



St Thomas' School Mareeba

COVID-19 Management Plan

Considerations to support transition to school-based learning arrangements

Hygiene	
Required	Action taken
Provide tissues and facilities for regular hand washing or sanitising in every classroom	<ul style="list-style-type: none"> 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 Soap dispensers supplied outside classrooms for hand washing Hand sanitizer wipes in classrooms, library, LST rooms, staff rooms and at front reception Tissues are readily available in classrooms
<p>Ensure adequate cleaning supplies, monitor and reorder proactively</p> <p>Seek advice and assistance if unable to source adequate supplies.</p>	<ul style="list-style-type: none"> Finance Officer and school cleaners to ensure adequate hygiene and cleaning supplies through local suppliers
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none"> Hand hygiene and social distancing posters displayed in prominent places around the school site
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	<ul style="list-style-type: none"> Daily emptying of classroom bin as per normal processes
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	<ul style="list-style-type: none"> Additional hours of cleaning by school cleaner for outdoor surfaces
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	<ul style="list-style-type: none"> Class teachers and school officers to complete daily cleaning of inside surfaces - in particular high frequency touch points

Clean toilets after each recess and at the end of the day, or at least daily.	<ul style="list-style-type: none"> ● Daily cleaning of high access areas and in particular touch point surfaces
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.	<ul style="list-style-type: none"> ● Playgrounds sanitised each afternoon by groundskeeper ● Additional hours of cleaning by school cleaner for outdoor areas/surfaces
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	
General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	<ul style="list-style-type: none"> ● Teachers advised/encouraged to open windows rather than use of air conditioning, and keep doors open (if air conditioner is off)
Consider using alternative spaces, including outdoors for learning	<ul style="list-style-type: none"> ● Teachers encouraged to take the learning to outside spaces if possible
Manage access and physical distancing to school site by contractors	<ul style="list-style-type: none"> ● Minimise visitors to the school. ONLY essential visitors enter via front office, sign in and use hand sanitizer wipes ● If possible, contractors to be onsite out of school hours
Limit access to school site by non-essential visitors and other adults, including parents and carers	<ul style="list-style-type: none"> ● Parents advised that they are not to enter the school grounds for drop off or pick up ● Parents reminded to not congregate outside school gates - Leadership staff to ensure that this is adhered to
Ensure visitors and contractors clean hands and maintain physical distancing	<ul style="list-style-type: none"> ● Essential visitors only to enter site - hand sanitizer wipes available on entry
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	<ul style="list-style-type: none"> ● Staff reminded that shared spaces must not exceed 10 adults ● Each room to have reminders for the numbers of adults for safe social distancing
1.5 metres and 4m ² ruling for students to be maintained where practicable Arrange furniture in classrooms to increase distance between students	<ul style="list-style-type: none"> ● Teachers encouraged to set up classrooms as “kids in grids” (if possible)

Make arrangements for staff meetings to occur online or via teleconference	<ul style="list-style-type: none"> ● Staff meetings via Google Meet on Tuesdays @ 3:30pm
Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	
Manage and monitor student drop off and pick up including supervision at key times	<ul style="list-style-type: none"> ● Leadership staff to assist with drop off and pick up duties to support students with changes to routine
Manage access to and control of school car park	<ul style="list-style-type: none"> ● All students to be picked up from school gates - Hastie Street and Constance Street - extra staff on duty
Supervise movements between school gate and classroom for younger students and as required	<ul style="list-style-type: none"> ● Prep students to be escorted to the Prep area by Leadership staff in the mornings and brought to school gates (Hastie or Constance Streets) at the end of the day
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	<ul style="list-style-type: none"> ● Lunch breaks and play time to occur as per usual - St Thomas' has sufficient area to ensure distancing ● Teachers to ensure appropriate distancing when and where possible
Minimise or rearrange gathering points	<ul style="list-style-type: none"> ● Extra pick-up points have been organised ● Parents reminded not to congregate at school entry and exit points
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	<ul style="list-style-type: none"> ● Staff have been advised that if they are unwell to stay home from school
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	<ul style="list-style-type: none"> ● Relief teachers and school officers available to manage staff absence or additional needs
Support vulnerable staff working from home, including the development of a work plan for these staff	<ul style="list-style-type: none"> ● Vulnerable staff provided with support to work from home or working on site depending on advice from GP
Maintain regular communication with staff working from home about wellbeing and work performed at home	<ul style="list-style-type: none"> ● Weekly check-ins with staff via Google Meets
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	<ul style="list-style-type: none"> ● Two staffroom spaces available
Continue to promote and monitor wellbeing in accordance with local school plan	<ul style="list-style-type: none"> ● School counsellor providing wellbeing support and ideas for staff as well as students
Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	<ul style="list-style-type: none"> ● Students with health issues will be provided with home based learning resources either via hard copy or online depending on the year level
Maintain all student reporting requirements including attendance and student protection.	<ul style="list-style-type: none"> ● Attendance and roll marking will return to normal for face to face classes and absences will be followed up as per normal processes
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	<ul style="list-style-type: none"> ● Parents and carers advised that students who are unwell are to stay home from school ● Leadership to phone home if a child presents unwell
Plan for monitoring and responding to increased well being concerns	<ul style="list-style-type: none"> ● School counsellor to monitor those students who are on their regular caseload and support any additional wellbeing needs as advised by class teachers
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	<ul style="list-style-type: none"> ● Daily reminders of hand hygiene requirements by classroom teacher ● Posters about hygiene measures are displayed in prominent places around the school site
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 	<ul style="list-style-type: none"> ● No whole school gatherings will occur for the remainder of Term 2 ● No sporting events ● No excursions ● No masses and/or liturgies

Assess student progress levels and plan for an adapted curriculum on return to school	<ul style="list-style-type: none"> ● Classroom teachers advised to focus on literacy and numeracy for the remainder of Term 2 and adapt other key learning areas to ensure any gaps in learning are filled
Make arrangements for students learning at home	<ul style="list-style-type: none"> ● Students learning at home provided with either hard copy or digital learning resources depending on year level
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	<ul style="list-style-type: none"> ● A modified report card with minimum 5 key learning areas (no comments) to be completed. ● Parent/Teacher Google Meets will also be organised for Week 10

Communication

Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	<ul style="list-style-type: none"> ● Leadership to continue fortnightly newsletter ● Broadcasts to go out with additional information as required
Display promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none"> ● Promotional material in various prominent locations can be found around the school re. hygiene, physical distancing and entry to site
Advise staff of teaching, movement and office arrangements	<ul style="list-style-type: none"> ● Staff advised of supervision and duty rosters and shared via google drive and school portal
Advise parents of learning arrangements	<ul style="list-style-type: none"> ● Parents advised of learning arrangements via school newsletter and/or broadcasts
Advise parents of car park, drop off and restricted access to school	<ul style="list-style-type: none"> ● Parents advised of drop off and pick up arrangements through school newsletter and/or broadcasts
Ensure school staff are aware of departmental communication	<ul style="list-style-type: none"> ● Weekly memo is used to remind staff of school and CES communicated