Rationale:
The purpose of this policy is to outline how our school will be managing risk relating to Coronavirus (COVID-19) during key interactions between students, parents and staff upon the return to school in Term 2, 2020 and until such time as the Chief Health Officer advises it is no longer required.

Albany Rise Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria. This policy is being implemented during the current State of Emergency and beyond.

Background:
Albany Rise Primary School is following the advice from the Department of Education and Training including, Health and safety advice for return to onsite learning in the context of COVID-19 which can be found on the Department’s Coronavirus (COVID-19) website.

Scope:
This policy applies to everyone in the Albany Rise Primary School community. This includes all members of staff (principals, teachers and education support staff), all parents/carers who interact with the school and all students. It also includes visitors to the school.

Requirements:
Attendance on-site
The Department of Education and Training (DET) advises that:

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.

While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

This means that at our school:
- All unwell staff and students must stay home.
- Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from a medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the DET Health Care Needs policy.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, maintenance workers).
- Additional staff, including parent volunteers, will not be attending school or student support programs, such as morning reading, until advice from the CHO deems this to be safe. Activities dependent on and involving parents such as daily reading in the morning are cancelled until further notice.
- We ask that parents or carers who need to contact teachers do so via email, hand written note, Dojo or by phoning the office. Urgent matters should be communicated by phone call.
- All interschool activities that involve onsite attendance by students from other schools, such as inter-school sports will be cancelled until further notice.
• School assemblies onsite, excursions, camps and other non-essential large gatherings will be postponed until further notice.
• Foundation and Year 1 Play Based Learning (Chatterbox) area and equipment will not be used until further notice.

School arrival and departure:

DET advises that:

As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.

This means that at our school:

• We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school.
• Parent should not enter the school grounds/buildings at any time unless by prior arrangement with the Principal or Assistant Principal.
• The following arrangements will remain in place until further notice.

DROP OFF (Mornings)

• To minimise interaction of students and adults within the school and at entry points we: will open four entry points for students attending Albany Rise Primary School – located off Albany Drive and Zita Street.
• Map:
- Signage will be visible to assist families (eg):

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GATE 1 – 1P
1P - 8.50am
(Pick-up 3.20pm)

Parents must not enter via this gate.
Please go to the office if you require urgent access, or call 9547 1146 to book a time.
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- Parents should not linger outside of the school grounds for longer than is necessary to drop off or collect students.
- Student drop off & collection should be between 8.40am and 9.00 am via this staggered timetable:

<table>
<thead>
<tr>
<th>Drop off Time</th>
<th>Gate</th>
<th>Teacher/class</th>
<th>Pick Up Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>3 (Zita Street, Bike Shed entry)</td>
<td>2S</td>
<td>3.15</td>
</tr>
<tr>
<td>8.45</td>
<td>4 (Zita Street, gravel path entry)</td>
<td>2K</td>
<td>3.15</td>
</tr>
<tr>
<td>8.50</td>
<td>1 (Albany Drive North entry)</td>
<td>1P</td>
<td>3.20</td>
</tr>
<tr>
<td>8.50</td>
<td>2 (Albany Drive South-pedestrian Entry)</td>
<td>1T</td>
<td>3.20</td>
</tr>
<tr>
<td>9.00</td>
<td>3 (Zita Street, Bike Shed entry)</td>
<td>0A</td>
<td>3.30</td>
</tr>
<tr>
<td>9.00</td>
<td>4 (Zita Street, gravel path entry)</td>
<td>0N</td>
<td>3.30</td>
</tr>
<tr>
<td>8.40</td>
<td>1 (Albany Drive North entry)</td>
<td>Year 5</td>
<td>3.10</td>
</tr>
<tr>
<td>8.40</td>
<td>2 (Albany Drive South-pedestrian Entry)</td>
<td>Year 6</td>
<td>3.10</td>
</tr>
<tr>
<td>8.40</td>
<td>3 (Zita Street, Bike Shed entry)</td>
<td>Year 4</td>
<td>3.10</td>
</tr>
<tr>
<td>8.40</td>
<td>4 (Zita Street, gravel path entry)</td>
<td>Year 3</td>
<td>3.10</td>
</tr>
</tbody>
</table>

- Parents should remain outside the gate at the Albany Drive and Zita Street entry points, students should enter and proceed to their ‘dots’ (Year 3-6) or follow the direction of the teacher at the gate (F-2).
- Parents requiring access to the office, should phone ahead. Parents should only enter the pedestrian gate on Albany Drive and follow the walkway in ‘one direction’ remaining on the path at all times until reaching the Foyer. Physical distancing reminders will be visible.
- Parents are asked not to congregate in any areas along Albany Drive or Zita so all parents and students can move along freely.
- Parents should not use the staff car park. The staff car park will be closed from 8.40am.
LATE ARRIVAL TO SCHOOL

- Late arrival is strongly discouraged due to the need for careful measures at drop off time – however in the event that this does occur the following arrangement should be followed:
  - Parents/children should enter via the Albany Drive pedestrian gate to the main foyer.
  - Parents should sign children in at the sign in table – which will be located in the foyer outside the general office. Fill out the late form and give child/ren a late slip.
  - Children will be collected by another student and taken to their classroom.

Please note: Under no circumstances should children arrive to sign without an adult present.

PICK UP

- Pick up will be the most difficult point of the school day in regard to social distancing and all members of the school community will need to be very careful at this time.
- To minimise interaction of students and adults within the school and at entry points we ask that parents use the staggered timetable above. Observe social distancing markers on the footpath outside the school gates.
  - Where possible older siblings should collect younger siblings and proceed to a pre-arranged pick up point.
  - Albany Drive - Parents should wait near to the fence (socially distancing) so children can locate and join them.
  - Zita Street - Parents should wait near to the fence line (socially distancing) or at their cars and students can exit to locate them.
- Albany Rise PS staff will be on duty at each entry/exit point to manage these arrangements.
- Parents who would like to contact teachers after school should do so by phoning the school or using email.

Hygiene:

DET advises that:

*Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.*

At our school:

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, before and after recess and lunch, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Students must bring their own NAMED water bottles to school for use (and refilling). Students will not be able to drink directly from drinking fountains at this time.
- The Albany Rise PS Mobile Phone Policy remains in place so students should still hand in their mobile phones at the office upon their arrival at school.
- Sharing of food is not permitted. Please ensure children know this.
• If students are required to share equipment during classes, they will be asked to wash hands before and at the conclusion of this sharing. Some equipment may also be washed between use.
• Consideration is given to sanitising of tables located in learning spaces between classes or classes be conducted in the classroom of that class.

Specific arrangements for teaching and learning environments and break times
DET advises that:

Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.

Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.

At Albany Rise we are fortunate to have a large yard area that will support social distancing and minimise interactions between year level groups as much as possible.

At our school, we will:
• Have a staggered recess and lunchtime schedule:

<table>
<thead>
<tr>
<th>RECESS</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.30</td>
<td>10.45</td>
</tr>
<tr>
<td>F</td>
<td>P</td>
</tr>
<tr>
<td>1/2</td>
<td>A/O</td>
</tr>
<tr>
<td>3/4</td>
<td>Go out</td>
</tr>
<tr>
<td>5/6</td>
<td>Go out</td>
</tr>
</tbody>
</table>

P=playground  A=asphalt  O=oval

• Students from different year levels will be allocated zones to play in during recess and lunch breaks. For example: Foundation students will play in the playground equipment, and then F-2 can later.
• Students will be strongly encouraged to keep social distance as much as possible, and discouraged from touching or having physical contact with other students or staff.
• There will be no contact sports allowed.

In classrooms, we will:
• Organise learning spaces according to DET recommendations/ Advice from Chief health Officer.
• Wherever possible use natural ventilation to maintain a flow of fresh air in classrooms.
• Wherever possible use outdoor areas for activities such as Physical Education.

Additionally:
• Until further notice there will be minimal mixing between classes – who will spend most of their learning time with their regular class members / teachers and support staff.
• There will be no formal assemblies or student meetings conducted indoors – consideration will be made on live streaming of meetings between class or year level groups. Assemblies will be held on WebEx.
ALBANY RISE PRIMARY SCHOOL
COVID-19 Return to School Policy & Parent Guide

Developed by DET & Modified for ARPS: May 2020  REVIEW DATE: July 2020

School offices and staff facilities

DET advises that:

As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.

At our school we will:

- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room, learning spaces and offices.
- Instruct staff who have any illness to stay home.
- Teaching staff working in the ARC will mainly work at their classroom workstation – only accessing the teacher office areas to gather resources or equipment.
- Teachers in the STEM rooms should be working in separate classrooms as much as possible – however the STEM office can be used by no more than 2 staff at the same time where necessary.
- Contact in administration areas / office should be kept to a minimum – however it is possible for staff to meet 1-1 in these areas as required whilst adhering to physical distancing protocols.
- Use of the staff room will be limited to no more than 12 persons in the staff lounge and no more than 4 members in the staff resource room (8) with all adhering to physical distancing protocols.
- Staff should not spend any more than 1/2 of one break time in these areas wherever possible.
- PLC meetings can be conducted in classroom areas providing table areas are sanitised prior to the meeting and that staff work at least 1.5m from each other.
- Most teaching and ES staff meetings will be conducted using video conferencing via WebEx.

Cleaning and facilities management

DET advises that:

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See Department information about Access to cleaning supplies and services.
- Provide liquid hand soap and/or hand sanitiser for use of students and staff in every occupied room.
- Carefully consider the necessity of using shared items or equipment e.g. shared computers, class sets of teaching and learning materials, musical instruments etc at this time.
We will be practising hand hygiene immediately before and after use of shared equipment.

Individual Hand towels for drying hands will be provided for students and regularly washed and replaced. Some paper towel may also be available.

**Sport and recreation**

DET advises that:

*In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.*

- Playground equipment can be used. However, students will be directed to practise hand hygiene before and after use.
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students to a single class.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

**Provision of routine care and first aid**

DET advises that:

*Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.*

At our school:

- Standard precautions as per DET [Infectious Diseases policy](#) and the Albany Rise PS First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances. (Latex free gloves will be used for students with identified allergies and whenever else possible).
- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.
- PPE may be considered for adults who are supervising or caring for any children who are showing cold/flu symptoms.

**Management of an unwell student or staff member**

DET advises that:

*It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.*

This means that at our school:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with
suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.

- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET guidance for the use of Personal Protective Equipment in education.
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff and students should not return until symptoms resolve.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

Managing a suspected or confirmed case of COVID-19

*DET has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.*

- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
  - is a confirmed case
  - has been in close contact with a confirmed case

DHHS defines ‘close contact’ as someone who has either:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

Further information and resources

- [DHHS Coronavirus](https://www.dhhs.vic.gov.au/coronavirus)
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Developed by DET & Modified for ARPS: May 2020 REVIEW DATE: July 2020

- Talking to your child about COVID-19:
- Department of Education and Training COVID-19 Advice Line – 1800 338 663
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)

Principal: __________________________
School Council President: __________________________
Presented to School Council: ______May 2020 ______
To be reviewed: ____________July 2020 ____________