



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 or where access is easily accessible	<p>Tissues are provided and facilities for regular handwashing for every classroom are in place.</p> <p>All students and staff have increased hand hygiene practices. This includes daily routines to wash hands; on entry to school, before entering classroom, before eating, before and after play, after going to the toilet, coughing or sneezing, and before going home.</p> <p>Students are taught correct handwashing procedure.</p>
Ensure adequate cleaning supplies, monitor and reorder proactively	School secretary and cleaner to liaise to ensure adequate cleaning/hygiene supplies are available through local suppliers.
Seek advice and assistance if unable to source adequate supplies	Secretary to liaise with Principal who will discuss with David Kemp (WHS CES).
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	Visual posters for hand hygiene and physical distancing located in each classroom and in key points around the school.
Provide bins in every classroom for used tissues and empty them regularly/daily	All bins in school are emptied daily by school leaders. Cleaner empties toilet bins daily.
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, classrooms and general areas	Daily cleaning of high traffic surfaces by cleaner. Increased hours allocated to cleaner to meet this demand.
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	All classrooms high-touch points will be cleaned daily (afternoon) by cleaner.
Clean toilets after each recess and at the end of the day, or at least daily.	Toilets are cleaned daily by cleaner.

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.	Minimised use of sport and nature play equipment. High-touch surfaces on playgrounds are sprayed daily. Designated equipment is sprayed daily. PE specialist and Principal responsible.
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	Principal to notify Gerard Kearney DSE and David Kemp WHS CES. Preventive measure of downloading COVID Safe App information session is held on 20/05/2020 with David Kemp.
General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	Staff advised to open windows rather than use of air conditioning and keep doors open.
Consider using alternative spaces, including outdoors for learning	Staff advised to consider alternative spaces for learning.
Manage access and physical distancing to school site by contractors	No contractors are allowed on school site without permission from Principal.
Limit access to school site by non-essential visitors and other adults, including parents and carers	Access to school site is for staff members only or those who play a significant role in educating St. John's students. Parents directed to use 'Stop, Drop & Go' zone. Two zones have been assessed by Sergeant Mark Cini on 15/05/2020 and 19/05/2020.
Ensure visitors and contractors clean hands and maintain physical distancing	If deemed necessary by Principal to access site, visitors/contractors will sanitise hands immediately upon arrival and be briefed on the importance of social distancing.
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Adults are reminded by Principal via Staff Bulletin and walk throughs to ensure physical distancing. Signage is located around school grounds.
1.5 metres and 4m ² ruling for students to be maintained where practicable	Students are reminded each day about social distancing and staff will enforce where practical.
Arrange furniture in classrooms to increase distance between students	Staff are to arrange furniture to reduce distance between students where practical. For example, set up classrooms as 'kids in grids'.
Make arrangements for staff meetings to occur online or via teleconference	Staff meetings are via Google Hangouts. All meetings on school grounds are in a space where social distancing is adhered to.

Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	Principal will contact DSE if school community members are not following COVID-19 restrictions or St. John's expectations.
Manage and monitor student drop off and pick up including supervision at key times	Principal supervising 'Stop, Drop & Go' whilst in home-based learning mode, then move to school duty roster to support students with changes to routine.
Manage access to and control of school car park	Principal to manage access to school car park and advise Sergeant Mark Cini of changes and operational measures. Sergeant Cini will assess also.
Supervise movements between school gate and classroom for younger students and as required	Staff member on duty at 'Stop, Drop & Go' will assist younger students as needed. P/1 students to be escorted to 'Stop, Drop & Go' by Prep staff each afternoon for pick up.
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	Students will spread out in covered area as well as tuckshop eating area to eat lunch. Students will be socially distant when eating lunch, E.g. 6 per table.
Minimise or rearrange gathering points	When gathering, students are encouraged to be social distant. Students are to respond to directives to be socially distant. Explicit teaching of skill will continue. Home reading distribution point in resource room is to be assessed.
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	Staff have been advised that if they are unwell to stay home from school. A school thermometer is onsite at office.
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	Staff are managed to support present operational need of students.
Support vulnerable staff working from home, including the development of a work plan for these staff	Vulnerable staff working from home are in regular contact with Principal via phone, Google Hangout Meet and email. All vulnerable staff members have discussed with Principal a work plan to return to work on Monday 25 May based on GP recommendation. Spaces and equipment for vulnerable staff members have been planned and ordered.
Maintain regular communication with staff working from home about wellbeing and work performed at home	Staff working from home are in regular contact with Principal via phone, Google Hangout Meet and email.

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	Relief teachers and support staff are being trained in new COVID-19 operating measures and have been debriefed on current context to manage staff absences.
Consider alternative staffroom arrangements for staff where practicable	Staffroom is available to accommodate five adults at a time. Extra tea/coffee facilities are available in meeting room. Vulnerable staff members are self-isolating in their classroom or allocated workspace.
Continue to promote and monitor wellbeing in accordance with local school plan	School Counsellor to check in with staff members regularly. Principal to check in with staff also. School Counsellor providing wellbeing support and ideas for staff. APRE attending to spiritual needs of prayer email each day.

Student wellbeing

Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	Do not have a student with a compromised immune/health condition. Have discussed plan in case this arises with LST as to what we can offer. Briefed school secretary on process if this query comes to the office.
Maintain all student reporting requirements including attendance and student protection.	Reporting requirements are finalised and teachers are briefed. Student protections guidelines are still be strictly adhered to and staff have been reminded that normal school process applies. If you are concerned about a student on school site or throughout home-based learning mode, inform a student protection officer or School Counsellor. Principal will assess case and action.
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Parents have been briefed on this by Parent Flyer and newsletter. If a staff member is concerned about a student, send to office and temperature will be checked and assessment done by First Aid Officer and Principal.
Plan for monitoring and responding to increased wellbeing concerns	Teachers have been advised to be vigilant in reporting wellbeing concerns as per normal school process. Discuss with School Counsellor, who will then discuss with Principal. HPE specialist in conjunction with School Counsellor have provided weekly resources to families concerning wellbeing. Principal has also addressed this in Parent Flyer and newsletter.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	Staff have been briefed to remind and teach regularly increased hygiene measures to students. Staff will refer to posters.

Curriculum and school activities

Required	Action taken
<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>No gatherings in Term 2.</p>
<p>Assess student progress levels and plan for an adapted curriculum on return to school</p>	<p>Teachers directed to focus on; English, Maths, Science, HPE and Religion for reporting. When all students return on Monday 25 May, students will be exposed to other Learning Areas through activities/learning episodes, but the usual depth will not apply. Rather, modified planning for Learning areas will occur to examine the entire 2020 year.</p>
<p>Make arrangements for students learning at home</p>	<p>A plan is in place if this is required.</p>
<p>Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements</p>	<p>Modified Report Card is confirmed by Director of Learning and Teaching – Ursula Elms and Executive Director Bill Dixon. Parent community has been informed in Week 4 newsletter.</p>
Communication	
Required	Action taken
<p>Maintain regular communication with parents and caregivers about school operations and expectations</p>	<p>Parents are informed of COVID-19 updates and changes to school operating procedures by weekly Parent Flyer. Further information is detailed in fortnightly newsletter. Emphasis on correct handwashing technique has been given to parents via Parent Flyer and newsletter. Parents are emailed correspondence from Director Bill Dixon. Director Bill Dixon's correspondence is filed on Parent Portal. Parents are also informed of correspondence by Parent Flyer.</p>
<p>Display promotional materials promoting hygiene and physical distancing in appropriate locations</p>	<p>Materials can be viewed onsite at St. John's, Catholic Education Website, Parent Portal, Parent Flyer and newsletter.</p>
<p>Advise staff of teaching, movement and office arrangements</p>	<p>Principal and cleaner meet weekly to discuss cleaning requirements and demands. Operational changes are communicated via Staff Bulletin or Staff Calendar.</p>
<p>Advise parents of learning arrangements</p>	<p>Parents are briefed each week via Parent Flyer.</p>

Advise parents of car park, drop off and restricted access to school	Parents are briefed via Parent Flyer and newsletter.
Ensure school staff are aware of departmental communication	Principal meets with Directors and David Kemp WHS CES each Thursday and will pass on advice/recommendations. Principal meets with Director of School Effectiveness Gerard Kearney and Southern Deanery Principals each Tuesday and will pass on advice/recommendations.