

17. Onsite Operating Guidelines

Dear Families,

In accordance with Government guidelines, St. Joseph's Primary School will commence it's remote and flexible learning and care on **Wednesday 15th**.

This means that all students who can learn from home must learn at home from Wednesday 15th April.

We will have limited staff onsite and a most significant reduction in student numbers, in **accordance with the strict criteria** for attendance. St. Joseph's will operate according to strict protocols, which may be subject to change, given the evolving nature of the advice and regulations in this area. The onsite protocols document below includes instructions for drop-off and pick-up, and details of temperature checks for children each morning they attend. The health and safety of our students, families and staff is critical and we need to work together to ensure we are operating according to the guidelines. Please read the protocols carefully and ensure your child understands, as best they can, the context in which we are currently operating. We ask you to pay particular attention to the drop off (8.30am) and pick up (3.15pm) arrangements. Parents need to discuss the importance of social/physical distancing, hand washing and other hygiene measures (sneezing and coughing into elbows for example) to reduce the possibility of infection. In addition, children should not attend St. Joseph's if they have any symptoms of COVID-19 or the onset of any illness at all.

We sincerely thank you again for keeping abreast of the many updates in relation to the remote and flexible learning and care, and trust, we will continue to actively communicate and connect with all over this most unique period for our students, families and staff.

Kind regards,

Simon, Sarah, Claire and Bek

Onsite Operating Guidelines during COVID-19

Schools have been identified as critical infrastructure in the context of the COVID-19 pandemic for providing supervision and care of students of essential workforces. **This means that all students who can learn from home must learn at home from Wednesday 15th April unless the strict criteria has been met, as outlined in previous correspondence, and the Principal has been notified in writing by no later than the 14th April.** The following guidelines outlined by St. Joseph's Primary School below are in response to managing the risks associated with COVID-19 whilst continuing to provide an operating school for our families that are essential workers.



It is imperative during this time that any staff, students, parents or contractors remain away from school grounds if exhibiting any symptoms of COVID-19. Parents are to notify the School if their child is unwell through using the School's absence line or contacting Reception. Staff are to follow the staff absence procedures as documented in the Remote Operations Guidelines. Parents/carers of students with complex medical needs, and in particular underlying respiratory and cardiovascular conditions, are encouraged to seek advice from their healthcare providers to support informed decision-making regarding the suitability of continuing to attend school in the context of the COVID-19 pandemic guidelines.

Student arrival management - Drop off at 8:30am, pick up at 3:15pm

Please understand that we are not able to be flexible outside of these times whilst these protocols are in place.

Students are to be accompanied by a parent to the main entry door near the flagpole. Students and parents will be required to observe social distancing practices keeping at least a **1.5m distance** from others (who are not living in the same residence). Each student will undergo a **temperature check** using a non-contact forehead thermometer. This check will be conducted by a member of staff. If a student records a temperature of greater than 37.5 degrees then the parent will be required to take the student home. In this circumstance, any siblings present will also need to be taken home. If a student's temperature is 37.5 degrees or below, the student will then be requested to apply supplied hand sanitiser. The student will then be directed into the building by a member of staff. Parents will not be allowed to enter the building. Parents are asked to avoid having face to face conversations with staff during this time.

Students will be supervised for the school day. Students will then log in to the School's remote learning program from 9:15am in the multipurpose room. Attendance marking for School students will be done via an online platform following remote learning attendance procedures.

Student departure management - St. Joseph's

As documented above, children's finishing time will be **3:15pm** from the front playground to enable social distancing. Parents are required to wait in the playground, again observing social distancing requirements. Students will only be dismissed at the end of the day into the care of a parent. Parents who are running late to collect their child must inform Reception immediately to notify the School of the delay. Students will remain under the supervision of a staff member until parents arrive. Parents who need to collect a student earlier than 3:15pm are requested to contact Reception to notify staff of the earlier departure time. Parents will not be allowed to enter the building to collect students and must collect from the front admin verandah area.

Classroom, office and break management

- Windows will be open during the day in classrooms and offices to promote airflow where possible.
- Hand sanitizer and tissues will be made available in classrooms and office spaces.



- Based on a standard classroom size, a classroom will have no more than 12 occupants (either staff or students) at any given time (1:10 supervision ratio). The number of occupants will vary based on the room size, however there will be no more than one occupant per four square metres of floor space. There will be a minimum of two desk spaces between each student.
- Students will have dedicated seating and stationary.
- For staff onsite, there will be only one staff member per four square meters of office floor space and staff will use separate offices where available.
- Phone conferencing will be conducted instead of in person meetings.
- Mixing of staff and students between rooms will be avoided where practicable for infection control purposes. Staff, however, may need to move between rooms to support staff breaks, and students will need to be moved to support safe social distancing and ensure supervision requirements are being met.

Hygiene

Staff and students will be encouraged to regularly perform hand hygiene. Staff will direct and supervise hand washing at a minimum of before and after eating food, either through washing hands with soap and water, or use of hand sanitiser located in the classrooms. Staff and students unable to use hand sanitiser will be encouraged to wash their hands more regularly, including at the start of the day if students, for individual reasons, cannot apply hand sanitiser. Staff and students will be encouraged to keep a reasonable distance between each other when eating. Sharing of food will be discouraged as per the School's current policies.

First aid

Standard precautions will continue to be adopted when providing first aid, e.g. gloves are used when dealing with blood or body fluids/substances. Staff are to continue to follow the School's first aid procedures and to always wash hands with soap and water or use a hand sanitiser before and after providing first aid. As recommended by DHHS, additional PPE (for example face masks) are not required to provide standard first aid on students and staff who appear to be well. Hand hygiene is more important for reducing risk.

Management of an unwell student or staff member

Staff and students onsite, who commence experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in the first aid room with suitable supervision. A non-contact thermometer may be used on staff or students to assess the level of fever. Urgent medical attention will be sought where indicated. Any unwell students will not be allowed to travel home unsupervised, and must be dismissed into the care of a parent, unless urgent medical care must be sought instead. Unwell students or staff will only be allowed back onsite following receipt of a medical clearance showing that they are not infected by COVID-19. All students with a health care plan should ensure this is up-to-date and that it provides additional advice, where required, on monitoring and identification of an unwell child in the context of the COVID-19 pandemic.

Cleaning

During this time the School's routine environmental cleaning will include cleaning of high touch services. Staff are also encouraged to progressively clean high touch services during the day using disinfectant and antibacterial wipes provided. High touch services



include but are not limited to desks, keyboards, telephones and door handles. Staff must wash their hands or use hand sanitiser after cleaning any high touch services.

Contractors onsite

During this time, Contractors onsite will be limited to those providing essential contracting services to the School, including, but not limited to, gardening, plumbing, electrical and building repairs. Contractors are required to contact Reception by telephone to notify of their arrival and departure. Contractors are currently exempt from signing in through Passtab at Reception to further minimise the risk of spread of infection. Contractors are required to maintain social distancing requirements at all times whilst onsite. Contractors are not to use any other School facilities during this time.

