



## Purpose

The purpose of this policy is to outline how Crusoe College will be managing risk relating to Coronavirus (COVID-19) during key interactions between students, parents and staff during the return to school in Term 2, 2020.

Crusoe College 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.

## Background

Crusoe College 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 Crusoe College 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.

## Return to School

The Department of Education and Training (DET) has announced that all students across the state will resume onsite schooling from **Tuesday 9<sup>th</sup> June, 2020**. As of this date, all students will be expected to attend classes as normal. This means that if a student chooses to remain at home once on-site schooling has resumed, we can no longer support their learning from home. This does not apply to students who need to be absent for health or medical reasons. For students where this applies, parents/carers should contact the relevant Learning Community Leader.

## 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.*

Therefore, **if a student or staff member is unwell, they must not attend school**. If a student becomes unwell during the school day, they should present to the General Office to request First Aid. If they are displaying symptoms compatible with COVID-19, such as a fever, cough or sore throat, they will be isolated in an appropriate space with suitable supervision and the parent/carer (or emergency contact) will be asked to collect the student immediately and seek medical attention. Any student who is unwell, but not displaying these symptoms, will also have the parent/carer (or emergency contact) contacted and asked to collect the student if they are too unwell to remain at school. We ask that our college community err on the side of caution during these times and do not attend our site if you are unwell.

This means that at Crusoe College:

- 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 the student's 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, specialist curriculum programs, maintenance workers).
- Additional staff, including parent volunteers, are discouraged from attending school at this time.
- Crusoe College asks that any parents/carers wishing to discuss any matters with a staff member to first use the options of either a phone call, video call or email]. If a face-to face meeting is needed, it must meet the physical distancing requirements of 1.5m between adults.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed.

Families who are concerned about their child's health, should seek professional medical advice from a General Practitioner.

### **Students with an illness or ongoing medical issue**

Students with documented ongoing medical conditions that cannot return to school on the 9<sup>th</sup> of June, should have their parent/carer contact the absence line on 4433 4455 to inform the school and seek further remote and flexible learning options.

### **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 [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.
- 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.

### **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 Crusoe College:

- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school [including the school car park and drop off zones.
- To minimise interaction of students and adults within the school and at entry points we:
  - request that parents only enter the school grounds when essential to do so and to contact the school by phone or email where appropriate instead
  - encourage non-contact greetings
  - ask that parents/carers do not to linger while picking up or dropping off students

### **Social distancing and hygiene**

While the Victorian Chief Health Officer has indicated that students are not required to socially distance from one another while onsite, we are asking that where possible, we exercise common sense and courtesy and maintain as much distance as possible between ourselves and others. If possible, try to keep a distance of 1.5 metres from others and do not enter an already congested area.

As always, students and staff will be asked to practise high level personal hygiene, particularly around hand washing. Soap will be available for student and staff use in all toilet facilities. We expect our college community to be extra vigilant, particularly with the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or using the toilet. If soap and water are not readily available, use a hand sanitiser that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
- Do not use bubble taps. Bring your own drink bottle and if required to open the lid, do this with washed hands
- Do not share drink bottles, crockery or cutlery. Ensure that these are thoroughly washed with hot water and soap or a dishwasher.
- Sharing of food is not permitted

### **Cleaning and facilities management**

Our college has implemented extended and increased cleaning, including cleaning throughout the day of high touch surfaces such as bathrooms and door handles, consistent with DET guidelines. This means in addition to the increased cleaning schedule throughout the day Crusoe College will:

- Require students to sanitise their hands before entering their learning space
- Carefully consider the necessity of using shared items or equipment. E.g. Shared computers, class sets of teaching and learning materials, musical instruments, kitchen utensils etc. at this time
- We will be practising hand hygiene immediately before and after use of shared equipment.
- Keep windows and doors open where practical to promote fresh air flow indoors

Staff will maintain physical distancing as much as practical when working in a classroom together.

In line with community advice reasonable precautions are still advised to reduce the risk of COVID-19 transmission in the context of sport and recreation. At Crusoe College, this means:

- Playground equipment can be used and will be cleaned daily as part of the increased cleaning schedule. 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.
- Hand hygiene will be practised before and after use of any sporting equipment.

### **Mobile phones**

Crusoe College's Using Mobile Phones Policy remains unchanged, so students will not be handling their mobile phones during the school day. All phones must be stored securely in a locker during class time.

Phones can be turned on with the COVIDSafe App activated immediately before and after school. Schools are managed environments which include records of student, staff and visitor attendance, which can support contact tracing, therefore negating the need for the App while at school. If a student were to move offsite, there would be benefit in them taking their phone with them and ensuring the Bluetooth® capability was turned on to enable the COVIDSafe App to work. Staff and students should clean their phones regularly, as a good practice of hygiene.

## 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.
- Swimming and aquatic facilities will not be used.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

## 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) should 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
- We will inform the Department by making an [IRIS incident alert](#).

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

- [DET Coronavirus \(COVID-19\) website:](#)
  - <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- [DHHS Coronavirus \(COVID-19\) website:](#)
  - <https://www.dhhs.vic.gov.au/coronavirus>
- [DET Infectious Diseases Policy:](#)
  - [.https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx](https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx)
- [DET Health Care Needs Policy](#)
  - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- [Talking to your child about COVID-19:](#)
  - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- 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)