



# St Rita's COVID-19 Return to school planning considerations

## 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:	<input type="checkbox"/> Action taken:
Provide facilities for regular handwashing and sanitising in every classroom	<ul style="list-style-type: none"> <li>• Increased hand hygiene practices including daily reminders for students when to wash hands – on entry to school, before eating, before and after play, after going to the toilet and after sneezing or coughing</li> <li>• Hand sanitizer in every classroom, the library and at front reception</li> <li>• Provide each classroom with hand hygiene posters for display</li> <li>• Cleaners to complete daily cleaning of inside surfaces including door handles, desks and chairs</li> <li>• Minimise use of play equipment until full school return</li> <li>• Any play equipment that is used is to be cleaned each day by cleaners</li> <li>• Photocopiers to be wiped down daily</li> <li>• Staff devices, teacher's desk and phone to be wiped daily by staff</li> <li>• Shared keyboards to be wiped daily after use by staff</li> <li>• Student devices to be wiped down by students</li> </ul>
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: <ul style="list-style-type: none"> <li>• staff rooms</li> <li>• classrooms</li> <li>• play equipment</li> <li>• high frequency touch points such as drink taps, door handles, hand rails and toilets</li> </ul>	
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	

### School based arrangements:

School based arrangements:	<input type="checkbox"/> Action taken:
Maximise airflow in enclosed spaces	

Consider using alternative spaces for learning	<ul style="list-style-type: none"> <li>• If air conditioning is not being used teachers advised to open windows and keep doors open</li> <li>• Visitors to the school enter via front office, sign in and use hand sanitizer</li> </ul>
Ensure hygiene for visitors and contractors	

## Physical distancing

Required:	<input type="checkbox"/> Action taken:
Maintain 1.5m between adults	
Ensure physical distancing for employees in staff rooms, classrooms and other shared spaces	<ul style="list-style-type: none"> <li>• If possible, contractors to be onsite out of school hours</li> <li>• Parents and carers are advised that they should not enter the school grounds for drop off or pick up</li> <li>• Parents advised not to congregate around the school pickup areas.</li> <li>• Teachers advised to ensure that students are adequately spaced apart when working at their desks or working on the floor</li> </ul>
Ensure physical distancing of staff during staff meetings	
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	
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 and practically managed	

School based arrangements:	<input type="checkbox"/> Action taken:
Manage and monitor student drop off and pick up including supervision at key times	<ul style="list-style-type: none"> <li>• Supervision by administration from 8am each day. Afternoon supervision as per usual arrangements.</li> <li>• Where required Prep students to be escorted to the Prep area by staff in the mornings</li> <li>• Prep students will be escorted to the Driscoll Street gate by staff at the end of the day and directed to parents' vehicles from there</li> </ul>
Manage access to and control of school car park	
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	

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Minimise or rearrange gathering points

- Lunch breaks to occur at normal times but Prep to year 3 to eat in one area and years 4 to 6 to eat in a separate area
  - Play areas to be split across school  
Prep to year 3 to use Playground on Mon, Wed & Fri and Big Hall on Tues & Thurs.  
Yrs 4 to 6 to use Big Hall on Mon Wed & Fri and Playground on Tues & Thurs
  - Sandpit will not be used
  - After the bell classes to assemble outside the rooms
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## Staffing

Required:	<input type="checkbox"/> Action taken:
Ensure unwell staff stay away from school	<ul style="list-style-type: none"><li>• Staff have been advised that if they are unwell to stay home from school</li><li>• Supervision and face to face roster organised on a daily basis depending on numbers</li></ul>
Maintain physical distancing of adults in staff rooms and other shared spaces, including classrooms	
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	

School based arrangements:	<input type="checkbox"/> Action taken:
Support vulnerable staff, including the development of a work plan for these staff	<ul style="list-style-type: none"><li>• Vulnerable staff provided with support depending on advice from GP</li><li>• Relief teachers and school officers available to manage staff absence or additional needs</li><li>• 1 staffroom space available but staff advised to socially distance</li><li>• School counsellor providing wellbeing support and ideas for staff as well as students</li></ul>
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	

## Student management

Required:	<input type="checkbox"/> Action taken:
Ensure students with compromised immune systems remain home and are supported with learning materials	<ul style="list-style-type: none"><li>• Students with health issues will be provided with home based learning either via hard copy or online depending on the year level</li><li>• Attendance and roll marking will return to normal for face to face classes and absences will be followed up by school administration as per normal procedure</li><li>• Student protection processes as per normal</li><li>• Parents and carers advised that students who are unwell are to stay home from school</li></ul>
Maintain all student reporting requirements including attendance and student protection.	
Ensure unwell students stay away from school in accordance with <a href="#">Chief Health Officer directions</a>	

School based arrangements:	<input type="checkbox"/> Action taken:
Plan for monitoring and responding to increased wellbeing concerns	<ul style="list-style-type: none"><li>• School counsellor to monitor those students who are on her regular caseload and support any additional wellbeing needs as advised by class teachers</li><li>• Daily reminders of hand hygiene requirements and posters to be displayed in each classroom</li></ul>
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	

## Curriculum and school activities

Required:	<input type="checkbox"/> Action taken:
Continued suspension of all mass gatherings of students, including: <ul style="list-style-type: none"><li>• school assemblies</li><li>• interschool activities</li><li>• camps and excursions</li><li>• sports and swimming events</li><li>• arts events</li></ul>	<ul style="list-style-type: none"><li>• No whole school mass gatherings will occur for the remainder of Term 2</li></ul>
<b>School based arrangements:</b>	<b><input type="checkbox"/> Action taken:</b>
Assess student progress levels and plan for an adapted curriculum and timetable on return to school	<ul style="list-style-type: none"><li>• Teachers continue to plan, teach and assess according to the Australian Curriculum</li></ul>

Make arrangements for students learning at home	<ul style="list-style-type: none"> <li>• Students learning at home provided with modified learning materials</li> </ul>
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	<ul style="list-style-type: none"> <li>• A modified report card for Semester 1</li> </ul>

## Communication

Required:	<input type="checkbox"/> Action taken:
Maintain regular communication with parents and caregivers about school operations and expectations	<ul style="list-style-type: none"> <li>• Principal to continue weekly newsletter via email</li> <li>• Letters to go out via email with additional information as required</li> </ul>

School based arrangements:	<input type="checkbox"/> Action taken:
Display promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none"> <li>• Additional promotional material in various locations around the school re hygiene and physical distancing</li> <li>• Staff advised of supervision and duty rosters and on display in staff room</li> <li>• Parents advised of learning arrangements via school newsletter, email from principal and SeeSaw messages from class teachers</li> <li>• Parents advised of drop off and pick up arrangements through school newsletter and email from principal</li> </ul>
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	