



Ivanhoe Primary School

# Ivanhoe Primary School COVID-19 Return to School Guidance V5.1 Updated 4<sup>th</sup> June 2020

## CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

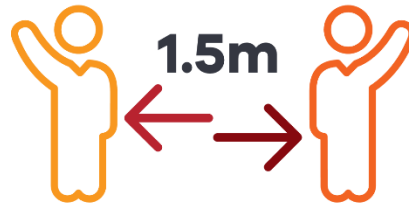
If you are unwell, please stay at home.

The greatest risk of transmission of coronavirus (COVID-19) is between adults. Please follow these physical distancing measures:

- avoid gathering in a group inside or around the school



- keep 1.5m between yourself and other adults



- avoid handshakes and hugs



- wash your hands regularly.





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## Purpose

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The purpose of this guide is to outline how our school 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.

Ivanhoe Primary is committed to providing a safe learning and working environment for our students and staff. We ask all to follow this guidance 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

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Ivanhoe Primary 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

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This guide applies to everyone in the Ivanhoe Primary community. This includes all members of staff (principal, 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

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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 the student's medical practitioner to support decision-making about whether on-site



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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. Activities dependent on and involving parents such as reading support, school banking, volunteering, etc., are cancelled until further notice.
- Any parents/carers wishing to discuss any matters with a staff member should 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.
- All interschool activities that involve onsite attendance by students from other schools such as interschool sports, school visitations etc. will either take place virtually or will be cancelled.
- School incursions, excursions, camps and other non-essential large gatherings will be postponed. Assemblies will be managed in classrooms using technology.

### **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:

- 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.
- Dots have been placed on the ground as visual reminders as well as signs on the gates indicating who can enter and where.
- Driving in Ailsa Grove and Lowe Street is discouraged and should be restricted to those drivers with a disability permit.
- Students who go home alone are expected to leave the school grounds immediately.



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- Children attending OSHC will go to / be supervised to OSHC at 3.25pm.
- Older siblings will go to their youngest sibling's class five minutes before their dismissal time. Remember students are dismissed at different times. (See Afternoon Dismissal Below).
- Note all play equipment is off limits at pick up and drop off.
- Please do not cross the line of cones (represented in red dotted line on the photo map).

### Morning Drop Off

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- No student should arrive at school prior to 8:45am. No parent should enter the site without the permission of the Principal.
- There will be no opportunity for students to use the play equipment at the beginning of school.
- Parents will be encouraged to physically distance themselves during drop off and leave the area immediately.

#### **Low Street Gate 1 – Year Fours**

#### **Low Street Gate 2 – Year Ones**

#### **Ailsa Grove Gate 3 – Foundation**

#### **Ailsa Grove Gate 4 – Year Twos**

#### **Ailsa Grove Gate 5 – Year Threes**

#### **Waterdale Rd Front Gate – Year Five and Year Six**

- Students with siblings from younger classes will be able to enter the same gate as their younger sibling, should they wish to.
- Students will move directly to their classrooms to be supervised by their teachers.
- Teachers will be in their classrooms at 8.45am.



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Drop Off through the designated gates only.



## Late arrivals and Early dismissals

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- Late arrivals – parents ring from the car or front gate (Waterdale Rd) and advise “student” is on his/her way in. Office staff will complete late pass documentation upon student’s arrival to office.
- Early dismissals – parents call when they are out the front of the school (Waterdale Rd). Student comes to office, office staff walk child out to pick up gate and sight parent. Office staff will complete the paperwork.

## Afternoon Dismissal

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- Parents will manage their own behaviour to ensure they are physically distancing during these pickups and leave the area immediately.
- Please do not cross the line of cones (represented in red dotted line on the photo map).
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- All students will be dismissed at staggered times between 3pm and 3:30pm to a waiting parent or to go home by themselves with parent permission. (If students had been going home on their own pre COVID-19 you do not need to advise the school – these students will leave according to the first letter of their last name)



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- There will be no opportunity for students to use the play equipment at the end of the school day. Students attending OSHC will remain with their classroom teachers until 3:25 pm when they will be sent to OSHC.
- Older siblings will go to their youngest sibling's class five minutes before dismissal. Remember students are dismissed at different times.

### **These times are:**

- **3pm** last names beginning in **A to F**
- **3.10pm** last names beginning in **G to L**
- **3.20pm** last names beginning in **M to R**
- **3.30pm** last names beginning in **S to Z**

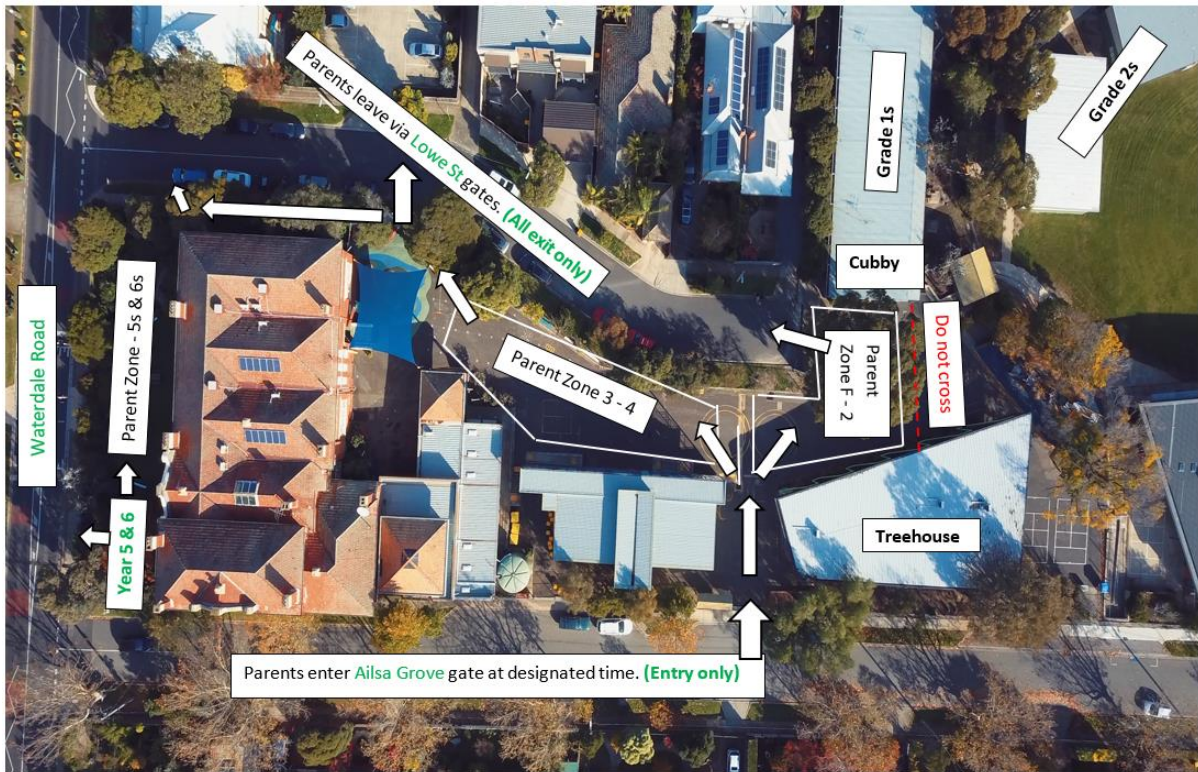
### **Parents of Foundation to Year Four**

- Remember to enter through the Ailsa Grove (Gate 3) near Foundation, distance yourself from the nearest adult and keep an eye out for your child(ren).
- Once you have your child leave promptly through Lowe Street Gates (Gate 1 or Gate 2).
- Parents of Years 5 and Year Six wait in the front yard of the school.
- If they have a younger sibling they go to the younger sibling's class 5 minutes before their dismissal. Students with siblings from younger classes will leave via the same gate as their younger sibling.
- Year Five and Six students that do not have younger siblings but are being picked up will leave via the school's front door on Waterdale Rd.
- Year Five and Six students that do not have younger siblings and are not being picked up may leave via the school's front door on Waterdale Rd or via Gate 4 Ailsa Grove by arrangement with Mrs Wright or Mr Kent.
- If students have not been picked up by 3:45pm from the allocated meeting point they are to be sent to the office from where parents will be followed up and arrangements to pick them up will be made. If parents are unable to be contacted the student will be sent to OSHC.



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- Pick up through the designated gates only.



## In general

- All students will be dismissed at staggered times between 3pm and 3:30pm to a waiting parent or to go home by themselves with parent permission. (If students had been going home on their own pre COVID-19 you do not need to advise the school)
- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school including at school gate entries and exits, throughways, etc.

To minimise interaction of students and adults within the school and at entry points we:

- Encourage parents to ensure appropriate physical distancing behaviours at the correct school gate designated for your child.
- 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
- Parents/carers are asked not to linger while picking up or dropping off students

Please remember that staff supervising gates are doing their best in difficult circumstances and that we only have the best interest of you all at heart.



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## 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 play periods, 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 labelled water bottles to school for use (and refilling). It is recommended that students do not drink directly from drinking fountains at this time.
- Staff are reminded to clean their mobile phones regularly. The Ivanhoe Primary Mobile Phone Policy remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food is not permitted.

## 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 our school we will:

- Ensure specific play areas will be designated for the Foundation to Y2 students.
- Ensure there is adequate air flow by keeping windows and doors open where possible to promote fresh air flow indoors.





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- Maximise use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions.
- Staff will maintain physical distancing as much as practical when working in a classroom together

### **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:

- Limit the number of staff in staff spaces and adhere to 1.5 metre distancing where practicable.
- Remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices in line with other workplaces across Victoria.

### **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](#).
- Carefully consider the necessity of using shared items or equipment, such as; shared computers, class sets of teaching and learning materials, musical instruments, etc., and take actions to ensure risks of transmission is reduced.
- We will practise good hand hygiene immediately before and after use of shared equipment.



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### **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.

At our school;

- 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 participating to one class.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of 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 First Aid Policy will be followed when providing first aid. For example, we will use gloves 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.

### **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



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sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

This means that at our school:

- 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 the Assistant Principal / Principal 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.
- Students experiencing compatible symptoms with coronavirus (COVID-19) should 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, 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](#).



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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.

## Return of School Equipment

A range of laptops and tablets have been loaned to families during this period of remote learning. All students who have loaned a device and charger should ensure it is returned with the student on the first day of their return.

Any books returned to the school should be sent with the student and given to the classroom teacher.

## 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>
- 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/departments/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)

## Review

These guidelines were last updated on 4th June 2020 and will be reviewed weekly until the end of Term 2.

Mark Kent  
Principal