



COVID-19 Management Plan

Considerations to support transition to school-based learning arrangements

Hygiene	
Required	Action taken
Provide tissues and facilities for regular handwashing or sanitising in every classroom	Hand sanitisers are located in every classroom. Hand sanitising stations are also provided throughout the school. Tissues are in every classroom with spare boxes kept in the first aid room. Refills for external hand sanitising stations are due for delivery May 29 th .
Ensure adequate cleaning supplies, monitor and reorder proactively	Extra hand sanitiser, disinfectant and colour coded wipes are on site and being monitored for usage. Hand sanitiser is also on back order to keep supply at levels required.
Seek advice and assistance if unable to source adequate supplies.	Products are well stocked.
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	Social distancing posters are placed around the school and at every classroom. Other hygiene promotion materials are also on display around the school. Students are now involved with a competition for them to design hand washing posters to add variety and increase attention to
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	Bins are supplied in every classroom.



COVID-19 Management Plan

Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	Staff are responsible to keep their own work area disinfected to reduce cross contamination and make sure all surfaces are cleaned (cleaners cannot move paperwork etc to clean full surface) Disinfectant spray & colour coded cloths available. All staff are asked to disinfect kitchen benches during the day. Cleaners disinfect at the end of the day.
Clean and disinfect frequently used high-touch surfaces such as benchtops, desks, doorknobs, taps, and handrails at regular intervals throughout the day with a detergent solution or detergent/disinfectant wipes	Desks & chairs will be disinfected at the start of every lesson. Teachers spray the desks & chairs before students enter. Students then wipe their own desk with a clean, colour coded cloth (provided in every room). Teachers wipe teacher desk. Disinfectant & colour coded cloths available in every classroom. Door handles and switches are cleaned daily. Drink taps are cleaned twice daily – before morning tea & before second break. Stair handrails are cleaned weekly.
Clean toilets after each recess and at the end of the day, or at least daily.	Toilets are all cleaned daily.
Play equipment (both handheld and playground structures) should be disinfected daily, with a focus on high touch areas. For ease of disinfection, cleaners may use bleach in a 1:50 dilution. This can be sprayed onto equipment and left to air-dry.	All sporting equipment is sanitised at the end of each activity. Tables in the lunch areas are disinfected twice per day – once before morning tea and again before second break.
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	



COVID-19 Management Plan

General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	No air conditioners used in Term 2 & 3. Windows opened & fans on in each classroom.
Consider using alternative spaces, including outdoors for learning	This can be done at times but not for all classes.
Manage access and physical distancing to school site by contractors	All school contractors sign in and are made aware of the distancing requirements – access is out of school hours or when classes are on where possible.
Limit access to school site by non-essential visitors and other adults, including parents and carers	Non essential visitors are very limited and encouraged.
Ensure visitors and contractors clean hands and maintain physical distancing	Hand sanitiser supplied in front office and at various points around school. Social distancing signage is displayed in several areas.
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Social distancing signage and regular reminders.
1.5 metres and 4m ² ruling for students to be maintained where practicable	Tables and chairs moved further apart where able. Students reminded to distance.
Arrange furniture in classrooms to reduce distance between students	Furniture has been rearranged to maintain as much distance as possible.
Make arrangements for staff meetings to occur online or via teleconference	Meetings have been attended via Zoom since March. Some smaller meetings (<10) are still face to face if distancing can be maintained – ie large room or outdoors.
Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	
Manage and monitor student drop off and pick up including supervision at key times	Will be monitored but pick up is generally swift. Communication about no congregating made to parents via Newsletter.



COVID-19 Management Plan

Manage access to and control of school car park	
Supervise movements between school gate and classroom for younger students and as required	Students reminded of distancing but most will be alighting from buses.
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	To be monitored No change at this stage for the size of the College.
Minimise or rearrange gathering points	Tables are moved further apart in lunch areas.
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	Reminded in staff briefing each Monday.
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	To be monitored as numbers at home emerge. Teachers all taking their allocated classes at the moment.
Support vulnerable staff working from home, including the development of a work plan for these staff	Teachers working from home are operating in an online format. To be reviewed. Non teaching staff given administrative tasks or assisting in online Zoom breakout rooms.
Maintain regular communication with staff working from home about wellbeing and work performed at home	Check in during staff briefing or via email and phone.
Ensure additional casual teachers and support staff are available and trained in the school's teaching and learning approach to manage staff absences and support different modes of learning	We have a relief staff pool consisting of teachers, a cleaner, a tuckshop assistant & teacher's aide who are all fully trained.
Consider alternative staffroom arrangements for staff where practicable	Staff meeting rooms & outdoor area are available for use if staff room or lunch room gets crowded at any point – All other staff have at least 1.5m between desks.
Continue to promote and monitor wellbeing in accordance with local school plan	EAP promoted and brochure attached to briefing notes each week.



COVID-19 Management Plan

Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	All students will be supplied what they need to continue their learning.
Maintain all student reporting requirements including attendance and student protection.	As per our usual practices and outlined in the Protocols set at the end of term 2.
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Unwell students identified by staff sent to First Aid. Contact with parents and students sent home.
Plan for monitoring and responding to increased wellbeing concerns	AP Well-being and Pastoral staff including First Aid and Counsellor to monitor.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	Hygiene, physical distancing & other posters are displayed around the entire school. Hand rub posters are displayed at hand sanitising stations and Hand wash posters at all hand washing sinks. Students have been asked to design new handwashing signs (Design a sign competition) for display to increase the variety of signage.
Curriculum and school activities	
Required	Action taken
Continued suspension of all mass gatherings of students, including: <ul style="list-style-type: none"> • school assemblies • interschool activities • camps and excursions • sports and swimming events • arts events 	As per directives
Assess student progress levels and plan for an adapted curriculum on return to school	DP Learning and Teaching to communicate to all teaching staff protocols for return to classroom teaching and the retention of good practices.
Make arrangements for students learning at home	All students are checked in with to ensure they have access to everything they need.



COVID-19 Management Plan

Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	CMLs to meet with DP Learning and Teaching to determine if reporting process needs to change and to determine timeline for release of reports
Communication	
Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	Weekly communication with parents either via email or Newsletter plus Facebook posts
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Hygiene, physical distancing & other posters are displayed around the entire school. Hand rub posters are displayed at hand sanitising stations and Hand wash posters at all hand washing sinks.
Advise staff of teaching, movement and office arrangements	Continued.
Advise parents of learning arrangements	Facebook & email.
Advise parents of car park, drop off and restricted access to school	Facebook & email.
Ensure school staff are aware of departmental communication	CES announcements shared at briefing or email as required.