



Manoora CAMPUS

COVID-19 Return to school planning considerations (modified from EQ)

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:	<input type="checkbox"/> Action taken:
Provide facilities for regular handwashing and sanitising in every classroom	<ul style="list-style-type: none"> • 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 • Hand sanitizer in every classroom, at front reception and kitchen servery. Hand washing basins in Kitchen, Art room and Craft room. • Nicole Roberts to ensure adequate hygiene and cleaning supplies through local suppliers • Each classroom has hand hygiene posters for display • School cleaner 10am to 4pm for cleaning all areas • Class teachers and school officers to complete daily cleaning of inside surfaces in classrooms and admin area • Daily cleaning of areas by staff assigned to the specific staff room • Spraying of basketball and footballs on several occasions during games • Cleaner to clean toilets after each break and at the end of the day • Cleaner to wipe down hand rails after lunch and at the end of the day • Staff use assigned individual toilet
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: <ul style="list-style-type: none"> • staff rooms • classrooms • play equipment • high frequency touch points such as drink taps, door handles, hand rails and toilets 	
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	
School based arrangements:	
	<input type="checkbox"/> Action taken:
Maximise airflow in enclosed spaces	<ul style="list-style-type: none"> • Teachers advised to use air conditioning and not use fans.
Consider using alternative spaces for learning	

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Ensure hygiene for visitors, contractors and Young People

- Using outdoor spaces for appropriate classes, eating meals outside
- Visitors to the school enter via front office, sign in and use hand sanitizer
- YP to enter via front gate. DP will dispense hand sanitiser to all as they come onto the College Grounds each morning.
- Hand Sanitiser and Hand washing to be taught explicitly in Circle Up. Then reminders every day with mentors.
- Staff and young people to wash hands or use hand sanitiser prior to entering school vehicles
- School vehicles to be cleaned after each use, no person in front passenger seats
- Staff to ensure that all equipment including Laptops, Music Equipment and tools are sanitised after each use.

Laptops and other equipment

Physical distancing

Required:

Maintain 1.5m between adults

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

Make arrangements for staff meetings to occur online or via teleconference

Manage access and physical distancing to school site by contractors

Action taken:

- Each room to have reminders for the numbers of adults for safe social distancing
- Staff rooms have 4 sq mtrs + for each staff member
- No more than 2 adults per learning area with students
- Staff and other meetings via zoom

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

- If possible contractors to be onsite out of school hours
- Parents and carers advised that they are not to enter the school grounds for drop off or pick up
- are to be kept onsite until Government relaxes rules around groups of people.
- Teachers advised to set up classrooms with social distancing in mind
- Student meetings with staff to be held outside in undercover area
- Maximum number of young people per room identified and posted on rooms
- Rotating inside/outside activities to lower numbers in classrooms
- Young people to be encouraged to maintain physical distance in bus, no person to be in front passenger seat
- All Young People are to be kept onsite until Government relaxes rules around groups of people.

Outdoor Activities

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

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

Maintain spacing between students based on classroom size and number of students.

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School based arrangements:	☐ Action taken:
Manage and monitor student drop off and pick up including supervision at key times	<ul style="list-style-type: none">• Staff supervision of afternoon bus pick up area
Manage access to and control of school car park	<ul style="list-style-type: none">• Visitors to the private onsite accommodation to park on the road
Supervise movements between school gate and classroom for younger students and as required	<ul style="list-style-type: none">• Meal breaks to occur at normal times due to number of young people
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	<ul style="list-style-type: none">• Staff to serve food to individuals rather than having them help themselves
Minimise or rearrange gathering points	<ul style="list-style-type: none">• Remind young people about appropriate social distancing
Minimise movement of YP through Reception and Office Area.	<ul style="list-style-type: none">• Mentors to pre-organise Computers and other equipment.• YP not to use reception as a walkway. Door to be kept closed.

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Staffing	
Required:	<input type="checkbox"/> Action taken:
Ensure unwell staff stay away from school	<ul style="list-style-type: none"> • Staff have been advised that if they are unwell to stay home from work and minimise movements around community • Signs on doors advising of the number of adults in the room to maintain appropriate physical distancing • Staff meetings via zoom • Adjusted Timetable organised for Weeks 4-6
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	
School based arrangements:	<input type="checkbox"/> Action taken:
Support vulnerable staff working from home, including the development of a work plan for these staff	<ul style="list-style-type: none"> • 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 twice per week • School officers available to manage staff absence or additional needs • Nicole Roberts to check Post Office twice per week • Twice weekly check ins with staff via zoom meetings • Assign a Wellbeing Officer to develop ideas for providing wellbeing support for staff as well as young people
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	
Consider alternative staffroom arrangements for staff where practicable	
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 via hard copy • Attendance and roll marking will return to normal for face to face classes and absences will be followed 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. See:	
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	

School based arrangements:

School based arrangements:	<input type="checkbox"/> Action taken:
Plan for monitoring and responding to increased wellbeing concerns	<ul style="list-style-type: none"> • Mentors to monitor those students who are on their regular role and support any additional wellbeing needs • Maintain connections with external providers and contact as necessary for support • Daily reminders of hand hygiene requirements and posters are 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"> • N/A

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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 engagement activities in weeks 4 to 6 and literacy and numeracy for the remainder of Term 2
Make arrangements for students learning at home	<ul style="list-style-type: none">Students learning at home provided with either hard copy learning activities
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	<ul style="list-style-type: none">Consider a modified report cardComplete all Personal Learning Plans (PLP's) including wellbeing, life skills and academic

Communication

Required:	<input type="checkbox"/> Action taken:
Maintain regular communication with parents and caregivers about school operations and expectations	<ul style="list-style-type: none">Principal to communicate to community through Deputy Principal as requiredLetter to go out with additional information to all parents/caregivers

School based arrangements:	<input type="checkbox"/> Action taken:
Display promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none">Additional promotional material in various locations around the school re hygiene and physical distancing
Advise staff of teaching, movement and office arrangements	<ul style="list-style-type: none">Staff advised of supervision and duty rosters and share via teams and on display in staff room
Advise parents of learning arrangements	<ul style="list-style-type: none">Parents advised of learning arrangements via letter, phone calls, home visits and social media
Advise parents of car park, drop off and restricted access to school	<ul style="list-style-type: none">DP to ensure staff check and read emails, providing a hard copy for those staff who have limited access
Ensure school staff are aware of Catholic Education Services and other communications	<ul style="list-style-type: none">CES and other communications discussed/tabled at each staff meeting

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Kitchen	
Required:	<input type="checkbox"/> Action taken:

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School based arrangements:	<input type="checkbox"/> Action taken:
Hand Hygiene	<ul style="list-style-type: none"> • Supervise Young People to wash hands thoroughly before cooking. • No Young People are to access the kitchen unless supervised in Cooking Class. • Only 3 YP to cook at any one time due to restrictions on space and equipment. • Use disposable gloves and masks to serve food to YP • College provided Kitchen safe shoes are to be thoroughly sanitised at the end of the class.
YP access to Kitchen	
Cooking Classes	
Serving in the Kitchen at Meal times	
Cooking Class Shoes	