



St Francis Xavier's School

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	Our students are provided paper towel for handwashing for each lunch break and after play. Hand sanitiser has been provided in every classroom and learning area, disinfectant spray bottles and cleaning cloths. Sinks cleaned throughout the day.
Ensure adequate cleaning supplies, monitor and reorder proactively	We have adequate supplies within the school. Awaiting an order for hand sanitiser.
Seek advice and assistance if unable to source adequate supplies.	Have previously sought advice and are now awaiting orders.
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	All hygiene posters are displayed at all stations that children wash hands. Handwashing signs are digitally available for staff use and are displayed in every classroom and staff areas.
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	Bins are provided in each classroom and emptied daily.
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	Our staffroom is cleaned three times per 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	Our cleaners clean these areas at the end of each day. Our teachers clean the hotspots in their classrooms at the end of each day. Our cleaners clean these areas at the end of each day. Handballs are disinfected throughout the day.
Clean toilets after each recess and at the end of the day, or at least daily.	Our toilets are cleaned daily. Our bubblers are cleaned twice 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.	Our playgrounds are cleaned each afternoon.
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	Cases will be notified to the appropriate parties if and when this occurs.
General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	Where possible, doors and windows are open.
Consider using alternative spaces, including outdoors for learning	Our Phase 3 roster includes afternoon alternative spaces. Where possible this is also considered.
Manage access and physical distancing to school site by contractors	All WPHS and social distancing will be abided by. If work can be completed outside of hours, then this will be preferable. All persons entering the grounds for these purposes are to respond to a variety of questions beforehand to ascertain safety.
Limit access to school site by non-essential visitors and other adults, including parents and carers	All parents during drop off and pick up are to remain outside the school grounds. Children meet parents in the office foyer if they are collecting inside school hours.
Ensure visitors and contractors clean hands and maintain physical distancing	Hand sanitiser is available at the office and our office has signage reminding them and is marked for social distancing. All visitors are to use prior to entering and exiting the school. Communication to our parents have informed them that no more than two people in our office at any one time.
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Where possible 1.5 m is maintained between adults. Floor marks have also been placed in high density work areas.
1.5 metres and 4m ² ruling for students to be maintained where practicable	Where practicable, social distancing is maintained.
Arrange furniture in classrooms to reduce distance between students	Furniture has been removed as required.
Make arrangements for staff meetings to occur online or via teleconference	Staff meetings are either via zoom or we divide the staff into three groups through rotations.

Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	Communication with DSE will occur in an event of any concerns from parents or external parties.
Manage and monitor student drop off and pick up including supervision at key times	The school only provides one gate open in the morning and is monitored by staff. The school now provides two gates in the afternoon to ensure a smoother transition due to larger number of students attending school.
Manage access to and control of school car park	Staff and parish are only permitted to use the car park.
Supervise movements between school gate and classroom for younger students and as required	All students are supervised during transitions, drop offs and pickups.
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	Unable to stagger starts as parents have work commitments. Unable to stagger lunches as do not have enough manpower to supervise. There is enough space for our children at lunch times to social distance and play.
Minimise or rearrange gathering points	There are multiple points for gatherings within the school.
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	Staff have been informed that if they are unwell then they are to stay away from school.
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	Our teachers have been provided PD which is ongoing that supports learning from home.
Support vulnerable staff working from home, including the development of a work plan for these staff	Our vulnerable staff have been set up to work from home. We are providing a secure place for staff to come back to work to reduce anxiety where there is a balance of working from home and working at school.
Maintain regular communication with staff working from home about wellbeing and work performed at home	Contact with staff is either on a daily or weekly check-in. Email is also used as a form of communication as well as our staff weekly memo.
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 designated relief teachers which are regular to our school. They have been provided with an induction on entry if required to our processes.

Consider alternative staffroom arrangements for staff where practicable	Our staff has been divided into three teams. The teams are scheduled to eat at different times.
Continue to promote and monitor wellbeing in accordance with local school plan	We are at Phase 3 in organising supervision and wellbeing of our staff. We have face to face meetings fortnightly with teams to monitor wellbeing. We are also providing special celebrations to value their dedication and commitment during this time.

Student wellbeing

Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	Our parents are communicating via email if their students have compromised immune systems. Work is being provided to these families.
Maintain all student reporting requirements including attendance and student protection.	Roles have been organised during this modified learning period. Student participation is via an activity on Seesaw or Google Classroom which all students must mark by 9.30 am each day.
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Email communication and newsletters stating that if your child/ren are ill then they are to stay at home has been published.
Plan for monitoring and responding to increased wellbeing concerns	The classroom teacher monitors the student's wellbeing daily. Our parents have been provided a wellbeing site to go to for information regarding how to assist their child's wellbeing during this time. Our daily timetables have scheduled wellbeing time. We have completed videos regarding wellbeing, and these are promoted to our parents. We have planned wellbeing activities in the afternoon for our children. We have a counsellor, if required, to assist with our families who are experiencing increased wellbeing concerns. We have provided external providers if families require further support outside of the school.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	Our students are reminded every day by their classroom teacher of the essential hygiene methods. Posters are displayed and they practice this eat time they eat, play and go to the toilet. Students have also been informed of the hygiene practices if drinking from the bubblers.

Curriculum and school activities

Required	Action taken
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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 	The school has suspended all activities that include mass gatherings.
Assess student progress levels and plan for an adapted curriculum on return to school	Whole school and team year level meetings are occurring regarding the progress of our students and the adjusted curriculum plan for when they return to school.
Make arrangements for students learning at home	Our students have been provided with online learning whilst working from home.
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	Whole school and team year level meetings are occurring regarding assessment and reporting and curriculum planning.
Communication	
Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	Parents receive weekly emails regarding update of COVID-19. Videos have also been prepared outlining school operations and expectations. Parents also receive the school newsletter on a fortnightly basis. Facebook also provides updates to our parents. Emails are also sent from our classroom teachers updating parents on school operations for their children.
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Hygiene posters have been displayed at all appropriate locations.
Advise staff of teaching, movement and office arrangements	All staff are provided with a new roster of any changes. Staff are also advised via our weekly memo, email and staff meetings.
Advise parents of learning arrangements	Parents have been advised of learning arrangements via email, broadcast, permission slips, newsletter and Facebook.
Advise parents of car park, drop off and restricted access to school	Parents have been advised of restricted access to school and how pick ups and drops offs will occur via email. Signage is also displayed for parents
Ensure school staff are aware of departmental communication	All school personnel receive all communication from CES, school and parent emails.