



COVID 19 Return to School Policy 2020

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.

Kilberry Valley 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:

Kilberry Valley 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 Kilberry Valley 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).
- Additional staff, including parent volunteers, are discouraged from attending school at this time. Activities dependent on and involving parents, including EAL Playgroup; Onsite Assembly are cancelled until further notice.
- We ask that any parents/carers wishing to discuss any matters with a staff members to first use the options of either a phone call, seesaw message or email. Upon special request we can organize a video chat and as a last resort, 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 [interschool sports; debating; cross country; etc.] will either take place virtually or will be cancelled.

School assemblies, excursions, camps and other non-essential large gatherings will be postponed. This includes Year 4 Urban Camp and Year 5 Mill Valley Ranch Camp and our school assemblies. The school will conduct virtual excursions throughout Term 2 and will conduct a weekly pre-recorded assembly which will be shared via our school YouTube Channel, Kilberry Connect and advertised in our newsletter and school Facebook page.

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, the community carpark, the gym or playgrounds.
- To minimise interaction of students and adults within the school and at entry points:
 - ❖ Parents should only enter the school grounds **when essential**.
 - ❖ Parents **must not congregate together around the school and at school entrances during drop off and pick up times**.
 - ❖ Large physical distancing signs are in place at the four entries to the school to remind parents of the requirements for keeping 1.5 m from others.
 - ❖ Adults must maintain a distance of 1.5 metres between other adults and children other than their own.
 - ❖ Parents will be able to drop their children at school **from 8.30 each day**, there will be yard supervision from that time.
 - ❖ **As soon as parents drop their children at school, they are asked to leave straight away.**

At pick up times, parents should pick their children up at an arranged meeting location outside the school or at the specifically designated area inside the school grounds. Once children have been collected, families must leave the school grounds straight away. They must not congregate and allow students to play.

Arrangements for dropping off and picking up students May 26th – June 5th

Morning drop off

- *Prep, Year 1 and Year 2 – Students can be dropped off from 8.30 where they will be encouraged to go into classes no later than 8.50 a.m. Students will be supervised in the yard until 8.50am when they will go to their classrooms.*
- *Students at other levels where parents are working away from home and who are booked in to attend school - Students can be dropped off from 8.30 where they are encouraged to enter the class by 8.50am. Students will be supervised in the yard until 8.50 when they will go to the designated classrooms for each year level.*
- *Prep entry via Kilberry Boulevard*
- *Year 1 via 3rd gate from the roundabout*
- *Year 2 via 2nd gate from the roundabout*

After school pick up -

- *Prep Teachers will take their classes to designated exit on Kilberry Boulevard where parents will collect their Prep child (and other children where necessary).*
- *Year One students will meet their parents in the top car park.*
- *Year Two students will meet their parents around the Warana Drive entrance/exit.*
- *Students at other levels will meet their parents at the community centre entrance/exit.*

These conditions will be reviewed before June 9th 2020.

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, 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). Students are not allowed to drink directly from drinking fountains at this time.
- Staff and students are reminded to clean their mobile phones regularly. The Kilberry Valley Primary Mobile Phone Policy remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food or drink is not permitted.

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:

- 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.
- Adults – parents and staff – are expected to maintain a physical distance of 1.5 metres from each other.
- Staff will maintain physical distancing as much as practical when working in a classroom together.
- Air flow should be provided to classrooms where possible (weather permitting).
- As Kilberry Primary School does have open classrooms, we are only permitting classes within each learning space to work together but not to move seats around the class. We will not be mixing students from different learning spaces. Students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room.

Recess and lunch arrangements May 26th – June 5th

- *Recess and lunch breaks will be 11.40 – 12:20 for lunch and 2:00 – 2:40 for recess.*
- *There will be designated play areas for year levels to try to keep students in year levels separate.*
- *Prep – Prep playground and basketball court nearest the prep playground.*
- *Year 1 – Basketball courts nearest to the Prep playground and the Hilltop playground.*
- *Year 2 – Basketball court nearest to their classroom and the Year 1/2 playground area.*
- *Years 3-6 students not learning remotely will use the Grade 3/4 playground near the community centre or oval.*

This will be reviewed before June 9th 2020.

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 where necessary.
- 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.

- A distance of 1.5 metres also applies to the Staff Room. Staff must not congregate in big groups in the staff room. There will be tea, coffee, a microwave and small fridge in the kitchenette in the community centre and school gym. We encourage staff to use that area as alternative to the staff room. Staff are also encouraged to use additional bathrooms at the Community Centre and the Gym.

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](#).
- Teachers should consider limiting the sharing of items and equipment in the classroom as much as practicable.
- Hand hygiene should be practiced as much as possible 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.

- 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.
- 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](#) 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 the sickbay 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](#).
- 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) and maintaining distance is not practical when providing direct care, gloves, gown and eye protection will be considered if available.
- 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. Gloves will be worn for the purpose of taking a temperature.
- All suspected unwell students will be sent directly to the sickbay for assessment. Parents will be contacted from there if required.
- 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, RESOURCES AND REFERENCES:

- [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)

EVALUATION:

This policy will be reviewed fortnightly until the end of Term 2 2020 by KVPS Principal Team and instruction received from the Department of Education and Training.

THIS POLICY IS AVAILABLE ON THE FOLLOWING PLATFORMS:

School website, Policies folder on Sentral and Kilberry Valley Primary School Council Policy Records

Date Implemented	18th May 2020
Author	Principal
Approved By	Kilberry Valley Primary School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Principal
Review Date	1st June 2020

FEEDBACK:

Kilberry Valley Primary School staff and parents/carers may provide feedback about this documents by emailing Kilberry.valley.ps@edumail.vic.gov.au