

COVID-SAFE SCHOOL MANAGEMENT PLAN



Effective as of 11th May 2020

ST RITA'S SCHOOL BABINDA COVID SAFE PLAN

COVID-19 Return to school timeline:

* Monday 11th May 2020 Prep & Year students

* Monday 25th May 2020 Years 2 – 6 students

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:

Provide facilities for regular handwashing and sanitising in every classroom

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:

- staff rooms
- classrooms
- play equipment
- high frequency touch points such as drink taps, door handles, hand rails and toilets

Action taken:

- Continue with rigid hand hygiene routines already practised, including supervision of hand handwashing upon entry to school, before eating, before and after play, after going to the toilet and after sneezing or coughing.
- Hand sanitizer in every classroom and at front reception. With staff supervision, this can be used by students AFTER hand washing and during session periods.
- Administration Officer to ensure adequate hygiene and cleaning supplies are sourced and distributed to staff and cleaner.
- Provide each classroom with hand hygiene posters for display. Staff to regularly remind children of school's expectations for hygiene practices.
- Cleaner to clean all high frequency touch points, eg door handles, switches, every day.

Continue to notify any suspected or confirmed cases of COVID-19 to DSE

- *As not all classrooms and Library are presently being used, no additional cleaning hours are required.*
- *Cleaner to wipe clean and disinfect classroom desks, chairs, and all touch points daily in the classrooms used.*
- *Daily cleaning and disinfecting of staffroom table and benches by cleaner.*
- *Minimise use of play equipment until full school return. Students to wash hands immediately following use of play equipment, such as digging tools, balls, bats etc.*
- *De-commission all water bubblers in play areas. All students to bring own fillable water bottle which is kept in classrooms. Discontinue use of named disposable cups for students without own water bottles.*

School based arrangements:

Maximise airflow in enclosed spaces

Consider using alternative spaces for learning

Ensure hygiene for visitors and contractors

Action taken:

- *Staff is instructed to open all windows for ventilation rather than use air conditioning and to keep doors open throughout the day.*
- *Visitors to the school enter via front office only, sign in and use hand sanitizer before meeting with staff.*

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

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

Action taken:

- *Staffroom to have a poster reminder for the numbers of adults for safe social distancing.*
- *Maximum of four adults only to be working in a classroom space.*
- *Staff meetings will be conducted in the Library each Tuesday afternoon to ensure social distancing requirements are practised.*
- *If possible plan for contractors to be onsite outside of school hours only.*
- *Parents and carers are advised that they are not to enter the school grounds for drop off or pick up.*

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.

- *Parents advised to use 'Stop, Drop and Go' at the front of the school where possible.*
- *Parents to advise the Office beforehand, by phone, if they need to come to the school.*
- *Classroom teachers are instructed not to use table grouping set-up, rather single desks should be used by students with maximum spacing.*

School based arrangements:

Action taken:

Manage and monitor student drop off and pick up including supervision at key times

- *Regular staff supervision before and after school. Discourage parents congregating at the front of the school.*

Manage access to and control of school car park

- *Signage for designated areas for staff and students only.*

Supervise movements between school gate and classroom for younger students and as required

- *No school carpark.*
- *Prep/Year 1 students to be collected by parents at the front school gate only.*

Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)

- *As from Monday 25th May, all students will be collected at the front school gate or move to the 'Stop, Drop and Go' parking area.*

Minimise or rearrange gathering points

- *First and Second Lunch Breaks will occur at normal times as the school uses well-spaced tables for eating and two play spaces.*

Staffing

Required:

- Ensure unwell staff stay away from school
- 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

Action taken:

- *Staff members have been advised that if they are unwell to stay home from school. Targeted COVID Sick Leave to be entered into WSS correctly to record COVID-related absences.*
- *Staff instructed to have no more than four adults in a classroom in one lesson.*
- *Staff Meetings on Tuesdays will be conducted in the Library, using appropriate social distancing regulations.*
- *An amended Staff Supervision Roster will be developed for Weeks 4 and 5.*
- *From Monday 25th May, the Term 2 Supervision Roster will resume.*

School based arrangements:

- Support vulnerable staff working from home, including the development of a work plan for these staff
- 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

Action taken:

- *'Vulnerable staff' will be provided with support to continue working from home or working on site depending on advice from GP.*
- *Staff working from home will be contacted by the Principal for work completion requirements.*
- *A relief school officer will be employed for additional classroom support if needed.*
- *The present Staffroom space is adequate for the regulation of social distancing practices. Remove all but six chairs at the dining room table.*
- *School Counsellor will continue to provide wellbeing support to students currently on caseload. Students who have been learning at home, have been invited to come to school for a face-to-face individual session.*

Student management

Required:

Ensure students with compromised immune systems remain home and are supported with learning materials

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](#)

Action taken:

- *Students with health issues will continue to be provided with Home Learning with hard copy activity booklets and online through 'Seesaw'. Daily Google 'Hangout' Meets will be used for 'checking in' with students at home and in the classrooms.*
- *Attendance and roll marking will return to normal for face-to-face classes and absences will be followed up by Administration Officer as per normal procedure.*
- *Standard Student Protection practices will continue as per normal.*
- *Parents will be advised that students who are unwell are to stay home from school. Any sick children will be immediately sent home from school.*

School based arrangements:

Plan for monitoring and responding to increased wellbeing concerns

Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.

Action taken:

- *School Counsellor to continue monitoring those students on regular caseload and support any additional wellbeing needs as advised by Principal and classroom teachers.*
- *Daily reminders of hand hygiene requirements and posters to be displayed in each classroom.*
- *Staff on supervision duties will continue to monitor hand washing routines before classes and eating periods.*

Curriculum and school activities

Required:

Continued suspension of all mass gatherings of students, including:

- school assemblies
- interschool activities
- camps and excursions
- sports and swimming events
- arts events

Action taken:

- *No whole school mass gatherings will occur for the remainder of Term 2; including Feast Day Mass, Under 8s' Day event and interschool sports.*
- *School Assembly will continue to be actioned via Google 'Hangout' Meet for Weeks 1 – 5.*
- *Term 2 Sporting Schools Grant coaching in Athletics will be cancelled.*
- *Excursions outside of school will be cancelled or postponed.*

School based arrangements:

Assess student progress levels and plan for an adapted curriculum and timetable on return to school

Make arrangements for students learning at home

Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements

Action taken:

- *Teachers have collaborated on curriculum to be focused on for the remainder of the term: English, Maths, Science, Integrated Studies and RE.*
- *SRS Reporting set-up will be completed with the following amendments for Semester One Student Reports:
RE, English, Maths, Science, HASS, The Arts (Visual Arts), PE and LOTE.
Achievement and Effort using the A – E scale.
General Comment*
- *Students who have health issues who are continuing to complete Home Learning will be provided with hard copies of the learning activities being taught at school; provision will also be made for the borrowing of Home Readers and library books.*

Communication

Required:

Maintain regular communication with parents and caregivers about school operations and expectations

 Action taken:

- *Principal to continue fortnightly school newsletter via email, on public website and by hard copy for those parents requiring same.*
- *Regular Parent Portal postings by CES.*
- *Parent Slips and emailed letters to be used as required.*
- *Online messaging via 'Seesaw' to be continued for all class-based notices.*

School based arrangements:

Display promotional materials promoting hygiene and physical distancing in appropriate locations

Advise staff of teaching, movement and office arrangements

Advise parents of learning arrangements

Advise parents of car park, drop off and restricted access to school

Ensure school staff are aware of departmental communication

 Action taken:

- *Additional promotional material in various locations around the school re: hygiene and physical distancing*
- *Staff advised of supervision and duty rosters and share via google drive and on display in staff room*
- *Parents advised of learning arrangements via school newsletter,*
- *Group emails from Principal and 'SeeSaw' messages from class teachers*
- *Parents advised of drop off and pick up arrangements through school newsletter and email from Principal.*