



COVID-19 POLICY

TERM 4, 2020

Purpose

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

Sandringham East 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

Sandringham East Primary School's Return to School Plan follows the advice for schools from the Department of Education and Training (DET) which can be found on the Department's website at: [Coronavirus \(COVID-19\)](#). Further to this policy, Sandringham East Primary School has developed and follows a COVID Safety Management Plan.

This policy has been developed using DET's template for all Victorian government schools, and has been adapted to reflect the protocols and measures in place at Sandringham East Primary School. This policy takes effect from Monday 12th October 2020 and will be reviewed regularly as the template will continue to be updated for schools whenever new or changed information comes to light.

Scope

This policy applies to everyone in the Sandringham East 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.

Policy

On-site learning and attendance

Students will return to full-time on-site learning commencing the week beginning Monday 12 October 2020. As communicated via Compass on Tuesday 6 October, Foundation, Level 1 and Level 2 students will re-commence full time on Monday 12 October. Level 3, 4, 5 and 6 students will re-commence full time on Tuesday 13 October.

All students will be expected to return to onsite learning and Remote Learning will cease upon each year level's scheduled return. Exceptions to attendance may exist for medically vulnerable students. The school will continue to provide a modified Remote Learning program only in the instance of the student being medically exempt from attending onsite. In these circumstances parents/carers are asked to communicate directly with the Principal, Laureen Walton (Laureen.walton@education.vic.gov.au).

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.

From the abovementioned dates, normal attendance practices apply, including notification requirements by parents/carers for all students in the event of an absence. Our school records student attendance in accordance with the Department's [Attendance Policy](#).

Term 4 priorities

Sandringham East Primary School 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:

1. 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.

2. 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 to catch up and those who have progressed to continue to extend their learning. In particular, Literacy and Numeracy will be prioritised by Sandringham East Primary School staff during Term 4.

3. Transitions

We will make every effort to ensure successful transitions for children moving from kindergarten into Foundation, and for Level 6s moving into Year 7. Smooth transitions between year levels will also be a priority in preparation for 2021. Details of our transition programs will be dependent on updated advice as the term progresses.

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

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

- We will contact DHHS 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 DET'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

- A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements.

SCHOOL STAFF

- All school staff on site will wear face coverings at school, and when travelling to and from school, unless exempt due to a medical condition or disability.
- Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. When not involved in direct teaching of students, teachers and education support staff must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty, during non-face-to-face time such as planning with colleagues and when providing first aid or taking temperatures), and when travelling to and from school.
- Health, wellbeing and inclusion staff are required to wear face masks, unless an exemption applies, including the need for 'clear enunciation or visibility of their mouth' (for example, when undertaking a speech therapy intervention or working with individuals who are deaf or hard of hearing).

STUDENTS

- As we are a primary school, Sandringham East 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.

PARENTS/CARERS

- Parents/carers 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, but in this case must put one on if leaving the car to drop off or pick up their child.

Physical distancing

- Wherever possible we will encourage and support physical distancing of students however DET and the Victorian Chief Health Officer has acknowledged that physical distancing in schools is practicably difficult to achieve and has not mandated this practice.
- Parents/carers 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. Reminder that masks must be worn during drop off and pick up.

School arrival and departure arrangements for Term 4

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

- 4 entry points – Holloway Rd driveway, Miller St laneway, Bay Rd laneway, Stop ‘n’ Go via library.
- 3 exit points – Holloway Rd driveway, Miller St laneway, Bay Rd laneway.
- 8:50am – 9:00am window for arrival with A-L surnames arriving first, followed by M-Z surnames.
- 3:15pm A-L surname gate collections, 3:25pm M-Z surname gate collections, 3:30pm students departing independently or attending on site after school care.

Hand, food and drink hygiene

- Hand sanitiser will be available at entry points to classrooms/learning spaces/buildings and students will be educated on the importance of this health and safety measure. Regular reminders will be given, including on arrival and at eating times.
- 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, such as by opening louvres, windows and doors, and we will maximise the use of outdoor learning areas and environments.

Temperature checks

- Routine mandatory temperature testing of all students is no longer required. However, we will continue to heed DET and Chief Health Officer advice on this, and temperature checks may be reintroduced if the current levels of community transmission in Victoria increase. We may take a student's temperature if they are demonstrating COVID-related symptoms as a First Aid measure to inform decision making.
- We suggest that parents/carers may check their child's temperature before leaving for school in the morning. A temperature of >37.5 degrees may indicate a fever.

Student resources, mobile phones, iPads and laptops

- Staff will plan where possible for minimal sharing of classroom resources and technology, such as shared stationery and iPads, and when practical will undertake regular disinfecting by wiping such items when used by or shared between multiple students.
- DET and school's mobile phone policies continue to apply and we ask that students clean their phones regularly, following cleaning guidelines specific to the device.
- Students with a laptop are asked to ensure they are cleaned regularly, following cleaning guidelines specific to the device.

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.

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 DET's COVID-19 Safety Management Plan, available at: [COVID19 Safety Management Plan](#).

School assemblies

School assemblies will not take place face-to-face. We may hold virtual assemblies as the term progresses.

Camps and excursions

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

Sport and recreation

Based on DET 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.
- Our school grounds and buildings, including 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. Staff will monitor student proximity during recess and lunch play and some areas, such as the Gaga Pit, may need to be closed to manage risk pending further observation.

Performing Arts, instrumental music and singing classes

- Choirs and instruments involving use of the mouth (e.g. wood/wind/brass instrument) is not permitted in schools except where required for essential assessments. This is based on greater evidence regarding the potential spread of aerosols and droplets from the use of woodwind instruments and singing and voice projection.
- Performing Arts classes will not involve activities which risk spreading COVID-19, such as singing.

Visitors and school tours

Under DET 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.
- Authorised visitors to school grounds must comply with physical distancing and face covering requirements and practise good hand hygiene.

Canteen

Further information about our canteen in Term 4 will be provided soon.

Outside school hours care

Outside School Hours Care will be available for students in accordance with their usual process. Further information is available by contacting the care provider, Extend.

Interschool activities

All interschool activities that involve on-site attendance by students from other schools, or students from our school travelling off-site, such as interschool sport and Upstanders, may take place virtually if practical, or will be cancelled.

Communication between parents/carers and our school

Parents and carers are encouraged to contact a member of the school leadership team 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 the extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See DET information about [Access to cleaning supplies and services](#). Examples of high-touch areas are door handles, railings, taps and monkey bars.
- Minimize the sharing of resources/items among students and food must not be shared. We will be practising hand hygiene immediately before and after use of shared equipment.

Review

This policy was last updated on Friday 9 October 2020 and will commence on Monday 12 October 2020. This policy will be reviewed on a regular basis to reflect changes in Sandringham East Primary School's procedures and COVID Safety Management Plan, and based on advice from DET and DHHS.

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)