



Kialla Central Primary School - 1366

OSHC COVID-19

RETURN TO SCHOOL POLICY

This policy was updated on 25th May 2020.

Review cycle: As required based on DET guidelines

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 Outside School Hours Care Service (OSHC) in Term 2, 2020.

Kialla Central Primary School OSHC Service is committed to providing a safe 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 who works in or accesses the Kialla Central Primary School OSHC service. This includes all members of staff, all parents/carers who interact with the OSHC service and all of the students who attend the service.

REQUIREMENTS

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 OSHC staff and students who access the service **must** stay home.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations.
- Parents / carers or family members are not allowed to be on-site.

- We ask that any parents/carers wishing to discuss any matters with an OSHC staff member call the school between **2.30pm** and **5.30pm**. If an OSHC staff member is unable to take your call, please leave a message and they will return your call as soon as possible.

OSHC ARRIVAL AND DEPARTURE

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 OSHC pick-up.

This means for our OSHC service:

- Students will meet an OSHC staff member at the side ramp and platform on the basketball court. The roll will be marked and students will wait until the OSHC staff member tells them they can go to the OSHC room.
- We ask OSHC staff and parents/carers to observe physical distancing measures.
- Parents/carers or any others picking up students from OSHC must remain in their car, call to let staff know they have arrived and an OSHC staff member will walk the students out to the car.

HYGIENE

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

At our OSHC service:

- All staff and students will undertake regular hand hygiene, particularly on arrival to OSHC, before and after eating, before and after playing on the playground areas and with equipment, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by OSHC 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 OSHC for use (and refilling). Students are prohibited from drinking directly from drinking taps at this time.
- Sharing of food is **not** permitted.
- Students are to refrain from hugging, touching and invading other students' personal space.

SPECIFIC ARRANGEMENTS

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 groups 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 OSHC service we will:

- Keeping windows and doors open to promote fresh air flow indoors.
- Students and OSHC staff will access the OSHC room and outdoor areas.
- Staff will maintain physical distancing as much as practical when working in the OSHC room.
- Minimise entry traffic and intermingling with students and OSHC staff, wherever possible.

CLEANING AND FACILITIES MANAGEMENT

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

At our OSHC service we will:

- Extend the routine environmental cleaning, including daily cleaning of the OHSC room, to ensure that risks of transmission are reduced for high-touch services. Refer to attached schedule.
- Carefully consider the necessity of using shared items or equipment e.g.: shared devices, sets of materials, games, stationery, games etc. at this time.
- We will be practising hand hygiene immediately before and after use of shared equipment.

PROVISION OF ROUTINE CARE AND FIRST AID

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

At our OSHC service:

- 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 OSHC ~ this information is being collated by the school.
- If an OSHC 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 **OSHC 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.

Please note: if additional measures are required for ACECQA these will be also implemented.

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)***



Kialla Central Primary School DAILY CLEANING REQUIREMENTS FOR OSHC

WHAT NEEDS TO BE CLEANED	FREQUENCY	WHO?
Tables & Stools	Every night	OSHC Staff
Bench tops, cupboards & kitchen sink	Every night	OSHC Staff
Fridge & microwave	Every night	OSHC Staff
Plates, cups, cutlery & other food preparation items to be thoroughly washed with hot water	Every use	OSHC Staff
Doors, handles, light switches & power switches	Every night	OSHC Staff
Trough & sink area in entry area	Every night	OSHC Staff
Hand rails into room	Before the session	OSHC Staff
Hand sanitising bottle	Regularly throughout the session	OSHC Staff
Bag hooks	Every night	OSHC Staff
Floors Swept & Mopped	Every night	OSHC Staff
Minimal sharing of equipment	Every use	OSHC Staff
Bins must be emptied & a new bag used	Every night	OSHC Staff

Please note: Laurell Bartlett (Cleaner) will clean on a Wednesday night:

