

Rollins Campus

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COVID-19 Return to School Policy

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.

Rollins 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

Rollins 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 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.

Requirements

Rollins is a dual campus school and it has been advised that we minimise the interaction between the two campuses, hence, Batesford students will remain at the Batesford campus exclusively for the remainder of the 2020 school year at this stage. Staff between the two campuses will be limited in number. The specialist program will continue to operate a program with minimal changes.

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 including psychology and chaplaincy 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 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 the school, message on DoJo or email.
- All interschool activities that involve onsite attendance by students from other schools will either take place virtually or will be cancelled.
- Excursions, camps and other non-essential large gatherings will be postponed. *Additional information will be released later in the term regarding 2021 transition sessions and Grade 6 graduation.*
- Assemblies will be conducted via a digital format on YouTube Live. This will be conveyed to the school community when the relevant time occurs.

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 including the school car park and gates.
- We ask that you stagger your own arrivals between 8.30am and 9 am. There should be no children on the school site or waiting by themselves before 8.30am. The yard will be supervised from 8:30am onwards.
- To reduce the number of adults congregating at the school gate or outside classrooms the following procedures will be put into place; *(Please note some key changes for some year levels)*
 - **Drop off:**
 - All children (at both campuses) will be sanitised as they enter the school grounds as per DET Operational Guidelines (released Oct 4thth)
 - Preps, Grade 1 and Grade 2 students, along with their parents will be expected to enter the school via the Wolseley Grove double gates (near the Sport Shed and Gaga Pit). Cones will be set out no parent will be permitted to pass the cones.
 - Grade 3/4 and 5/6 students along their families will be expected to enter the school via the double gates on the Ernest Street side of the school. These gates are located down towards the oval end of the school. Cones will be set up in a line

- and no parents will be permitted to access the school beyond that area. Children will be required to walk to their classrooms independently from there on.
- Any family with children in multiple year levels can choose which gate they prefer to enter from.
- Batesford- as per normal
- **Pick up:**
 - **Preps will be dismissed first at 3.25pm.** The Prep teachers will bring the students out to meet their parents. Parents may wait for their child on the asphalt area near the back of the STEM room (Wolseley Grove side of the school). Parents are asked to maintain social distancing while waiting for their child.
 - **Grade 1-Grade 2 students will be dismissed at 3.30pm.** Parents may collect their child from the area near the back of the STEM room (Wolseley Grove side of the school).
 - **Grade 3-6 students** need to exit via the gates they entered or to the gates their parents specify as most convenient for their families.
 - **Batesford-** as per normal
- Parents can only enter the school grounds when essential to do so and must contact the school by phone or email where appropriate
- Parents/carers are not to linger while picking up or dropping off students

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 sharing any school equipment, upon entering and exiting the classroom, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Soap and sanitiser will be readily available.
- Students must bring their own water bottles to school for use. It is recommended that students do not drink directly from drinking fountains at this time. Drink bottles can be refilled using taps however.
- Staff and students are reminded to clean their mobile phones/ iPads regularly. The Rollins 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.
- The school canteen will reopen on Monday, Oct 19th. It will operate Mon, Wed, Fri as normal. Batesford orders will be delivered.

Face coverings in schools

- All school-based staff must wear face coverings at school, and when travelling to and from school.
- Teachers and education support staff are not required to wear face coverings while teaching, but those who wish to do so, can. Teachers should wear face coverings in other areas of the school when not teaching (for example, in the staffroom, on yard duty 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 coverings, 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 who attend primary school for on-site supervision, including students in Prep to Year 6 who attend a P-12 school, will not be required to wear a face covering. Students who are aged 12 or over by Year 6 are not required to wear face coverings.
- Some students and staff are exempt from these requirements. This includes students who are over the age of 12 and are unable to wear a face covering due to the nature of their disability. This also includes students or staff who have a medical condition, such as problems with their breathing, a serious skin condition on the face, a disability or a mental health condition.
- Parents/carers will be required to wear face coverings whenever they leave the house, including for school drop off and pick up. If they are travelling in a car alone, or only with members of their household, they do not need to wear a mask.
- School staff should refer to the Department [guidance for the use of personal protective equipment \(PPE\) in education](#) to determine when additional PPE is required and for information on the correct and safe use of PPE.
- Schools should display information and signage at school entrances and in communal areas such as staff rooms as reminders for staff to wear face coverings when not teaching. Posters are available in the [communications support pack](#).
- Schools should ensure that staff wear face coverings when required to as set out above.

Other hygiene measures

- Hand sanitiser should be made available at entry points to classrooms and education will be provided on hand hygiene.
- Playground equipment can be used by students. However, students should practise hand hygiene before and after use.
- Schools should consider the necessity of using shared equipment at this time. If used, strict hand hygiene should be followed before and after use. There is no requirement for books to be placed aside for a given period after use or if loaned to students.
- Students should bring their own water bottle for use at school as students should not drink directly from drinking fountains at this time. Taps may be used to refill water bottles.
- The Department's Students Using Mobile Phones Policy remains in place. Remind staff and students to clean their phones regularly. Phones can be turned on with the COVID SAFE app activated immediately before and after school. Schools are managed environments that include records of student, staff and visitor attendance, which can support contact tracing.

Further advice regarding health and safety measures

Further advice on health and safety measures will be provided shortly, including in relation to:

- Physical distancing
- Ventilation
- Managing safe school arrival and departure.

In addition, the above measures will be regularly reviewed in line with the changing context of COVID-19 in Victoria. As Term 4 proceeds, based on health advice some measures may no longer be required and/ or new measures may be introduced.

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.

At our school we will:

- Keeping windows and doors open to promote fresh air flow indoors
- Maximising use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions
- Students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room
- Staff will maintain physical distancing as much as practical when working in a classroom together.

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, re-locating staff to other spaces (e.g. unused classrooms)].
- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.

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 computers, class sets of teaching and learning materials, musical instruments 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.

- Static playground equipment will be open during school hours only, no community use allowed outside of 9am-3:30pm

Mon-Fri.

Students will be encouraged to bring their own balls and toys etc to play with during recess and lunch.

- Wherever possible, outdoor facilities will be used for physical education and recreational play.
- 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.

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 gown and gloves, 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 or additional emergency contacts 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, use of a face mask and additional PPE (where appropriate) will be used. 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).
- 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. Appropriate PPE 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).

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 follow all directives from DET to manage any suspected or confirmed case of COVID-19.

Outside School Hours Care and Vacation Care

During the staged return, outside school hours care (OSHC) will be available to students attending for on-site supervision and progressively for the relevant year levels returning to on-site learning.

Vacation care should continue to operate during the school holidays for students who were eligible for on-site supervision at school in Term 3. Eligible students are able to attend vacation care at a school site that is different to their own school if vacation care is not available at their own school.

The OSHC or vacation care provider is responsible for ensuring that students attending are eligible. Schools are able to share information with providers that assists them in confirming students' eligibility.

For further information please see [here](#).

For all other queries, schools are advised to contact DET's dedicated coronavirus (COVID-19) phone advice line during business hours on 1800 338 663.

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)

Review

This policy was last updated on 17/09/20 and will be reviewed regularly until the end of Term 4, 2020.