Flemington Primary School
COVID-19 return to School Policy

1. **PURPOSE AND RATIONALE:**

The purpose of this policy is to outline how our school will be managing risk relating to Coronavirus (COVID-19) during key interactions between students, parents and staff during the return to school in Term 2, 2020.

Flemington Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole 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.

2. **POLICY STATEMENT:**

Flemington Primary School is following the advice from the Department of Education and Training including, _Health and safety advice for return to onsite learning in the context of COVID-19_ which can be found on the Department's Coronavirus (COVID-19) website.

3. **DEFINITIONS:**

- **Parents/carers -** those with responsibility for the child. in the absence of a court order dictating otherwise each parent of a child under 18 will be deemed to have equal responsibility**.**

4. **ACTION GUIDELINES:**

This policy applies to everyone in the Flemington 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.

4.1 Attendance on-site

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.

While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

This means that at our school:
- All unwell staff and students **must** stay home.
- 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.
- 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, are discouraged from attending school at this time. Activities dependent on and involving parents [Classroom volunteer program, Library support] 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, Webex meeting or Dojo message. 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 [interschool sports or State School Spectacular] will either take place virtually or will be cancelled.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed. Where possible, Flemington primary school will work towards creating virtual events.

4.2 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 staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school or outside classrooms.
- To minimise interaction of students and adults within the school and at entry points we:
  o Limit three people only into the office reception area and develop an entry and exit for this area.
  o Develop a second staff room for staff to allow for distancing.
  o Implement a staggered starting time for Foundation –Year 2 commencing at 8.50am and finishing at 3.20pm.
  o Foundation –Year 2 students will enter their classroom without lining up in the morning, allowing for staggered entry.
  o Year 3-6 classes will stagger their entry to and from classes ensuring that only one class uses stairs at a time.
  o Place dots in the school administration corridor and office area to encourage spacing between adults.
  o 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.
  o Encourage non-contact greetings.
  o Ask that parents/carers do not to linger while picking up or dropping off students.

4.3 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 will undertake regular hand hygiene, particularly on arrival to school, before and after eating, before and after Specialist classes, 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 PERSONAL DEVICE POLICY remains in place so students will not be handling their mobile phones during the school day.

- Sharing of food is not permitted.

4.4 Specific arrangements for teaching and 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:

- Encourage students to play in their designated play areas eg –F-2 playground, 3-6 Amphi.
- Cease team teaching classes together and flexible groupings with different classes.
- Keep windows and doors open to promote fresh air flow indoors.
- Maximise use of outdoor learning areas or environments with enhanced ventilation where possible. and as practical depending on weather conditions.
- Encourage students and staff to remain in the same classroom areas where possible rather than moving for particular classes to team teach.
- Stagger entry to classrooms to ensure that student traffic in corridors is limited.
- Encourage staff to maintain physical distancing as much as practical when working in a classroom together.

4.5 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.
- Remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.
- Create a second staffroom to enable physical distancing.

4.6 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.
- We will be practising hand hygiene immediately before and after use of shared equipment

4.7 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.

- Playground equipment can be used. However, students will be directed to practise hand hygiene before and after use.
- 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.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

4.8 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 **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 practised 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.

4.9 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:

- Staff and students 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 staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET guidance for the use of Personal Protective Equipment in education.
- If the care of an unwell child with complex health needs is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing direct care, gloves, gown and eye protection will be considered.
- 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 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).

4.10   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:
    o   is a confirmed case
    o   has been in close contact with a confirmed case
- We will inform the Department by making 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.

4.11   Further information and resources

- DET Coronavirus (COVID-19) website:
    o   https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx
- DHHS Coronavirus (COVID-19) website:
    o   https://www.dhhs.vic.gov.au/coronavirus
- DET Infectious Diseases Policy:
    o   https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx
- DET Health Care Needs Policy
    o   https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx
- Talking to your child about COVID-19:
    o   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)

5.   **MONITORING, REPORTING AND REVIEW:**

- This policy was last updated on 25/5/20 and will be reviewed weekly until the end of Term 2

6.   **RELATED POLICIES AND DOCUMENTS:**

- First Aid Policy.