



Ivanhoe Primary School COVID-19 Return to School Guidance

CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

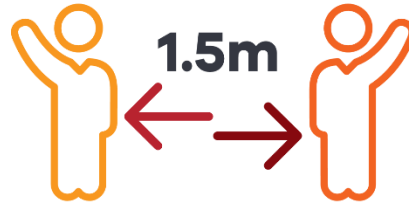
If you are unwell, please stay at home.

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.



Purpose

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 4, 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

Ivanhoe Primary is following the advice from the Department of Education and Training which can be found on the Department's Coronavirus (Covid-19) website:

<https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx>

Scope

This guide applies to everyone in the Ivanhoe Primary 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.

Drop Off and Pick Up times

- No student should arrive at school prior to 8:45am. No parent should enter the site without the permission of the Principal. Students should enter directly through their designated gate and go directly to their classroom. All parent/carers are encouraged to farewell their child/ren at their gate efficiently. Foundation teachers will practise appropriate entry and exit routines with their students once school resumes.

- **Staggered start arrival times** for student surnames beginning:

A – I - 8.45am

J – P - 8.50am

Q – Z - 8.55am

- **Staggered finish times** for student surnames beginning:

A – I - 3.20pm

J – P - 3.25pm

Q – Z - 3.30pm

- Older siblings can enter and exit through the gate of the youngest sibling.

Priorities

The following priorities for students and staff will guide school operations in Term 4.

Priority 1 – Mental health and wellbeing

Our highest priority is the mental health, safety and wellbeing of every student and member of staff. Students from disadvantaged backgrounds and many students with disabilities have been disproportionately impacted across all areas of their education.

All available resources will be effectively mobilised to ensure support for every student, including our most vulnerable.

This means encouraging and sustaining motivation for learning and supporting the development of personal and social capabilities of the students as part of the curriculum. It includes re-engaging students and families where needed and implementing targeted strategies for at-risk cohorts.

This also means ensuring support for our school staff, who have sustained efforts through multiple transitions in modes of teaching and learning delivery.

Priority 2 – Learning

Some students have been able to quickly progress in their learning in the remote and flexible learning environment, others have maintained their rate of progress, and some have, despite their best efforts and those of their families and teachers, fallen behind.

Our priority will be to ensure those who have fallen behind can catch up while continuing to extend and stretch those who have progressed significantly in their learning.

Student voice and agency should inform how we provide continuity of learning and support for every student in this environment.

Literacy and numeracy across the curriculum remain a focus, with our school also adapting our teaching and learning program in Term 4 to be responsive to the needs of our students.

Priority 3 – Transitions

Term 4 is a critical period for all children, particularly for the children moving from Kindergarten into Foundation and from Grade 6 into Year 7. Some students with a disability face a significant milestone transitioning from school to community engagement, vocational pathways and independent living.

Students in other year levels will also prepare for a change of teachers and new classmates.

A key focus of Term 4 will be to make every effort to ensure each of these end-of-year and beginning-of-year transitions occur as successfully as possible. This includes finding contextually appropriate ways to conduct orientations and end-of-year celebrations whilst ensuring transition information captures additional details as necessary.

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 Ivanhoe Primary 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 education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria.
- Visitors to school grounds are limited to those delivering or supporting essential school services and operations (such as student health and wellbeing services, and safety, cleaning and maintenance workers).
- To support contact tracing, our school will keep a record of all staff, students and visitors who attend on site for more than 15 minutes. Pre-service teachers are considered staff for the purposes of this guide. We will record the name, contact details, date, and time of attendance at school, as well as the areas of the school that the person attended. Additional staff, including parent volunteers, must not attend school at this time.
- Parent-teacher information sessions, interviews and meetings will continue to be replaced with online and video alternatives.
- We will not conduct on-site school tours for prospective students and their families at this time.
- 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 absolutely necessary, 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 will either take place virtually or will be cancelled.
- School assemblies, incursions, excursions, camps and other non-essential large in-person gatherings will be cancelled and replaced by virtual means if practical.

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 Ivanhoe Primary School:

The following arrangements will be in place.

- No student should arrive at school prior to 8:45am. No parent should enter the site without the permission of the Principal. Students should enter directly through their designated gate and go directly to their classroom. All parent/carers are encouraged to farewell their child/ren at their gate efficiently. Foundation teachers will practise appropriate entry and exit routines with their students once school resumes.

- **Staggered start arrival times for student surnames beginning:**

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Q – Z - 3.30pm

- Older siblings can enter and exit through the gate of the youngest sibling.
- Older students can continue to make their own way home if they have done so in the past and with their parents' permission.
- Staff will direct students to use hand sanitiser upon entry to the classrooms.
- Based on the advice of the Chief Health Officer, given the current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to schools **will not** be required in Term 4. However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.
- As an additional precaution IPS has introduced temperature testing of staff when they arrive at school. Pre-Service Teachers will wear masks when interacting with students. This will be reviewed over the coming weeks.

- While gates are open from 8.45am, parents are to drop off and pick up their children from the same gate at their allocated times after which all gates will be locked. Staggering drop off and pick up will reduce the amount of pedestrian activity around the school and further reduce congestion. Last time, congestion was greatly reduced by families keeping their vehicles out of the adjacent streets and this in turn increased the safety of the students. It would be appreciated if families could afford the same consideration.
- OSHC (Out of School Hours Care) is available from 7am daily until the end of term. Students should be registered as per normal practice.
- **After 9.05 am, the only access into the school is via the main gates (Gate 6) on Waterdale Rd and you will need to contact the office via phone 9499 1880. This applies to late arrivals and early leavers.**
- All students must provide their own drink bottle as bubbler taps should only be used for filling these bottles until further notice. Some bubblers have already been replaced with 'normal' taps to facilitate drink bottle refilling.

Morning Drop Off – All Grades from October 12



Afternoon Dismissal – All Grades from October 12



Gates will be opened at 3.20pm and supervised.

- In cases of siblings, the older sibling should use the younger siblings gate e.g. a Grade 2 student with a Foundation sibling will go the Foundation sibling's classroom just prior to the youngest child's dismissal.
- OSHC (Out of School Hours Care) is available from 3.20pm daily until the end of term. Students should be registered as per normal practice.
- We encourage you to park some distance away from the school and walk to the appropriate gate to arrive a few minutes before your pick up time. The good exercise habits established during 'lockdown' can be continued as you spend 5 or 10 minutes walking back to your car or home and chatting to your child(ren) about their day's highlights!
- If your child is used to riding their bike to school each day or walking home, this is worth consideration moving forward. These students may also leave via Gate 6 on Waterdale Road or from the gate nearest their bike.

- Parents with a disability may wish to park in disability bays in Ailsa Grove and collect their children from a preferred gate in Ailsa Grove. Please arrange this with the classroom teacher so that children can be directed to the appropriate gate.
- Some parents may wish to collect ALL siblings at the earlier dismissal time of 3pm each day. Please advise the school or classroom teacher directly if you wish to organise this.
- If students have not been picked up by 3.45pm from the allocated gate they will be sent to the school office before being sent to OSHC. (At which point the standard OSHC fees may apply.)
- We ask staff and parents/carers to observe physical distancing measures by not congregating. When waiting outside on footpaths, please keep your physical distance – 1.5 metres between yourself and other adults. Use the dots that have been previously painted on the pavement as a guide. Please understand that we can control movement inside our gates but cannot be expected to manage adult behaviour outside of the school's grounds. To be blunt, this is your responsibility, and you should not feel uncomfortable asking other parents to abide by the state government directives around social distancing and other covid protection measures but please do avoid confrontation.
- To minimise interaction of students and adults within the school and at entry points we:
 - ✚ encourage parents to ensure appropriate physical distancing behaviours at school gates.
 - ✚ request that parents do not enter the school grounds unless by prior arrangement with the General Office via phone call.
 - ✚ encourage non-contact greetings.
 - ✚ ask that parents/carers do not linger while picking up or dropping off students.

Health and safety measures

Health and safety measures will be regularly reviewed in line with the changing context of coronavirus (COVID-19) in Victoria.

As Term 4 proceeds, based on health advice, some measures may no longer be required and/or new measures may be introduced.

These measures apply to all Victorian schools: specialist and mainstream, government, independent and Catholic.

The measures bring together Victoria's COVIDSafe principles for business while acknowledging the unique school setting as both a place of work for staff and a learning environment for children and young people, drawing on local and international literature.

A combination of strategies is required to minimise transmission risk. No single strategy completely reduces risk and not every measure will always be feasible and applicable to all education settings.

Where some controls are not feasible, others should be enhanced. Strategies should also be adjusted over time in line with changing risk of transmission in the community.

Further advice on maintaining a COVIDSafe School and explanation of these principles can also be found at [Health and safety advice for schools in the context of coronavirus \(COVID-19\)](#)

1 COVIDSafe principles for schools

Reinforce COVIDSafe behaviours*	Create COVIDSafe spaces	Promote COVIDSafe activities	Respond to coronavirus (COVID-19) risk*
<ul style="list-style-type: none"> Stay home when unwell* Practise good hygiene* Ensure physical distancing (1.5m) * Wear a face mask* (students 12 years and older in secondary school, and staff. Staff are not required to wear face masks while teaching, but can if they wish to do so) Avoid interactions in enclosed spaces* 	<ul style="list-style-type: none"> Make hand hygiene easy Keep surfaces clean and implement enhanced environmental cleaning and disinfection Promote outdoor air ventilation and do not have air conditioners on recirculate 	<ul style="list-style-type: none"> Limit school access to outside visitors where possible Reduce mixing between groups Create workforce bubbles* Adapt, modify or defer higher-risk activities Move activities outdoors where possible, weather permitting 	<ul style="list-style-type: none"> Keep records and act quickly if someone becomes unwell* Use personal protective equipment Clean and disinfect appropriately if a staff member or student has been unwell at school Manage individual risk

2 Reinforce COVIDSafe behaviours

Stay home when unwell

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 and students remain at home, **even with the mildest of symptoms.**

Practise good hygiene

All staff, students and visitors to schools should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students or where required.

Students should bring their own water bottle for use at school, as students should not drink directly from drinking fountains at this time. Taps may be used to refill water bottles.

Sharing of food should not occur.

Use non-contact greetings (not shaking hands, hugging or kissing).

Ensure physical distancing

A variety of strategies to support physical distancing among all students and staff should be pursued, where possible.

Staff **must** practise physical distancing between themselves and other staff members or adults to the extent that is reasonably practicable. Staff should physically distance themselves from students where appropriate and feasible.

A face mask provides protection when physical distance cannot be maintained. Physical distancing is not practical when providing direct care. In this situation a face mask together with standard precautions, including hand hygiene, are important for infection control.

Students **should** practise physical distancing where possible. Maintaining a physical distance of 1.5 metres will not always be practical in the school environment and may be particularly challenging in the younger years of primary school. In these contexts, a combination of health and safety measures should be utilised to reduce risk.

Density quotients of one person per 4m² do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.

Density quotients apply to staff areas such as staffrooms and meeting rooms and resource areas.

Avoid interactions in close spaces

Space out staff workstations as much as possible and limit the number of staff in offices. This might mean re-locating staff to other spaces (such as the library or unused classrooms).

Consider opportunities to adapt indoor activities outdoors, for example having outdoor meetings, holding classes outside, encouraging staff and students to eat outside.

Use signage to promote physical distancing in more confined spaces such as locker bays, changing rooms and canteens.

Face masks in schools

All school-based staff must wear face masks at school, and when travelling to and from school. Schools must ensure that staff wear face masks when required.

A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements.

Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Health, wellbeing and inclusion staff are required to wear face masks, unless an exemption applies, including the need for 'clear enunciation or visibility of their mouth' (for example, when undertaking a speech therapy intervention or working with individuals who are deaf or hard of hearing).

Primary school students are not required to wear masks in school.

Parents and carers

Parents and carers are required to wear face masks whenever they leave the house, including for school drop-off and pick-up. If they are travelling in a car alone, or only with members of their household, they do not need to wear a face mask.

Other health and safety measures

- 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 and students are reminded to clean their mobile phones regularly. The Ivanhoe Primary School 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.
- All classrooms are provided with hand sanitizer to maintain a hygienic environment throughout the day.

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 Ivanhoe Primary School we will:

- Zone specific play areas for student cohorts to reduce mixing between cohorts.
- Ensure there is adequate air flow by keeping windows and doors open to promote fresh air flow indoors.
- Maximise use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions.
- Specialists and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room. Students will move for specialist classes.
- 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 Ivanhoe Primary School we will:

- Limit the number of staff in offices, re-locating staff to other spaces.
- 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 and offices.

Cleaning and facilities management

DET advises that:

Extended and increased cleaning arrangements have been introduced and will continue. This involves progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.

With the return of on-site learning, cleaners on site will increase from the start of Term 4.

At Ivanhoe Primary 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.
- 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.
- Be practising hand hygiene immediately before and after use of shared equipment.

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 Ivanhoe Primary School:

- Playground equipment can be used. However, students will be directed to practice hand hygiene before and after use. Playgrounds will be wiped over daily.

- 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
- We will encourage non-contact sports at this time. Hand hygiene will be practiced 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 Ivanhoe Primary 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 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.

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

This means that at Ivanhoe Primary School:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision and students should be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's [guidance for the use of Personal Protective Equipment in education](#).
- In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear a surgical face mask, gloves, gown and eye protection. See the Department's [guidance for the use of Personal Protective Equipment in education](#).

- Face masks should not be used in situations where an individual is unable to safely or practically tolerate a face mask (for example, a child with complex medical needs including existing respiratory needs. Children who are two years or younger must not wear face masks as they are a choking and suffocation risk).
- 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, it is advisable in the first instance to contact the parent or carer to discuss any concerns about the health status of the student, and taking a precautionary approach, request the parent or 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.
- Where staff or students have been tested, they must isolate until they receive their test result.
- Students are generally not required to present a medical certificate stating they are fit to return to an education setting after a period of illness, however students should not return until symptoms resolve. Staff continue to be required to present a medical certificate in accordance with personal leave policy for periods of absence on personal leave.
- Follow cleaning guidance according to the situation of the case. If a student spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

Managing a suspected or confirmed case of COVID-19

The Department has comprehensive procedures in place with DHHS to manage suspected or confirmed cases of coronavirus (COVID-19) in schools. If this happens:

Contact the Department by calling 1800 126 126 to report an IRIS incident alert if a student or staff member tests positive to coronavirus (COVID-19). Schools do not need to take further action, until directed to do so.

The Department will notify WorkSafe on behalf of the affected school.

WorkSafe may be in contact with the affected school to ensure the school is following the health and safety guidance outlined in this document and has implemented their COVID-19 Safety Management Plan. Please contact the OHS Advisory Service (1300 074 715) for support in managing occupational health and safety matters.

- 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. Please have a contingency plan in place if your work circumstances would mean that you would not be able to collect your child in a timely manner.
- 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. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- 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 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).

Return of School Equipment

A large number of devices and dongles have been loaned to families during this period of remote learning. All students who have loaned a device (dongle) and charger should ensure it is returned with the student on the first day of return or by arrangement with the school office.

Review

These guidelines were last updated on October 8 and will be reviewed in line with Victoria's roadmap to reopening.

Appendix 3- QUICK REFERENCE OF PERMITTED SCHOOL ACTIVITIES

COVIDSafe behaviours

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Temperature checks	NO	NO
Face masks	YES	YES

Create COVIDSafe spaces

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Enhanced environmental cleaning	YES	YES
Enhanced hand hygiene facilities	YES	YES
Enhanced ventilation	YES	YES
Community use of school playground (students)	YES*	YES*
Libraries (for borrowing and as a learning space)	YES	YES

*with daily cleaning

Promote COVIDSafe activities

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
School tours	NO	NO
Excursions	NO	YES
Community pool use (outdoor pool only)	YES	YES
Incursions	NO	NO
School photos	NO	NO
Camps and overnight stays	NO	YES
Assemblies (whole school)	NO	NO
Assemblies (year level)	NO	NO
Formals	NO	NO
Graduation ceremonies	NO	NO
Kinder transition program (Small group)	NO	YES
Year 7 transition programs	NO	NO
Non-contact sports (indoors)	NO	NO
Contact sports (indoors)	NO	NO
Contact sports (outdoors)	NO	YES
Non-contact sports (outdoors)	YES	YES
Interschool sports (Outdoor only)	NO	YES
Intraschool sports	NO	YES
Other interschool activity (such as debating)	NO	NO
Singing, brass and woodwind classes and groups	NO	NO
Swimming (school-based pool)	YES	YES
Professional development (face to face)	NO	LIMITED

Respond to coronavirus (COVID-19) risk

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Keep visitor records	YES	YES
Maintain adequate PPE supply	YES	YES