October, 2020 and will be reviewed on a regular basis as the situation changes.