



Kialla Central Primary School - 1366

COVID-19

RETURN TO SCHOOL POLICY

This policy was updated on 25th May 2020.

Review cycle: Weekly until the end of term 2.

PURPOSE

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.

Kialla Central 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.

BACKGROUND

Kialla Central 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](#).

SCOPE

This policy applies to everyone in the Kialla Central 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.

REQUIREMENTS

ATTENDANCE ON-SITE

The Department of Education and Training (DET) advises that:

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).
- Casual Relief Teachers (CRTs) will be allowed on-site, as required.
- Parents/carers and other family members are not allowed on the school grounds, unless for an emergency and has permission from the Principal.
- We ask that any parents/carers wishing to discuss any matters with a staff member to phone the school or email.
- **School assemblies** will be conducted via **WebEx** in the classrooms.
- Excursions, camps and other non-essential large gatherings will be postponed.

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** congregate in the pick-up and drop off area.
- **Staff** will greet students in the morning at the **front roadside fence** and walk them into school between **8.30am and 8.50am**.
- At the end of the day **staff** will walk students to the **front roadside fence** for them to get into their car. Parents/Carers parked on the other side of the road will need to cross the road to collect their child/ren
- Please do not stand around and socialise during these times as we need this area to be a clear and safe throughway.
- If a family is running late for the morning drop off times of **8.30am to 8.50am** or have an appointment, they are required to ring the school and a staff member will greet the student at the car and walk them in.
- Flag bunting will be put across the school driveways during school times.

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 using the playground, 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 Kialla Central 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.
- Students are to refrain from hugging, touching and invading other students' personal space (bubbles).

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 classes 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:

- Have MACC (Art) and MARC (Library) specialists teach their lessons in each classroom instead of the Specialist / OSHC room.
- Keep windows and doors open to promote fresh air flow indoors.
- Ensure students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room.
- Ensure staff maintain physical distancing as much as practical when working in a classroom together.
- Minimise gallery traffic and intermingling with students and staff, wherever possible.

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:

- Remind staff to maintain physical distancing from each other as much as possible in the classrooms, staff room, office area and other areas throughout the school.

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 devices, class sets of teaching and learning materials, readers etc. at this time.
- We will be practising hand hygiene immediately before and after use of shared equipment.

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.

- Students can access playground and cubby areas. These areas will be cleaned each morning before school. However, students will still need to wash their hands before and after use.
The **sandpit** area is **closed**.
- We will encourage non-contact sport. Hand hygiene will be practised before and after use of the sporting equipment.

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 our usual Kialla Central Primary School First Aid related policies will be followed when providing first aid. For example, we will use gloves 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.

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](#).
- 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).
- Parents/Carers are required to complete an updated Emergency Contact form prior to their child/ren returning to school.
- 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.
- 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).

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 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.

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://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- **DET Health Care Needs Policy**
<https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- **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)*