



COVID-19 Return to school planning considerations

Considerations to support transition to school-based learning arrangements

Required – refers to those actions/strategies that school must ensure are in place for the return of students to learning at school

School-based arrangements – refers to those actions/strategies that schools are advised to consider within their local context.

Health and hygiene

Required:

Provide facilities for regular handwashing and sanitising in every classroom

Ensure adequate cleaning supplies, monitor and reorder proactively

Display student promotional materials promoting hygiene and physical distancing in appropriate locations

Seek advice and assistance if unable to source adequate supplies.

Increased cleaning of:

- staff rooms
- classrooms
- play equipment
- high frequency touch points such as drink taps, door handles, hand rails and toilets

Action taken:

- Increased hand hygiene practices including daily reminders for students when to wash hands – on entry to school, before eating, before and after play, after going to the toilet and after sneezing or coughing. In addition all students will be asked to wash hands at approximately 30minute intervals
- Hand sanitizer available in every classroom and at front reception
- Soap dispensers and basins for washing hands positioned outside every year level.
- School Secretary to ensure adequate availability of hygiene and cleaning supplies through local suppliers
- Provide each classroom with hand hygiene posters for display
- Additional hours per day of cleaning by school cleaner for outdoor surfaces including drink taps, door handles, handrails, and toilets.

Continue to notify any suspected or confirmed cases of COVID-19 to DSE

- Use of water bottles at bubblers instead of drinking directly
- Additional hours per day of cleaning by school cleaner for frequently used inside surfaces
- Daily cleaning of staffroom and administration building by school cleaner
- Posters for staffroom etiquette for shared space
- Play equipment to be sanitized at the end of each day and left to air dry in the sun
- Twice or daily cleaning of any used equipment

School based arrangements:

Action taken:

Maximise airflow in enclosed spaces

- Teachers advised to open windows rather than use of air conditioning and keep doors open

Consider using alternative spaces for learning

- Maintaining 1.5m in all learning spaces as much as practical

Ensure hygiene for visitors and contractors

- Visitors to the school enter via front office, sign in and use hand sanitizer
- Limited visitors for emergency maintenance only
- No visits for non-essential purposes
- Directing parents to remain outside of the school grounds, only staff and students entering

Physical distancing

Required:

Action taken:

Maintain 1.5m between adults

- Each room to have reminders for the numbers of adults for safe social distancing as displayed on doors

Ensure physical distancing for employees in staff rooms, classrooms and other shared spaces

- Staff meetings offered via Zoom

Make arrangements for staff meetings to occur online or via teleconference

- If possible, contractors to be onsite out of school hours

Manage access and physical distancing to school site by contractors

- Limited visitors for emergency maintenance only
- No visits for non-essential purposes

Limit access to school site by non-essential visitors and other adults, including parents and carers

- Parents and carers advised that they are not to enter the school grounds for drop off or pick up
- Parents advised to use stop, drop and go where possible

Advise DSE of any concerns about responses by parents/carers or other persons external to the school.

- Allowance of students in students with or without siblings to arrive later and depart earlier to avoid congestion and anxiety

1.5 metres and 4sq metres does not apply to students but used as a guide a practically managed

- We promote and encourage social distancing of students whilst at school

- Teachers advised to set up classrooms to allow for this

School based arrangements:

□ Action taken:

Manage and monitor student drop off and pick up including supervision at key times

Manage access to and control of school car park

Supervise movements between school gate and classroom for younger students and as required

Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)

Minimise or rearrange gathering points

- Additional staff to assist with drop off and pick up duties to support students with changes to routine
- Allowance of students in Prep, with or without siblings to arrive later and depart earlier to avoid congestion and anxiety
- Prep students and siblings to be picked up from Prep gate at the front of the prep playground to assist with physical distancing
- Lunch breaks slightly altered in length to accommodate movement with food, cleaning, and social distancing
- Allocated play spaces for all year levels to minimize mixing of year levels and spaces
- Minimal need for lining up, where possible moving directly to learning spaces
- No assembly or large gatherings where social distancing cannot be adhered to

Staffing

Required:

□ Action taken:

Ensure unwell staff stay away from school

Maintain physical distancing of adults in staff rooms and other shared spaces, including classrooms

Conduct staff meetings online or via teleconference

Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning

- Staff have been advised that if they are unwell to stay home from school
- Signs on doors advising of the number of adults in the room to maintain appropriate physical distancing
- Staff meetings offered via Zoom
- Supervision and face to face roster developed for Weeks 4-10

School based arrangements:

□ Action taken:

Support vulnerable staff working from home, including the development of a work plan for these staff

Maintain regular communication with staff working from home about wellbeing and work performed at home

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

- Vulnerable staff provided with support to continue working from home or working on site depending on advice from GP
- Staff working from home attending Zoom meetings
- Relief teachers and school officers available to manage staff absence or additional support
- 1 staffroom space available with etiquette for maintaining social distancing and strict hygiene measures

Consider alternative staffroom arrangements for staff where practicable

- School counsellor providing wellbeing support and ideas for staff, students and families

Continue to promote and monitor wellbeing in accordance with local school plan

Student management

Required:	<input type="checkbox"/> Action taken:
Ensure students with compromised immune systems remain home and are supported with learning materials	<ul style="list-style-type: none">• Students with health issues will be provided with home-based learning either via Google classroom• Attendance and roll marking will return to normal for face to face classes and absences will be followed up by school administration as per normal procedure• Student protection processes as per normal• Parents and carers advised that students who are unwell are to stay home from school
Maintain all student reporting requirements including attendance and student protection.	
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	

School based arrangements:	<input type="checkbox"/> Action taken:
Plan for monitoring and responding to increased wellbeing concerns	<ul style="list-style-type: none">• School counsellor and Student Wellbeing team and/or Diverse Learners Team to monitor those students who are on their regular caseload and support any additional wellbeing needs as advised by class teachers• Daily reminders of hand hygiene requirements and posters to be displayed in each classroom
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	

Curriculum and school activities

Required:	<input type="checkbox"/> 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	<ul style="list-style-type: none">• No whole school mass gatherings will occur for the remainder of Term 2• School Assemblies will be offered via webinar

School based arrangements:	<input type="checkbox"/> Action taken:
Assess student progress levels and plan for an adapted curriculum and timetable on return to school	<ul style="list-style-type: none">• Teachers advised to focus on literacy, numeracy and integrated studies for the remainder of Term 2 and adapt other key learning areas to ensure any gaps in learning are filled• Students learning at home provided with either hard copy or digital learning depending on year level
Make arrangements for students learning at home	
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	

Communication

Required:

Maintain regular communication with parents and caregivers about school operations and expectations

Action taken:

- Regular communication to continue via email, Facebook and newsletter
- Emails to go out with additional information, as required

School based arrangements:

Display promotional materials promoting hygiene and physical distancing in appropriate locations

Advise staff of teaching, movement and office arrangements

Advise parents of learning arrangements

Advise parents of car park, drop off and restricted access to school

Ensure school staff are aware of departmental communication

Action taken:

- Additional promotional material in various locations around the school re hygiene and physical distancing
- Staff advised of supervision and duty rosters also on display in staff room
- Parents advised of learning arrangements via email, school newsletter, and from class teachers
- Parents advised of drop off and pick up arrangements through school newsletter and email

Address: Reed Rd, Trinity Park, QLD 4879
PO Box 1026, Smithfield, QLD 4878
Phone: 07 4050 6300
Email: secretary.trinitypk@cns.catholic.edu.au
Web: www.holycross.qld.edu.au

ABN: 42498340094

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