

# Croydon Hills Primary School

# COVID-19 Re-entry Plan

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## PURPOSE

The purpose of this plan 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.

Croydon Hills 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

Croydon Hills 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.

In the period preceding Thursday 21st May:

- The school was compliant with [Schools' physical distancing guide](#).
- The school had delivering remote learning consistent with DET's previous guidelines (now outdated - link removed)
- The majority of staff had delivered education and wellbeing support to students off-site. A small number of willing and able staff have supported school operations and the on-site remote education for <45 students daily that could not be suitably cared for at home. This included:
  - the use of 'acknowledged casual staff' identified by DET and consistent with DET HR guidelines; ensuring the continuity of employment for casual staff.
  - adherence [Schools physical distancing guide](#).
- Further, some staff that were willing and able had chosen to return to work between the 11th - 22nd May for essential work. This included personal preparation for on-site work on the 25th May.
- On-site care and supervision occurred:
  - Before and after school, delivered by CHPS OSHC
  - During school hours in:
    - Home rooms SLD, SWS, SEC & SFK for Senior students
    - Home rooms SKF, SJC for Middle students
    - Home rooms PCF, PKS & PEC for Prep and Junior students
- The Administration entry had been the only school entry/exit point, with only students and staff permitted beyond the foyer. Some parent collection of materials had occurred with Principal and Administration permission.
- Student attendance rolls had been marked as students entered the school by the administration team

## SCOPE

This plan, when read in partnership with DET and State Government guides, identifies a staged approach to re-engage students back to normal schooling at Croydon Hills Primary School. The plan provides guidelines that inform the community of the school's staged approach. It encompasses everyone in the Croydon Hills Primary School community. This includes all members of staff (principals, teachers, education support staff and Out of School Hours Care 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.
- All staff will return to work onsite as per their normal work schedule on 25th May (Statewide Curriculum Day) with the exception of:
  - staff aged 70 years and over
  - staff aged 65 years and over with chronic medical conditions
  - staff with compromised immune systems
  - ATSI and are aged over 50 years and with one or more medical conditions.
    - *Staff in the four categories listed above can work onsite if they choose to. If they choose to, it is requested that they correspond as such in writing.*
    - *Staff in the four categories listed above that do not attend school are to continue to work remotely and must present a medical certificate/evidence. [DHHS's Coronavirus Fact Sheet](#)*

and DET's [Medical Advisory Service](#) are available to assist where required.

- Staff that live with vulnerable people must attend school. DET's [Medical Advisory Service](#) is available to assist Principals with any special requests. Staff are encouraged to open dialogue with the Principal if they have concerns.
  - Staff that seek Carer's Leave or Medical Leave are not permitted to work remotely. They are on leave.
  - 'COVID-19 Leave' is dedicated leave for staff showing symptoms or diagnosed with COVID-19.
- 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).
  - Additional volunteers, including parent volunteers, will not be attending school at this time. Activities dependent on and involving parents eg 1:1 reading are cancelled until further notice.
  - Parents/carers wishing to discuss any matters with a staff member are to first use the options of either a phone call, video call or email. If a face-to face meeting is needed, it must meet the physical distancing requirements of 1.5m between adults.
  - All interschool activities that involve onsite attendance by students from other schools eg. interschool sports will be cancelled.
  - School assemblies, incursions, excursions, camps and other non-essential large gatherings have been 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:

- Following the entry and exit protocols outlined in each stage of the Implementation section of this plan.
- Not congregating or lingering in areas inside or around the school, including the school car park and entry gates.
- Only entering the school grounds via the front office when absolutely essential and when doing so waiting patiently at the markers until attended to.
- Making non-contact greetings.

## **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 school arrival and departure, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- 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.
- Students will wash hands before sharing sports equipment, musical instruments, visual arts tools and classroom materials such as investigative play materials and maths manipulatives.
- Students will wash hands before and after playing on school playgrounds.
- Students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room.
- Students will arrive at Specialist classes with their hands washed and their own personal stationery. Similarly, children will return to class with their hands washed.
- Staff and students are reminded to clean their mobile phones regularly. The school's [Personal Mobile Devices Policy](#) remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food is not permitted.
- Staff are encouraged to keep windows and doors open to promote fresh air flow indoors and to limit unnecessary touch ie on door handles.

### **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 cohorts (either classes or year levels) 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 manage employee interaction as outlined in each stage of the Implementation section of this plan.

### **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:

- Draw up The Servery, Science Room and Pavillion as additional spaces for staff to retreat to in their breaks.
- Remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.
- Remind staff to cleanse common areas before and after use.

## **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](#).
- Allocate individual stationery such as pencils and pens to students. Other shared stationery, visual arts, performing arts and physical education equipment should be cleansed by staff or students before and after use.
- Refrain from using the Computer Lab and Library. Staff may bulk borrow for their classroom. The Computer Lab will continue to be used to support students during lunch time. Computers will be wiped down before and after use.
- Practise hand hygiene immediately before and after use of shared equipment (see Hygiene)

## **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.*

At our school:

- Playground equipment can be used. However, students will be directed to practise hand hygiene before and after use.
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students to 35.
- 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](#) the school's [First Aid Policy](#) and [Health Care Needs 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 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). Whilst there is no specific data as yet to suggest that people with asthma are at a higher risk of contracting the virus. Nor is there any evidence to suggest that people with asthma have a higher risk of experiencing serious illness if they get it, reviewing asthma management plans may be a consideration for some families. This goes for other medical conditions and their associated health care plans.
- 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.

- 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.

### **IMPLEMENTATION**

Communication of this plan and stages is the responsibility of the Principal. Consistent with DET's guidelines the school will take a staged approach to re-entering students. Each stage of the Re-entry Plan has associated milestones and actions.

#### **Stage One - Transitioning Prep and Junior School Students to on-site learning.**

Milestones and actions:

- 25th May:
  - Statewide Curriculum Day. All staff resume as per work schedule:
    - 8:45 - 9:15 Staff Briefing via Zoom
    - 9:15 - 4:00 PLT Planning with social distancing measures.
  - Families return borrowed devices, library books and take home readers.
  - OHS Audit pertaining to social distancing measures:
    - Prevention of adult visitors on-site.
    - Limitations to numbers of staff in rooms as per signs.



- Staff are appropriately resourced with PPE and hygiene materials to maintain sanitary spaces and shared equipment.
  - Staff are appropriately using and maintaining the Staffroom, Servery, Science Room and photocopy room as shared spaces.
- 26th May:
  - Year Prep-2 students resume on-site learning from their home rooms. To optimise student engagement, staff are to maintain a balance of educational rigour and wellbeing in their program delivery.
  - Canteen resumes with a limited menu.
  - Remote learning continues for Year 3 - 6 students up to and including 5th June.
  - The existing model of on-site supervision for those who cannot be supervised from home and vulnerable children will remain in place for students until they resume onsite learning as listed above. Middle, Senior, Specialist, Education Support and casual staff will be allocated to this supervision. Middle students will learn from MVU, MLS, MFP and MBW. Senior school students will continue to learn from SLD, SWS, SEC and SKG.
  - If parents choose to keep their children home, the student will be deemed absent from school (Cases21 code coming). The school is not obliged to deliver remote learning to these students.
  - If a student is unable to attend school because they have a compromised immune system they are entitled to receive an out of school education plan.
  - Carol Wyatt strictly manages any adults delivering additional essential services with the recommendation that they are conducted remotely.
  - The draft Week 7 Specialist timetable:
    - Allows for staggered school entry and exit times.
    - Retains collaborative planning blocks for Prep and Junior teams.
    - Provides students with their traditional Specialist subjects.
    - Provides Specialist teachers time to deliver Year 3 - 6 Remote Learning and never more than three consecutive on-site lessons.

		1	2	3	4	5	6	7	8
		9:00 - 9:40	9:40 - 10:30	10:30 - 11:20	11:20 - 12:10	12:10 - 1:00	1:00 - 1:50	1:50 - 2:40	2:40 - 3:30
				Recess A	Recess B		Lunch A	Lunch B	
		1	2	3	4	5	6	7	8
Specialist		9:00 - 9:40	9:40 - 10:30	10:30 - 11:20	11:20 - 12:10	12:10 - 1:00	1:00 - 1:50	1:50 - 2:40	2:40 - 3:30
Tuesday	Visual Arts		J7	*	P2	P3	*	P1	
Tuesday	Performing Arts			*	P3	P1	*	P2	
Tuesday	PE		P5	P4	*	J6	J7	*	
Tuesday	PE		P6	*	P1	P2	*	P3	
Tuesday	Languages		J1	J8	*	J2	J9	*	
Tuesday	Science			*				*	
Wednesday	Visual Arts (CRT)		J1	*	J2	J5	J6		
Wednesday	Performing Arts				*	J7	J8	J3	
Wednesday	PE					J8	J9		
Wednesday	Languages					J6	J5		
Wednesday	Ben					J9	J7		
Thursday	Visual Arts		P5	P6	*	P4			
Thursday	Performing Arts		P6	P4	*	P5	J6	J4	
Thursday	PE		J3	J4			P1	P2	
Thursday	PE		P4	P5	*	P6	*	P3	
Thursday	Languages		M or S	M or S		M or S	M or S	M or S	
Thursday	Science								
Friday	Visual Arts		J8	*	J3	J4	J9	*	
Friday	Performing Arts		J9	*	J2	J1	J5	*	
Friday	PE			J5	J1	J2			
Friday	Languages			J7	J4	J3			



- School entry protocols (Refer to Map):
  - Students arriving at OSHC are met by OSHC staff at the gym door. The line up area has clearly marked entry and exit points for parents/carers.
  - Middle and Senior School students completing onsite remote learning will enter ~~and have their roll marked~~ (edited 27th May See Stage Two) via Gate 1 from 8:30am. OSHC students in Middle and Senior will enter via Gate 1 at 8:45am.
  - Prep and Junior School students:
    - That do not require parent support are able to enter through Gate 2, 3, 4, 6 or 8 any time between 8:30am - 9:00am (**identified as 'Easy In'**). This includes students that:
      - Walk to school on Campaspe Drive or through Yarrunga Reserve.
      - Are dropped off at the drop-off zone via Access Point A
      - Are dropped off on the western curb side of Campaspe Drive
    - Students that require adult support to enter the school are to approach Gates 2, 3, 4, or 6.
      - Specifically, classroom teachers will be waiting at:
        - Gate 2 - PCF, JTA, JJO
        - Gate 3 - PEC, PKS
        - Gate 4 - PRT, JKF, JPB, JAW
        - Gate 6 - PCB, PJT, JLC, JKB, JTC, JCF
      - Adults dropping children at their desired or nominated gate should do so at the following times:
        - 8:45 - OSHC students
        - ~~8:50 - Surnames A - H~~
        - ~~9:00 - Surnames I - P~~
        - ~~9:10 - Surnames Q - Z~~
    - Prep and Junior rolls are to be marked in the classroom by the classroom teacher at 9:20am
- School exit protocols:
  - All students attending Out of School Hours Care will be dismissed from class at 3:30pm. Prep - 2 students will be supervised by staff as they walk to OSHC through the Senior School building. Students will be collected in the evening with parents adhering to social distancing guidelines.
  - All other Middle and Senior School students completing onsite remote learning will exit Gate 1, 2, 3, 4, 6, 8, 10 or 14 at 3:30pm unless otherwise collected by their parent/carer earlier. They will then follow their family's exit arrangements. This may include heading to a coloured meeting point along the Campaspe Drive boundary, near the school's exterior playgrounds, ovals or towards Yarrunga Reserve.

- Prep and Junior School students will exit with:
    - Students that do not require parent support exiting at Gate 1, 2, 3, 4, 6, 8, 10 or 14 at 3:30pm. They will then follow their family's exit arrangements. This may include heading to a meeting point along the Campaspe Drive boundary near the school's exterior playgrounds, ovals or towards Yarrunga Reserve (**identified as 'Easy Out'**).
    - Students that require high level adult support to exit the school will approach:
      - Gate 2 - PCF, JTA, JJO
      - Gate 3 - PEC, PKS
      - Gate 4 - PRT, JKF, JPB, JAW
      - Gate 6 - PCB, PJT, JLC, JKB, JTC, JCF
- at the following times:
- ~~3:10 Surnames A - H~~
  - ~~3:20 Surnames I - P~~
  - ~~3:30 Surnames Q - Z~~
- Students with siblings in multiple P/J classes should arrange with their classroom teachers the most suitable arrangements for their families.
  - The school is open to parent negotiation through their child's classroom teacher if these designated times are not suitable.
  - Parents/Carers of Prep eldest in the family/only child may wish to email their classroom teacher with their child's entry and exit plan.

## **Stage Two- Consolidating Prep and Junior School Students to on-site learning.**

Milestones and actions:

- 27th May:
  - Until the end of Term Three our school will have a roaming cleaner. The cleaner will be on-site from 8:30am to 3:00pm cleaning high touch areas. These include but are not limited to playgrounds, toilets, staff rooms, door handles and hand sanitiser stations. The cleaner will also clean specialist subject rooms during morning and lunch recesses. This cleaning is in addition to the standard scheduled end of day cleaning.
  - Middle and Senior School students attending school for remote learning will have their attendance marked in the nominated Middle Classrooms.
- 1st June:
  - Students in Years Prep - Two will resume nightly reading with school 'take home books'. Students will take home four books on a Monday and return them on a Thursday. Books will lay dormant over the weekend to minimise potential cross contamination. The library will remain closed to student borrowing. Staff will continue to bulk borrow to maintain classroom resources.
  - *The school acknowledges the adherence to social distancing measures of parents/carers at drop-off and pick up and staff during recesses. Following an OHS audit of adult practices the school timetable will revert back to our traditional format:*

1	2	3	Recess	4	5	Lunch	6
9:00 - 9:50	9:50 - 10:40	10:40 - 11:30	11:30 - 12:10	12:10 - 1:00	1:00 - 1:50	1:50 - 2:40	2:40 - 3:30

- Entry and exit protocols will remain with families and staff encouraged to continue to work together to develop individual student's ability to follow the '**Easy In**' and '**Easy Out**' process. This will reduce the need for staggered starts and finishes.

### Stage Three - Transitioning Middle and Senior School Students to on-site learning.

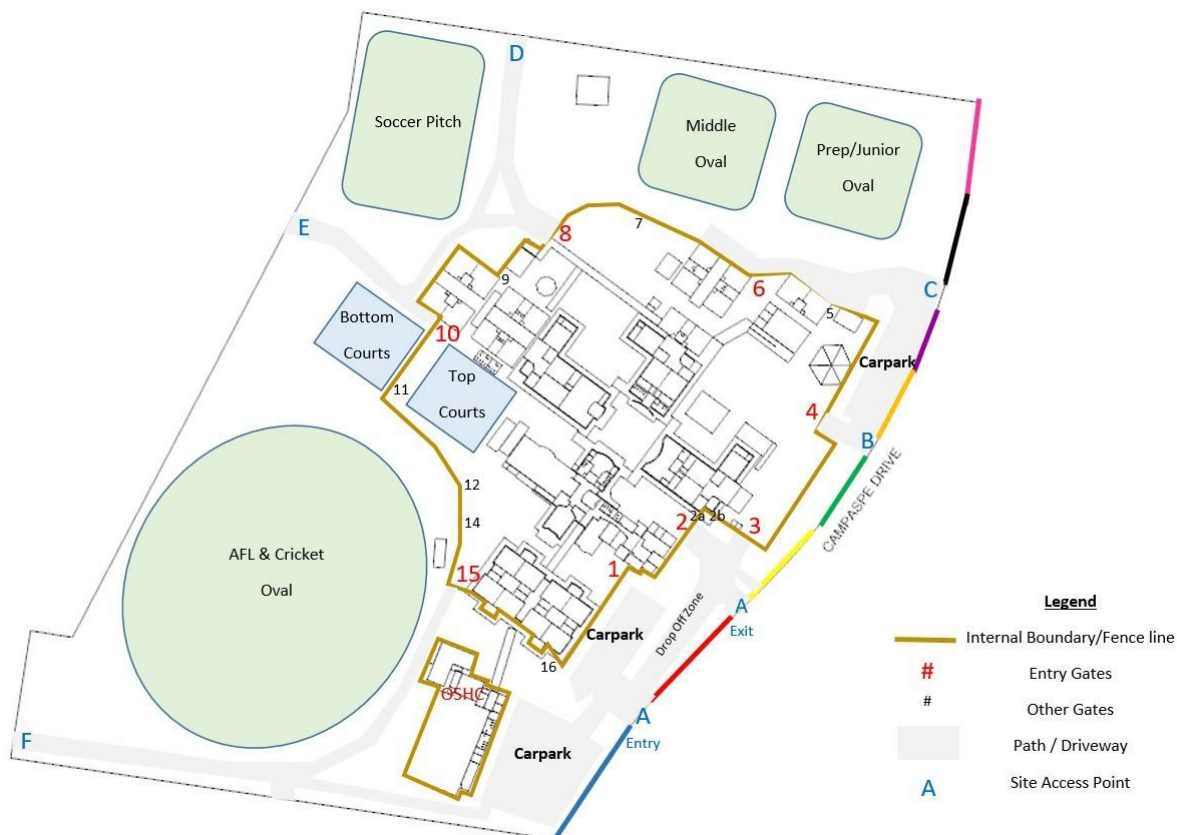
Milestones and actions:

- 9th June:
  - all students in Years Three - Six resume on-site learning. To optimise engagement staff are to maintain a balance of educational rigour and wellbeing in their program delivery.
  - School entry protocols (Refer to Map):
    - Students arriving at OSHC are met by OSHC staff at the gym door. The line up area has clearly marked entry and exit points for parents/carers.
    - Students:
      - That do not require parent support are able to enter through Gate 1, 2, 3, 4, 6, 8, 10, 14 or 15 at any time between 8:30am - 9:00am (**identified as 'Easy In'**). This includes students that:
        - Walk to school on Campaspe Drive or through Yarrunga Reserve.
        - Are dropped off at the drop-off zone via Access Point A
        - Are dropped off on the western curb side of Campaspe Drive
      - Students that require adult support to enter the school are to:
        - Prearrange support with their classroom teacher.
        - Approach their nominated gate at 8:50am where their classroom teacher or an Education Support staff member will be waiting. Specifically at:
          - Gate 2 - PCF, JTA, JJO,
          - Gate 3 - PEC, PKS
          - Gate 4 - PRT, JKF, JPB, JAW
          - Gate 6 - PCB, PJT, JLC, JKB, JTC, JCF,
- Senior and Middle students are to arrange specific gate with their teacher.
- School exit protocols (Refer to Map):
  - All students attending Out of School Hours Care will be dismissed from class at 3:30pm. Prep - 2 students will be supervised by staff as they walk to OSHC through the Senior School building. Students will be collected in the evening with parents adhering to social distancing guidelines.
  - Students that do not require adult support will exit through Gate 1, 2, 3, 4, 6, 8, 10, 14 or 15 at 3:30pm. They will then follow their family's exit arrangements. This may include heading to a meeting point along the Campaspe Drive boundary near the

school's exterior playgrounds, ovals or towards Yarrunga Reserve (**identified as 'Easy Out'**).

- To support siblings (or family arranged groups of children) moving out of the school together the school encourages families to make pre-arranged plans with their children and their teachers. This may include:
  - Older siblings leaving the classroom at 3:27pm to walk to the youngest sibling's classroom.
  - Siblings meeting at a designated point in the school grounds before exiting the same internal school gate together.
- Students that require adult support to exit the school are to:
  - Prearrange support with their classroom teacher.
  - Approach their nominated gate at 3:27pm where their classroom teacher or an Education Support staff member will accompany the child/ren to the gate at 3:30. Specifically:
    - Gate 2 - PCF, JTA, JJO,
    - Gate 3 - PEC, PKS
    - Gate 4 - PRT, JKF, JPB, JAW
    - Gate 6 - PCB, PJT, JLC, JKB, JTC, JCF

Senior and Middle students are to arrange specific gate with their teacher.



### Stage Four - School Holidays and beyond.

Milestones and actions:

- 29th June:

- Vacation Care resumes

## **FURTHER INFORMATION AND RESOURCES**

DET [School Operations Guide](#)

[DET Coronavirus \(COVID-19\) website:](#)

[DHHS Coronavirus \(COVID-19\) website:](#)

[DET Infectious Diseases Policy:](#)

[DET Health Care Needs Policy](#)

[Talking to your child about COVID-19](#)

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 CYCLE**

- Ratified by Principal Team - June 3 2020
- Review - June 10 2020 and weekly after that date