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COVID-19 Return to School: Version 1 - 26th May 2020

Parent Information

Orchard Grove 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](#).

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.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations
- Unfortunately parents volunteers will be unable to participate in curriculum or general school activities for the foreseeable future. This will impact the canteen, which will not be operational for the rest of this term.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed.

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 given the size of our student population, our school will introduce a staggered drop-off and pick-up protocol for the foreseeable future:

Families with surnames A-K will start school at 8.45 am and finish at 3pm
(Students arriving after 9 am will be marked as late).

Families with surnames L-Z will start school at 9.15 am and finish at 3.30 pm.
(Students arriving after 9.30 am will be marked as late).

Essential workers with students from years 3-6 (including teachers) can bring in their children, using the arrangements already in place. If you are unsure please contact the school office. These students will arrive at 8.45am and finish at 3 pm.

Team Kids will be available with normal operating hours. These students will join their classes at 8.45 am or leave at 3.30 pm irrespective of surnames.

Families are encouraged to walk where possible, and where this is not possible to enter and exit the car parks as quickly as possible to alleviate congestion.

School grounds will be restricted to entry by staff and students only. 6 entry points will be manned by staff during the scheduled drop off and pick up times.

Parents need to discuss with their child, which gate they will be using to enter and exit school. This gate will then be the **only** gate used by that child for the foreseeable future. Staff will tie a matching coloured ribbon to your child's bag on entry to school on the 26th May or 9th June, depending on class level. This will assist staff in directing students to the appropriate gate to reconnect with family after school. E.G. If you choose to use the blue gate, a blue ribbon will be attached to your child's bag. If you choose the orange gate, an orange ribbon will be attached to your child's bag and so on.

<u>Holland Rd Entry</u> Orange Gate: Beside Wicking Kitchen, Grove /Meadow side	<u>Holland Rd Entry</u> Blue Gate Basketball courts- Main entry	<u>Holland Rd Entry</u> Yellow Gate Basketball court- next to PAC in front of staff car park	<u>Holland Rd Entry</u> Purple Gate Walkway and Bike Path between PAC and Cricket Pavilion car park.	<u>Holland Rd Entry</u> Cricket Pavillion Car Park Red Gate Stairs from main Car Park	Orchard Grove Main Entry Green Gate Main gates and pedestrian path off Orchard Grv.
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**please refer to map on the last page*

Student arrivals after 9.30am and leaving before 3pm will be through the Red Gate. Parents will need to call ahead to the office, to ensure a staff member is available to escort students as needed from Office to parents at gate entry.

Parents are encouraged to practise social distancing, non-contact greetings and to exit the vicinity as quickly as possible while dropping off or picking up students to alleviate social congestion around gates.

Parents wishing to enter the school grounds will need to seek and gain permission from the Principal, Glenda Harry.

We value our lines of communication between home and school and wish to continue with the techniques that have been used effectively during the 'Learning from Home' period. Whilst we acknowledge that not being able to pop into classrooms will impact on the convenience of incidental conversations, please rest assured that staff are willing and able to answer emails and organise phone and video conversations as needed.

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 with provided hand sanitizers: on arrival to school, before and after eating, before and after using shared equipment, before and after playtimes, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.

Shared classroom resources, such as iPads will be used only where necessary for the learning needs of the students. They will be wiped down between uses by an adult and students will use hand sanitizer directly before and after use.

School drinking fountains will not be used and students must bring their own refillable water bottles to school. Please ensure that this is labelled appropriately with your child's full name.

The advice from both the Chief Medical Officers (Australia and Victoria) is that wearing masks when you are well is not necessary.

Birthday celebrations will be limited to pre-packaged items such as chocolate frogs. Staff will ensure these are given out in a hygienic manner at the end of the day to individual students.

Students must bring their own pencil case (Pencils and equipment can be included, but we have supplies at school if this is not possible). School pencils taken home for the 'Learning from Home' program will need to be returned for use by your child back at school.

Students will be in charge of packing and unpacking their bags, lunch boxes and other equipment including blue and red folders. All personal equipment will stay in chair bags or bag boxes. This will be directed or supervised by staff where required.

Library books will be quarantined for 72 hours on return. The library will not be open during lunchtimes, or before or after school. Borrowing will be available during class library sessions only, with books selected and managed by the library staff.

Guided readers will resume once we have a process in place similar to the quarantining of library books. Given the number of books needed to ensure this level of hygiene, it may take a little while for staff to work through how this can operate. We appreciate your patience in this matter.

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:

Organise separate recess and lunch play areas per year level, supervised by staff within that year level. Playgrounds will be open and students will use hand sanitiser before going out to recess and lunch and on their return to class. Playground Equipment by onsite cleaners, will be disinfected twice a day before recess and before lunch.

Encourage staff to keep doors and windows open (as practical depending on weather conditions) to promote fresh airflow. This will obviously be easier for classrooms within corridors, rather than those that open directly outdoors.

Encourage students and staff to layer clothing for warmth to ensure that rooms do not need to be heated to high temperatures.

Students and staff will largely remain in 'Learning Hubs', wherever possible. These will consist of the classes within year levels, using the same classroom and play areas to minimise interactions with other year levels.

Specialist teachers will have classes in cohort blocks where possible. Tables will be wiped down between classes and students will take their pencil cases from the classroom. In classes, such as art, where specific equipment is needed, disinfecting techniques will be employed.

Management of unwell students

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:

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.

Where students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. A staff member may take the temperature of the student, where appropriate, to support decision-making. A reading above 37.3 will be considered a temperature and parents will be notified to take the student home. The same criteria will be applied to all staff.

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.

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:

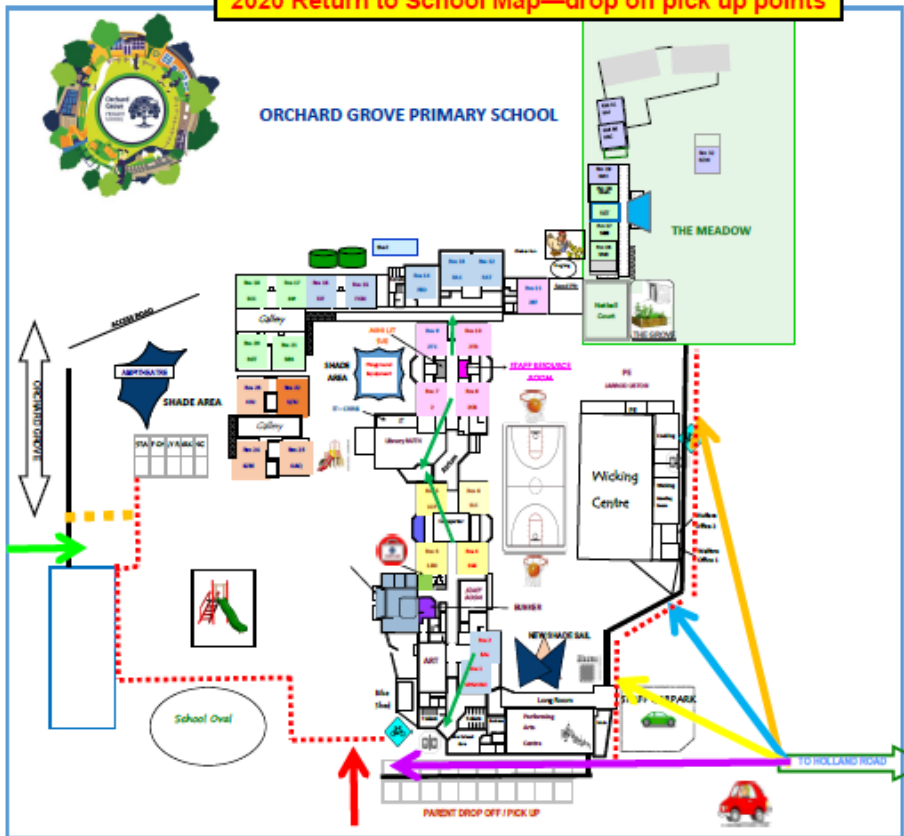
The school has been allocated an extra cleaner to be on-site during the day. Their core responsibility will be to constantly clean high touchpoints around the school, including the playground, toilets, tables, and door handles. This cleaner has been allocated to the school till the end of term 3.

Each classroom has had a hand sanitiser dispenser installed on the wall and will also have mobile bottles of hand sanitiser.

Parents are also encouraged to assist the school by donating a bottle of sanitizer and a box of tissues a couple of times per year, to assist the school in keeping the supply of these products constantly available to students and staff and to keep the costs to the school, of such products to a realistic level during this time.

Return to School Map

2020 Return to School Map—drop off pick up points



- Holland Rd Entry EP1:
Beside Wicking Kitchen (nearest Grove and Meadow side)
- Holland Rd Entry EP2
Basketball courts - Main entry
- Holland Rd Entry EP3
Basketball court—next to PAC in front of Staff car park
- Holland Rd Entry EP4
Walkway and bike path between PAC and Cricket Pavillion car park
- Holland Rd Entry EP5
Top of stairs from Holland Road Carpark
- Orchard Grove Gates EP6
Main gates and pedestrian path off Orchard Grove

KEY:

- Gates and fences ———
- Parents not to enter school beyond this point and to observe social distancing rules - - - - -
- Bollards for divided walkway ■ ■ ■