**Manangatang P-12 College**

# Purpose

# The purpose of this policy is to outline how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during Term 3, 2020.

Manangatang P-12 College 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

Manangatang P-12 College is following the advice from the Department of Education and Training which can be found on the Department’s website at: [Coronavirus (COVID-19)](https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx).

# Scope

This policy applies to everyone in the Manangatang P-12 College 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

## 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 outside the Primary Building.
* Parents/carers will be required to wear face coverings for school drop off and pick up
* To minimise interaction of students and adults within the school and at entry points we:
  + Request that parents only enter the school grounds when essential to do so and to contact the school by phone or email where appropriate instead.
  + Encourage non-contact greetings.
  + Ask that parents/carers do not to linger while picking up or dropping off students.

## Temperature screening

DET advises, based on guidance from Victoria’s Chief Health Officer:

Under DET guidelines our school is required to undertake the following temperature screening procedures:

* Students with a temperature equal to or greater than 37.5 º 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 º 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.

## 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 engaging in on-site learning 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). It is recommended that students do not drink directly from drinking fountains at this time.
* Staff and students are reminded to clean their mobile phones regularly. The Manangatang P-12 College 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.
* Buses will run as normal. The following practices are in place:
* Siblings will be seated together where it is not possible to socially distance students
* All hard surfaces will be wiped with bleach
* Hand sanitiser will be supplied but students are encouraged to bring their own

## **Face coverings**

*Victoria’s Chief Health Officer has advised that everyone living in Victoria will now be required to wear a face covering when leaving home. Any face covering will be acceptable – it does not need to be a surgical mask.*

At our school:

* All secondary aged students must wear a face covering during the school day, including on the way to and from school. This includes students under 12 in year 7 who are attending on-site learning.
* All on-site school staff will be wearing a face covering during the school day, except when they are teaching on-site classes. However, teachers may still decide to wear one while teaching.
* Students or staff who have a medical condition - including problems with their breathing, a serious skin condition on the face, a disability or a mental health condition - are not required to wear a face covering. Please contact Nat Mouvet if you wish to seek an exemption from wearing a face covering under this condition.
* Parents/carers will be required to wear face coverings for school drop off and pick up.
* Years F-6 students will not be required to wear a face covering, including students who are aged 12 by Year 6. However, students who wish to wear face coverings are welcome to do so.

## Specific arrangements for teaching and on-site 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:

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

## 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](https://www2.education.vic.gov.au/pal/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.
* Face coverings will be worn while providing routine care or first aid for students who are unwell. Additional Personal Protective Equipment (PPE) 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 engaging in on-site learning 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 use of a face covering. See DET [Guidance for the use of Personal Protective Equipment in Education](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/i/Shared%20Documents/Guidance-for-the-use-of-PPE-in-education-settings.docx&action=default).
* Healthcare 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. 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 generally 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’s Incident Support and Operations Centre who will support the school to make an [IRIS incident alert.](https://www.eduweb.vic.gov.au/iris/ctrESMMain.asp)

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.

## 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.

Our school records student attendance in accordance with the Department’s [Attendance Policy](https://www2.education.vic.gov.au/pal/attendance/policy).

## 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.
* We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

## 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. library or 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](https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/cleaningsupplies.aspx).
* 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

# Further information and resources

* [DET Coronavirus (COVID-19) website](https://education.vic.gov.au/about/department/Pages/coronavirus.aspx):
  + <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
* [DHHS Coronavirus (COVID-19) website](https://www.dhhs.vic.gov.au/coronavirus):
  + <https://www.dhhs.vic.gov.au/coronavirus>
* [DET Infectious Diseases Policy](https://www2.education.vic.gov.au/pal/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):
  + <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):
  + <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 31/7/20 and will be reviewed on a regular basis as the situation changes.