



St Teresa's 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	Compliant
Ensure adequate cleaning supplies, monitor and reorder proactively	Compliant
Seek advice and assistance if unable to source adequate supplies.	This has not been a problem for our school.
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	Compliant
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	Cleaning is as normal
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	Compliant
Clean toilets after each recess and at the end of the day, or at least daily.	Toilets are 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.	We are not using our playground. The students have access to hand balls and some footballs. These are wiped over but not frequently as they are only used once each day.
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	Not applicable at the moment.
General considerations	
Required	Action taken

Maximise airflow in enclosed spaces	Teachers are encouraged to keep doors and windows open.
Consider using alternative spaces, including outdoors for learning	Compliant
Manage access and physical distancing to school site by contractors	Not applicable
Limit access to school site by non-essential visitors and other adults, including parents and carers	Gates are locked and adults ring if they require anything. This has been relaxed.
Ensure visitors and contractors clean hands and maintain physical distancing	As required
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Reminders to staff.
1.5 metres and 4m ² ruling for students to be maintained where practicable	This is stressed during playtime and eating breaks
Arrange furniture in classrooms to reduce distance between students	As required
Make arrangements for staff meetings to occur online or via teleconference	Staff meetings have been suspended for the immediate future.
Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	Luke has been informed of any that arise.
Manage and monitor student drop off and pick up including supervision at key times	Staff are posted at gates for pick up/ drop off and bus duties.
Manage access to and control of school car park	Not applicable.
Supervise movements between school gate and classroom for younger students and as required	Teachers collect children at the gate and instruct them re handwashing and movement to their classroom.
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	Given our small numbers, this is not an issue.
Minimise or rearrange gathering points	As above
Staffing	
Required	Action taken

Ensure unwell staff stay away from school	Staff are directed to stay at home/ work at home where necessary.
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	A roster is prepared to address this.
Support vulnerable staff working from home, including the development of a work plan for these staff	This has been occurring but not for any great length of time.
Maintain regular communication with staff working from home about wellbeing and work performed at home	Emails and/or texts have sufficed.
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	Additional staff have been employed to assist with the supervision of the students when we expect more than 6.
Consider alternative staffroom arrangements for staff where practicable	This is neither practical nor necessary.
Continue to promote and monitor wellbeing in accordance with local school plan	As required.
Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	This is not an issue for us.
Maintain all student reporting requirements including attendance and student protection.	As required
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Parents are reminded in the weekly updates.
Plan for monitoring and responding to increased wellbeing concerns	As required.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	As required and students spoken to about this and the necessity to limit numbers in the toilets.
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 	As required
Assess student progress levels and plan for an adapted curriculum on return to school	As required
Make arrangements for students learning at home	As required.
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	Our information has been sent to CES
Communication	
Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	Weekly updates
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Posters are displayed around the school.
Advise staff of teaching, movement and office arrangements	As required
Advise parents of learning arrangements	Regular communications by teachers.
Advise parents of car park, drop off and restricted access to school	Weekly updates
Ensure school staff are aware of departmental communication	Reference to comms from CES