

# ROLLINS PRIMARY SCHOOL

Rollins Campus

Wolseley Grove

BELL POST HILL. 3215

Tel: 5278 3022

Fax: 5272 1917

Principal: Jenny Hassett



Batesford Campus

Old Ballarat Road

BATESFORD. 3221

Tel: 5276 1290

Fax: 5276 1204

Assistant Prin: Tim Callaghan

Email: [rollins.ps@edumail.vic.gov.au](mailto:rollins.ps@edumail.vic.gov.au)

## COVID-19 Policy for Term 3 (during Stage 3 restrictions)

### 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 3, 2020.

Rollins 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

Rollins Primary School is following the advice 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 Rollins 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.

### Details

#### Learning from home requirement and on-site attendance exceptions

We are currently subject to Stage 3 COVID-19 restrictions which will likely apply until the end of Term 3. This means that all students must learn from home.

On-site supervision will be available for P-6 students in the following categories, based on revised Department criteria as at 18 August 2020:

1. Children whose parents cannot work from home and where no other supervision arrangements can be made (not only those defined as permitted workers)
  - a. Where there are two parents/carers, both must be working outside the home for their children to be eligible for on-site provision.

- b. Single parents/carers must be working outside the home for their children to be eligible for on-site provision
- 2. Vulnerable children including:
  - a. children in out-of-home care
  - b. children deemed by vulnerable by a government agency, funded family or family violence service, and is assessed as requiring education and care outside the family home
  - c. children identified by the school as vulnerable (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service).
  - d. any child with a disability.

All families requiring on-site attendance must complete the on-site attendance form indicating the days/part-days required, to enable us to plan for adequate resourcing. Contact the school office on 5278 3022 to arrange for this form to be emailed to you.

If your child meets any of the above categories but has complex medical needs (including students with compromised immune systems) we encourage parents to seek advice from their treating medical practitioner to support decision-making about whether on-site education is suitable at this time. Please also contact the Principal, Jennifer Hassett, if you need any support or further information to support decision-making.

## 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. This means:

### *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 even if they meet the exception categories outlined above.

### *Managing unwell students at school*

- Students engaging in on-site learning experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough, shortness of breath, sore throat, loss of smell or taste, will be isolated in an appropriate space- in view of a suitable supervisor. Child will be 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 use of a face covering until they are collected. See DET [guidance for the use of Personal Protective Equipment in education](#).
- Where students with complex health needs are being supported: In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) we will;
  - Endeavor to call the two nominated emergency contacts listed on the weekly onsite supervision form and;
  - Where maintaining distance is not practical when providing direct care, gloves, gown and eye protection are recommended.

- 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 with specific knowledge of using the temperature device 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.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned.

#### *Managing a suspected or confirmed case of COVID-19*

The Department of Education and Training 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.

- Contact the Department of Education and Training by calling 1800 126 126 to report an IRIS incident alert if a staff member is having a test due to being symptomatic or is a confirmed case. You do not need to take further action, until directed to do so.
- If three or more staff have been identified and tested within a five-day period, principals, and the school, will be supported to undertake a risk assessment by the Incident Management Team.
- The Department of Education and Training will notify WorkSafe on behalf of the affected school.
- WorkSafe may be in contact with the affected school to ensure the school is following the health and safety guidance outlined in this document, and has implemented their COVID-19 Safety Management Plan. Please contact the OHS Advisory Service (1300 074 715) for support in managing occupational health and safety matters.

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.
- DHHS advice will be strictly followed in relation to the students return to school

#### *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 on-site are not required to wear face coverings regardless of whether or not they are aged 12 or over, but may choose to do so.
- Under the Stage 3 restrictions parents are also required to wear face coverings whenever they leave the house, including for a school drop off and pick up. If 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.

### *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.
- Handwashing with soap and using recommended 60% alcohol hand sanitiser is strongly recommended. NB Alcohol free sanitizer available for students with skin irritations or allergies
- Where shared equipment is necessary, students will be required to exercise strict hand hygiene before and after use. Shared equipment will be cleaned by the teacher using strict appropriate COVID-19 approved hygiene practices 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.

### *Temperature checks*

- All students engaging in on-site learning will have their temperature taken in the morning. Staff responsible for screening student temperatures will wear a face mask throughout the screening process and will ensure the process allows appropriate physical distancing between adults.
- Students with a temperature equal to or greater than 37.5 ° on first reading will be asked to wait in a separate room and will have their temperature re-checked after 15 minutes. Students may be encouraged to remove any outer layer clothing (such as a jacket or jumper) if inside in case this is affecting the reading.
- Students with a temperature equal to or greater than 37.5 ° on the second reading will be isolated until parents/carers can collect the child as soon as possible. In these circumstances, families will be encouraged to seek the advice of their health care professional as soon as possible.

### *Mobile phones*

- The Department and school's mobile phone policies continue to apply and we ask that students clean their phones and i-Pads regularly.

### *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.
- Please contact the school for further information

### *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](#).

### On-site learning and supervision

In accordance with DET advice and requirements:

- The learning program delivered on-site will be the same as the learning program delivered to students undertaking remote learning at home.
- Students on-site will be supervised by school staff on-site but will follow the teaching and learning program provided by their classroom teacher.
- Supervision staff may be teaching staff or education support staff (with a working with children check). Where education support staff are supervising students they will have access to support from teaching staff.

### Learning from home and supervision

The parent or carer is responsible for students' general safety when learning remotely from home.

### Remote learning program

At our school we:

- use Compass, Dojo, and Google Classroom to deliver the remote learning program to communicate with students and deliver their educational program
- students are expected to login to WebEx at the start of the school day Gr 3-6 at 9am and P-2 at 9:30am.
- ensure students receive regular feedback via the nominated communication portals.

We will continue to work with the parents/carers of students with a disability, students in out-of-home care and Koorie students via the school's usual methods such as Student Support Groups and maintaining any existing Individual Education Plans. ES staff provide and prepare additional learning lessons/tasks and deliver these via daily WebEx video calls.

We acknowledge that remote learning from home can be a challenging experience for both parents and students and we will continue to monitor our delivery of this program to make it as engaging and effective as possible.

### Attendance

Normal attendance notification requirements apply for all students, including students undertaking remote learning from home. Please refer to our school Attendance Policy for further information.

School attendance will only be recorded using the Webex morning roll call.

Our school records student attendance in accordance with the Department's [Attendance Policy](#).

### Camps, excursions, sport and recreation

Under the Stage 3 restrictions:

- Camps and excursions cannot take place.
- Swimming and aquatic facilities will not be used
- Playgrounds are not available for community use.
- Wherever possible students on-site will participate in physical education or recreational play outdoors and will be discouraged from engaging in/must not engage in contact sport.

### 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

### School buses for on-site students (delete this section if you don't have a school bus)

The School Bus Program will continue to operate for on-site students.

### Outside school hours care (delete or amend as appropriate)

Outside School Hours Care will continue for families who meet the on-site attendance exceptions outlined above.

### Interschool activities

All interschool activities that involve on-site attendance by students from other schools will either take place virtually or will be cancelled.

### Communication between parents/carers and our school

Parents and carers are encouraged to contact the classroom teacher initially, and then the school, 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 and equipment hygiene immediately before and after use of shared equipment
- Batesford campus is closed during Stage 3 remote learning.

## Work across multiple sites

We will ensure that when practicable, staff and contractors are not required or permitted to work across multiple sites. If it is not practicable to prevent work across multiple sites, we will minimise multiple work locations for staff and contractors.

All staff and contractors must notify the principal in writing if they are working across multiple workplaces for different employers, and provide the details using the [employee declaration form](#).

## 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 27/8/20 and will be reviewed on a regular basis as the situation changes.