

Brunswick South Primary School Return to School Policy

Policy	Review Date:	Responsible for
Implementation Date:	End of Term 2, 2020	Review:
May 2020		Policy Subcommittee

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.

Brunswick South 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

Brunswick South Primary School [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 Brunswick South 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 [PMP supervision and read to someone program] 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, 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 will either take place virtually or will be cancelled
- School assemblies, excursions, camps and other non-essential large gatherings will be 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:

The return to school will take place in two stages. This will give the Victorian Chief Health Officer and Government time to monitor and evaluate the effects that the staged return to school has on the increased movement of people and transmission within the community.

Stage 1: 25 May – 5 June

- In the first stage, students in Prep, Grade 1 and Grade 2 will return to school from Tuesday 26 May.
- Remote and flexible learning will continue for all students in Years 3 to 6 until Tuesday 9 June.
- During Stage 1, the existing model of on-site schooling for students who cannot be supervised at home and vulnerable children will remain in place.

Stage 2: from 9 June

- All other grades and year levels will return to school from Tuesday 9 June. All students will be expected to attend school as normal.

Staggered arrival and dismissal times and gates for students:

Learning Area	Arrival	Gate	Dismissal	Gate
Foundation	9.00am - 9.10am	Belinda/Aydan: Gate 1 (Brunswick Rd) Sarah: Gate 2 (Rathdowne St) Nancy: Gate 3 (Park St)	2.45pm	Belinda/Aydan: Gate 1 (Brunswick Rd) Sarah: Gate 2 (Rathdowne St) Nancy: Gate 3 (Park St)
Years 1/2	9.15am - 9.25am	Anna: Gate 1 (Brunswick Rd) Michelle: Gate 2 (Rathdowne St) Kate B & Lucy: Gate 3 (Park St)	3.00pm	Anna: Gate 1 (Brunswick Rd) Michelle: Gate 2 (Rathdowne St) Kate B & Lucy: Gate 3 (Park St)
Years 3/4	9.30am - 9.40am	Bethany/Ivana: Gate 1 (Brunswick Rd) Giselle: Gate 2 (Rathdowne St) Francesca & Kate P: Gate 3 (Park St)	3.15pm	Bethany/Ivana: Gate 1 (Brunswick Rd) Giselle: Gate 2 (Rathdowne St) Francesca & Kate P: Gate 3 (Park St)
Years 5/6	9.45am - 9.55am	Simonetta: Gate 1 (Brunswick Rd) Aimee/Sarah: Gate 2 (Rathdowne St) Caro & Chiara: Gate 3 (Park St)	3.30pm	Simonetta: Gate 1 (Brunswick Rd) Aimee/Sarah: Gate 2 (Rathdowne St) Caro & Chiara: Gate 3 (Park St)

- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school
- To minimise interaction of students and adults within the school and at entry points we:

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, 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 Brunswick South 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.

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:

Minimising risk at break times

- Staggered break times for students and staff (see below) *In Week 7 and 8 3-6 students on site will have their break times with Foundation

	Fruit snack (inside)	Break 2		Break 3	
	10.40	11.30-12.00	12.00-12.30	1.40-2.10	2.10-2.40
Foundation	✓	✓		✓	
Years 1/2	✓		✓		✓
Years 3/4	✓	✓		✓	
Years 5/6	✓		✓		✓

- During break times F-2 students will play in the courtyard and junior playground only. 3-6 will play on the oval and senior playground. Park St area will remain closed
- There will be no lunch time clubs for the remainder of Term 2
- Students can use play equipment in their designated break times only so that only one cohort is using equipment at any one time
- Drink fountains are not to be used and students are encouraged to bring drink bottles to school
- Students will line up in their usual area after breaks. Teachers might consider marking spots on the ground to maintain distance
- No bells will be used for the remainder of Term 2 due to staggered breaks and start and finish times. Staff on duty will need to watch the time and direct students to line up at the end of each break

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:

- Limited seating will be available in the staff room
- Microwaves will be moved into the kitchen and spread out over benches to minimise congestion
- During staff breaks, the Conference Room and The Hub can be used if all seats are taken.
- Late arrivals at the gate can walk in with the next group or walk to their area independently
- Parents of students arriving late or departing early must call the office to be advised of collection and drop off process

- Planning should be undertaken in 'The Hub' with physical distancing guidelines observed (No more than 2 people should be working in the Conference Room at any one time)
- Students are advised to limit bringing unnecessary items from home, e.g toys, games
- Teams should reconsider the use of calming spaces unless absolutely necessary (note: designated student spots may alleviate the need for a calming space for some students)
- Alcohol wipes are available in the sick bay for teams to wipe down technology or devices as needed
- Teams should reconsider the use of shared equipment if possible and provide hand sanitiser to students in the event that shared equipment is required

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](#).
- Enhanced cleaning in schools will be implemented for the remainder of Term 2 and for Term 3. This will provide progressive cleaning of high-touch points and other surfaces throughout the day, requiring an additional six hours of cleaning per day (for an average-sized school)
- Each learning area will be provided with hand sanitiser, soap and paper towel as required. Additional cleaning items can be ordered through the office upon request
- Teachers and students can elect to wear PPE (Personal Protective 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](#) 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 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).
- 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.

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/infectious-diseases.aspx>
- [DET Health Care Needs Policy](#)
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcare-needs.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 May 2020 and will be reviewed at the end of Term 2