

COVID-19 Management Plan

St Clare's School, TULLY

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	Increased hand hygiene practices including daily reminders for students – on entry to school, before eating, before and after play, after toileting and after sneezing or coughing.
Ensure adequate cleaning supplies, monitor and reorder proactively	Hand sanitizer available in the office and additional soap/sanitizer available for classrooms and other rooms accessed by students and staff.
Seek advice and assistance if unable to source adequate supplies.	
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	Teachers to continue to remind students appropriate hygiene methods. Posters in each classroom as reminders to students.
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	All classrooms have bins
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	Daily cleaning of staffroom by roster
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	School cleaner to continue extra cleaning of railings, door handles, drink taps and surfaces each day. Class teachers/SO to complete daily cleaning of inside surfaces including desks, devices
Clean toilets after each recess and at the end of the day, or at least daily.	Student toilets 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.	Minimum use of play equipment. Prep playground washed down daily. Lower playground closed until full resumption.
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	Principal in regular contact with DSE
General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	Recommended for classrooms to have open windows and doors, fans on.
Consider using alternative spaces, including outdoors for learning	Use of hall and Monte Falco area when appropriate for larger groups
Manage access and physical distancing to school site by contractors	Contractors to work outside school hours where possible. Follow procedures of hand washing and distancing if needing to be on site during school hours.
Limit access to school site by non-essential visitors and other adults, including parents and carers	Limited adult access. Parents asked to make appointments and present at office as first point of call
Ensure visitors and contractors clean hands and maintain physical distancing	All visitors must use hand sanitizer upon presenting to the office
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Signs on doors to remind how many adults are permitted for safe social distancing
1.5 metres and 4m ² ruling for students to be maintained where practicable	Spacing between students as practical as possible in classrooms
Arrange furniture in classrooms to reduce distance between students	Spacing between students as practical as possible in classrooms
Make arrangements for staff meetings to occur online or via teleconference	Staff meetings in the library or via zoom if numbers larger
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	Additional staff to assist with afternoon pickup. Parents advised to stop, drop and go in the mornings as much as possible

Manage access to and control of school car park	Prep, Year 1 and siblings to be picked up at 2.50pm for the remainder of the term
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)	Lunch breaks at normal times in regular area. Students spaced where practical. When weather permits, use of outdoor area.
Minimise or rearrange gathering points	Parents should not be entering classrooms in the morning. Parents reminded about physical spacing at pick up areas
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	Staff who are unwell are advised to stay at home
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	Supervision of online learning timetabled for classes. Revised supervision timetables in week 4 (Prep and 1 resume) and in week 6 (full school resumption)
Support vulnerable staff working from home, including the development of a work plan for these staff	Vulnerable staff provided with support for their requirements (isolated work or working from home depending on advice from GP)
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	Continue to promote and monitor wellbeing of all.
Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	

Maintain all student reporting requirements including attendance and student protection.	Attendance marked daily. During Online Learning phone calls made to families for unexplained absences for the first month then SMS notification. Student protection monitored and discussions with principal if concerns.
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Parents contacted if child presents unwell at school. Reminders to parents regarding unwell students staying at home.
Plan for monitoring and responding to increased wellbeing concerns	School counsellor providing well-being support for families and staff. School counsellor to monitor students on their regular caseload and support any additional wellbeing needs as advised by teachers.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	Teachers manage with their own classes.
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 	No whole school gatherings for the remainder of term 2. School camps moved to later in the year. No excursions during T2. All whole school and interschool sporting events cancelled for T2. School performances cancelled.
Assess student progress levels and plan for an adapted curriculum on return to school	Adapted curriculum for all year levels during online learning period
Make arrangements for students learning at home	Adapted curriculum for all year levels during online learning period
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	Revised reporting process for semester 1 as per CES guidelines
Communication	
Required	Action taken

Maintain regular communication with parents and caregivers about school operations and expectations	Continue regular school newsletter Emails from CES and Principal go out with additional information as required. Updates provided through social media where appropriate
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Promotional material regarding hygiene and physical distancing in classrooms and around the school
Advise staff of teaching, movement and office arrangements	Outlined in communication to parents
Advise parents of learning arrangements	Weekly schedules sent to parents from class teachers
Advise parents of car park, drop off and restricted access to school	Communicated in newsletter and emails to parents
Ensure school staff are aware of departmental communication	Information forwarded or shared by the Principal to staff when appropriate