

St Andrew's Catholic College COVID-19 Management Plan

Considerations to support transition to school-based learning arrangements

Hygiene	
Required	Action taken
Provide tissues and facilities for regular hand washing or sanitising in every classroom	<p>Junior Years: Classrooms are provided with tissues for students;</p> <p>Junior Years students are asked to wash their hands prior to entry into the classroom at key points in time during the day including the start of day, breaks and after going to the bathroom.</p> <p>Middle & Senior: All classrooms in Middle and Senior years have been provided with hand sanitiser for students to sanitise their hands upon entry</p>
Ensure adequate cleaning supplies, monitor and reorder proactively	Cleaning supplies are regularly monitored by the Cleaning Supervisor and reordered as needed from Coxen Cleaning Supplies.
Seek advice and assistance if unable to source adequate supplies.	David Kemp from CES is available to offer supplies and support if required. The College has a good working relationship with David.
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	<p>Signs were provided on the Cleaning Team on 16 March 2020 for placement at key areas around the school to remind staff and students of hygiene requirements.</p> <p>Signage on all entries to the school advising parents to respect social distancing and also not to enter school grounds without prior arrangement.</p>
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	Bins are emptied at the conclusion of each day by the cleaning team.
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	The College has a rostered cleaning allocation where staff rooms, classroom facilities and also general areas are cleaned on a regular daily basis.

<p>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</p>	<p>Junior Years: Junior Years students are asked to wash their hands prior to entry into the classroom at key points in time during the day including the start of day, breaks and after going to the bathroom.</p> <p>Students have a desk allocated to them at the commencement of the school year. These desks are wiped down by the cleaning team at the conclusion of each day.</p> <p>Middle & Senior: All classrooms in Middle and Senior years have been provided with hand sanitiser for students to sanitise their hands upon entry.</p> <p>Additionally each classroom has been provided with a Power clean solution and paper towel to allow 2 students to wipe down each desk at the commencement of each class during the day.</p>
<p>Clean toilets after each recess and at the end of the day, or at least daily.</p>	<p>A day cleaner has been employed to undertake the cleaning of toilets after recesses and lunch breaks during the day.</p>
<p>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.</p>	<p>A day cleaner has been employed to undertake the disinfection of playgrounds after recesses and lunch breaks during the day.</p>
<p>Continue to notify any suspected or confirmed cases of COVID-19 to DSE</p>	<p>Regular communication and management of this is occurring between the HR Officer, Assistant Principal and Head of Corporate Services.</p> <p>Principal and DSE are also being kept informed of this information.</p>
<p>General considerations</p>	
<p>Required</p>	<p>Action taken</p>
<p>Maximise airflow in enclosed spaces</p>	<p>Staff have been encouraged to utilise natural ventilation where possible through use of fans and also keeping windows and doors open.</p> <p>It is noted that it is each individual's choice as this may potentially impact upon lesson delivery in locations where building works or other noisy activities are underway.</p>
<p>Consider using alternative spaces, including outdoors for learning</p>	<p>Social distancing has been considered, particularly in the staff room for teachers. In this instance, many staff are utilising classrooms to undertake appropriate social distancing.</p>

Manage access and physical distancing to school site by contractors	<p>The school currently has major building work underway. The Site Foreman is responsible for contractors on this site.</p> <p>Normal contractors to the site are made aware of the requirements and where possible access outside of school hours is facilitated to allow appropriate management of physical distancing and also hygiene.</p>
Limit access to school site by non-essential visitors and other adults, including parents and carers	<p>Signage has been placed on all entries to the school advising parents to respect social distancing and also not to enter school grounds without prior arrangement. Parents and carers are asked to attend the Main Office.</p> <p>Additionally, stop drop and go arrangements are currently in place for Junior Years students to ensure that parents and carers do not enter the school grounds.</p>
Ensure visitors and contractors clean hands and maintain physical distancing	<p>The school currently has major building work underway. The Site Foreman is responsible for contractors on this site.</p> <p>Normal contractors to the site are made aware of the requirements and where possible access outside of school hours is facilitated to allow appropriate management of physical distancing and also hygiene.</p>
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	<p>Staff have been instructed to situate desks in the classrooms in exam-like conditions and to also place distance between themselves and the students.</p> <p>Social distancing has been considered, particularly in the staff room for teachers. In this instance, many staff are utilising classrooms to undertake appropriate social distancing.</p>
1.5 metres and 4m ² ruling for students to be maintained where practicable	<p>Staff have been instructed to situate desks in the classrooms in exam-like conditions and to also place distance between themselves and the students.</p> <p>As more students return this will become more challenging.</p>
Arrange furniture in classrooms to reduce distance between students	<p>Staff have been instructed to situate desks in the classrooms in exam-like conditions and to also place distance between themselves and the students.</p>

<p>Make arrangements for staff meetings to occur online or via teleconference</p>	<p>Weekly Prayer, Presentations and also Staff Meetings are being conducted via Zoom meetings.</p> <p>Meetings for the School Board and also P & F Association are also being conducted through this means as well.</p>
<p>Advise DSE of any concerns about responses by parents/carers or other persons external to the school.</p>	<p>The School Principal is in regular communication with the DSE in relation to matters which arise and the ongoing management of these matters.</p>
<p>Manage and monitor student drop off and pick up including supervision at key times</p>	<p>Stop drop and go arrangements are currently in place for Junior Years students to ensure that parents and carers do not enter the school grounds.</p> <p>The school has also recently installed a boom gate which is limiting the number of visitors, parents and carers to the College.</p>
<p>Manage access to and control of school car park</p>	<p>The school has also recently installed a boom gate which is limiting the number of visitors, parents and carers to the College and also the Main Administration Carpark.</p> <p>The new traffic management system has resulted in a calmer and safer environment for all staff members, parents and students within the school community.</p>
<p>Supervise movements between school gate and classroom for younger students and as required</p>	<p>Stop drop and go arrangements are currently in place for Junior Years students to ensure that parents and carers do not enter the school grounds.</p> <p>This includes escorts and supervision for the walk to and from the school grounds and also supervision in the school grounds at the commencement and end of the school day.</p>
<p>Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)</p>	<p>Prep and Year 1 students are currently being dismissed an extra 10 minutes early each day.</p> <p>Additionally, within the Junior Years student lunch and play areas are separated by buildings. Accordingly the school is able to achieve reasonable physical distancing within the need to alter break times at this stage.</p>
<p>Minimise or rearrange gathering points</p>	<p>Within the Junior Years student lunch and play areas are separated by buildings. Accordingly the school is able to achieve reasonable physical distancing within the need to alter break times at this stage.</p>

Staffing	
Required	Action taken
Ensure unwell staff stay away from school	<p>Regular communication is being sent to staff in relation to the expectations around staying home if they are unwell.</p> <p>Additionally CES and the College have provided 20 days (pro-rata) of COVID - 19 leave to all staff members to ensure that they stay home when they are unwell.</p>
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	Deputy Principals for each of the College Levels are actively working with staff, parents and students to provide the appropriate level of support for students both within the classroom and also still undertaking remote learning.
Support vulnerable staff working from home, including the development of a work plan for these staff	<p>The College has worked closely with vulnerable staff members to identify and minimise potential risks to their personal health.</p> <p>Each case has been considered on a case-by-case basis.</p>
Maintain regular communication with staff working from home about wellbeing and work performed at home	<p>The College has worked closely with vulnerable staff members to identify and minimise potential risks to their personal health.</p> <p>Each case has been considered on a case-by-case basis.</p> <p>This is ongoing now that the College is moving towards a full return of students to the College in Week 6 of Term 2.</p>
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	<p>This is normal practice.</p> <p>Teacher relief and replacement is managed by the Assistant Principal.</p>
Consider alternative staff room arrangements for staff where practicable	Social distancing has been considered, particularly in the staff room for teachers. In this instance, many staff are utilising classrooms to undertake appropriate social distancing.
Continue to promote and monitor wellbeing in accordance with local school plan	<p>The College is very concerned about the wellbeing of the local school community.</p> <p>Accordingly, opportunities for engagement are being explored and offered for the whole school community. This includes, zoom meetings and regular check ins for students,</p>

	P & F zoom meetings and weekly prayer and briefings to staff.
Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	<p>Deputy Principals for each of the College Levels are actively working with staff, parents and students to provide the appropriate level of support for students both within the classroom and also still undertaking remote learning.</p> <p>DP's are also working closely with students and parents that may not be able to return to the classroom with all other students to ensure that appropriate support is being provided.</p>
Maintain all student reporting requirements including attendance and student protection.	<p>This is ongoing.</p> <p>Attendance is currently being managed and maintained through both AndiE and also the normal College processes.</p> <p>This is being overseen by the Junior, Middle and Senior Student Reception staff.</p>
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	<p>As a College, we have the ability to send students that are unwell home, for the safety of our staff, students and school community. All Leadership Team members and also the School Nurse are supportive of this requirement.</p> <p>If a student is genuinely unwell, in a quick conversation with the teacher supervising at the time, they are to be sent to the Health Centre and the School Nurse can organise to the parents to come and collect the child.</p>
Plan for monitoring and responding to increased wellbeing concerns	<p>The Counselling support team have been providing information to both our teaching and also parent groups within the College in relation to how to support students at this time.</p> <p>The Counsellors are also providing support to students on a one on one basis as required.</p> <p>External assistance is also able to be sourced should the needs outweigh current ability and staffing levels.</p>
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	<p>Junior Years: Junior Years students are asked to wash their hands prior to entry into the classroom at key points in time during the day including the start of day, breaks and after going to the bathroom.</p>

	<p>Students have a desk allocated to them at the commencement of the school year. These desks are wiped down by the cleaning team at the conclusion of each day.</p> <p>Middle & Senior: All classrooms in Middle and Senior years have been provided with hand sanitiser for students to sanitise their hands upon entry.</p> <p>Additionally each classroom has been provided with a Power clean solution and paper towel to allow 2 students to wipe down each desk at the commencement of each class during the day.</p> <p>Regular communication is happening every day in every classroom. Signage has also been placed around the College as a reminder to all students and staff.</p>
<p>Curriculum and school activities</p>	
<p>Required</p>	<p>Action taken</p>
<p>Continued suspension of all mass gatherings of students, including:</p> <ul style="list-style-type: none"> ● school assemblies ● interschool activities ● camps and excursions ● sports and swimming events ● arts events 	<p>This is ongoing, although as the Australia Government is slowly moving out of the isolation period, the school will look at reinstating some activities where appropriate.</p> <p>Any such actions will require the activity to be carefully planned and risk assessments and also documented COVID plans to be prepared and also distributed.</p>
<p>Assess student progress levels and plan for an adapted curriculum on return to school</p>	<p>Extensive arrangements have been made and communicated to students, parents and carers.</p> <p>With all students returning on 25 May 2020, the focus has now shifted to the return for most students to the classroom and the importance of still providing remote learning to those students at home for Week 5.</p>
<p>Make arrangements for students learning at home</p>	<p>Extensive arrangements have been made and communicated to students, parents and carers.</p> <p>With all students returning on 25 May 2020, the focus has now shifted to the return for most students to the classroom and the importance of still providing remote learning to those students at home for Week 5.</p>
<p>Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements</p>	<p>This process is currently being finalised and teachers and parents will be advised in due course.</p>

Communication	
Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	The school is communicating with Parents and Caregivers on a weekly basis. This is anticipated to continue.
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Signs were provided on the Cleaning Team on 16 March 2020 for placement at key areas around the school to remind staff and students of hygiene requirements. Signage on all entries to the school advising parents to respect social distancing and also not to enter school grounds without prior arrangement.
Advise staff of teaching, movement and office arrangements	Regular communication with all staff occurs at the beginning of each week through a Zoom meeting / Staff Prayer on a Monday morning and also provision of the Staff Scoop. This will continue.
Advise parents of learning arrangements	Deputy Principals for each of the College Levels are actively communicating with parents in relation to the learning arrangements and expectations. Additionally Year Level Coordinators and Classroom teachers are also supporting this as well. This is expected to continue.
Advise parents of car park, drop off and restricted access to school	The school has also recently installed a boom gate which is limiting the number of visitors, parents and carers to the College and also the Main Administration Carpark. The new traffic management system has resulted in a calmer and safer environment for all staff members, parents and students within the school community.
Ensure school staff are aware of departmental communication	This is ongoing. Staff have clear lines of communication with their respective line managers.