



COVID-19 Policy for Term 4 2020

Purpose

The purpose of this policy is to outline to parents, carers and students how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during Term 4, 2020.

Mount Clear College is committed to providing a safe learning and working environment for our students and staff. We ask for all members of the 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

Mount Clear College is following the advice for schools from the Department of Education and Training which can be found on the Department's website at: [Coronavirus \(COVID-19\)](#).

Scope

This policy applies to everyone in the Mount Clear College community engaging in on-site learning or visiting school grounds. 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. Information specific to staff only and not directly relevant to students and their families is not included in this policy.

Details

On-site learning and remote learning from home

We are pleased to advise that our Year 7 to 12 students will return to full-time on-site learning the week commencing Monday 12 October. Information on starting dates and times for each year level has been provided to parents via Compass.

Term 4 priorities

We will continue to have in place strong measures to protect the health and safety of students, staff, families and the community. In addition to the health and safety measures outlined in this policy, we will be focused on three key priorities in Term 4:

- **Mental health and wellbeing**

Our highest priority will be the wellbeing, particularly the mental health, of every student and member of staff. This means effectively mobilising all available resources to support our most vulnerable students and enabling staff to access the relevant support services.

- **Learning and excellence**

Some of our students have thrived in the remote and flexible learning environment, others have maintained their learning progress, and some have fallen behind, despite their best efforts and those of their families and teachers. Our priority will be supporting both those who need it to catch up and those who have progressed to continue to extend their learning.

- **Transitions**

We will make every effort to ensure successful transitions for Grade 6s moving into Year 7 and Year 12s moving into employment or further education and training.

Health and safety at school

Our school follows the Department and Victorian Chief Health Officer's advice and requirements in relation to health and safety. The health and safety measures relating to students are outlined below. These health and safety measures are regularly reviewed in line with the changing context of COVID-19 in Victoria. As a result, as Term 4 proceeds, some measures may no longer be required and/or new measures may be introduced.

Unwell students and staff (including students and staff who have been tested)

- Unwell students and staff **must** stay home.
- Where students and staff have been tested for coronavirus (COVID-19) they are required to isolate at home and must not attend school until they are both symptom free and have received their results (provided the result is negative).

Managing unwell students at school

- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough, chills or sweats, shortness of breath, sore throat, runny nose, loss of smell or taste, 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.
- 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.
- Parent/carers of students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. Students should not return until symptoms resolve.

Managing a suspected or confirmed case of COVID-19

The Department 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. In accordance with these procedures:

- We will contact the Department of Health and Human Services on 1300 651 160 to seek advice if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
- We will inform the Department's Incident Support and Operations Centre who will support the school to make 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.

Face coverings

- All school staff on site will wear face coverings unless exempt due to a medical condition or disability but may remove their face covering when teaching students.
- All students over the age of 12 must wear a face covering unless they are exempt due to a medical condition or disability. Students who are unable to wear face masks must provide a letter from

their medical practitioner to either the Junior School Assistant Principal, Dan Hardy, or the Senior School Assistant Principal, Norah Moloney.

- Students are encouraged to bring their own face mask to school but will be provided with a mask if they forget their own mask, or if they do not bring a mask for any other reason.
- Parents are also required to wear face coverings whenever they leave the house, including for a school drop off and pick up. When travelling in a car alone, or only with members of their household, they do not need to wear a mask.

Physical distancing

- Wherever possible we will encourage and support physical distancing of students however the Department and Victorian Chief Health Officer has acknowledged that physical distancing in schools is practicably difficult to achieve and has not mandated this practice.
- Parents are asked to observe physical distancing requirements (1.5 metres) whenever dropping off or collecting students from school and must not congregate at the school gate.

School arrival and departure arrangements for Term 4

To support physical distancing at our school students will enter and exit the school in Year Levels via the following entry points:

Year Level	Entry		Lockers
Year 7 & 8	via Library Foyer area, Junior School walkway doors	Year 7 Year 8	Lockers in Library Lockers upstairs in Music/ SHAAC Foyer
Year 9	via front of School Student Lounge doors	Year 9	Lockers in Student Lounge
Year 10	via front of School Student Lounge doors	Year 10	Lockers outside Library
Year 11	via either Senior School main doors or the Library/Technology doors	Year 11	Lockers Senior School upstairs and downstairs walkway
Year 12	via Senior School main doors	Year 12	Lockers in Senior School

Reducing mixing between student groups

During recess and lunch breaks students will be grouped together as follows in designated areas:

Year Level	Designated Area
Year 7	Main courtyard between the Library and Junior/Senior buildings
Year 8	Turf area at the rear of the College
Year 9	Front of College, outside of Student Lounge and Front Oval
Year 10	Between the Canteen and the Junior School
Year 11 & 12	Behind the Senior School and in front of new Arts Hub

Hand, food and drink hygiene

- Hand sanitiser will be available at all school entry points and in classrooms and students will be educated on the importance of this health and safety measure.
- All people on school grounds must undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Where shared equipment is necessary, students will be required to exercise strict hand hygiene before and after use.
- Students must not drink from the school water fountains and must bring their own water bottle for use and refilling at school.
- Students must not share their food.

Air ventilation

Wherever possible, we will increase fresh air into indoor spaces and maximise the use of outdoor learning areas and environments. This will include setting air conditioning units to use external air rather than recycling and keeping doors open with door jambs to keep air circulating where possible.

Temperature checks

- Mandatory temperature testing of all students is no longer required. However, we will continue to heed Department and Chief Health Officer advice on this, and temperature checks may be reintroduced if the current levels of community transmission in Victoria increase.
- Mount Clear College will continue to temperature check all visitors to the school.

Lockers

Lockers will be optional for students. If they prefer to carry their bag through the day to avoid congestion they are welcome to do so.

Mobile phones

The Department and school's mobile phone policies continue to apply and we ask that students clean their phones regularly.

Health, Wellbeing and inclusions Workforces at school

Health and Wellbeing staff (such as Student Support Services, Koorie Engagement Support Officers, Visiting Teachers and school nurses) will continue to provide support to students as required. Please contact Fiona Wooller on 5330 1500 EXT 2141 for further information.

Record keeping for contact tracing

- To support contact tracing, we are required to keep a record of the name, contact details, date and time of attendance of visitors who attend on-site for more than 15 minutes. We are also required to record the areas of the school the person attended.
- Normal attendance processes and record keeping will be in place for staff and students.
- Staff are asked to keep a journal of arrival and departure times and movements throughout the school each day.
- Students are required to remain in their designated areas and timetabled classrooms.

COVID-19 Safety Management Plan

Our school follows and implements the Department's COVID-19 Safety Management Plan, available at: [COVID19 Safety Management Plan](#).

Attendance

Normal attendance notification requirements apply for all students. Please refer to our school Attendance Policy for further information.

Exceptions to attendance may exist for medically vulnerable students. The Acting Deputy Chief Health Officer has advised that decisions regarding school attendance should be informed by the nature of a child or young person's condition, its severity and intensity of required treatment. In most cases, the presence of common conditions of childhood, such as asthma, epilepsy or Type 1 diabetes, should not preclude a student from attending face-to-face learning.

In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic.

Please also contact Junior School Assistant Principal, Daniel Hardy, on 5330 1500 EXT 2025 or Senior School Assistant Principal, Norah Moloney, on 5330 1500 EXT 2024 for further support and advice on how we can support your child in these circumstances.

Our school records student attendance in accordance with the Department's [Attendance Policy](#).

School assemblies

School assemblies will not take place face-to-face but instead will occur via Teams.

Camps and excursions

As we are a regional school, we are permitted to undertake camps and excursions to regional destinations only. Further information on any Term 4 camps and excursions will be provided separately to the relevant year group however due to the tight timeline overnights camps are highly unlikely to occur. Further information will be provided during Term 4.

Sport and recreation

Based on the Department and Chief Medical Officer advice and requirements as at 5 October 2020:

- Playground equipment can be used by students. However students should practise hand hygiene before and after use.
- Playgrounds will not be available for community use.
- Contact and non-contact Indoor sport is not allowed however outdoor contact and non-contact sport is permitted.

Instrumental classes and food technology

- Choirs and wood/wind/brass instrument use is not permitted in schools except where required for essential assessments. Where required these classes will be conducted with individual students being instructed online by teachers working from home.
- Food preparation can continue with frequent hand hygiene and no sharing of food.

Canteen

Our school canteen is open for Term 4 and will operate with the highest hygiene practices.

Visitors and school tours

Under Department and Victorian Chief Health Officer advice and requirements visitors to school grounds must be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, cleaning and maintenance workers). This means:

- Parent volunteers must not attend school.
- Parent-teacher information sessions and interviews will be conducted remotely online.
- On-site school tours for prospective students and their families will not be conducted unless an exemption has been granted by the Principal to support essential educational planning and decision-making for students with disability or highly complex needs.
- Children with disability starting school in 2021 are permitted to attend on site for individual assessments required for enrolment and transition planning that cannot be done remotely, including for the Program for Students with Disabilities.

Visitors to school grounds must comply with physical distancing and face covering requirements and practise good hand hygiene.

School buses and transport

- The School Bus Program will continue to operate as normal.
- Students should practice hand hygiene before and after catching any form of public or school transport.
- Physical distancing should be practised by both parents and students at bus stops, interchange locations and train stations.

Interschool activities

Outdoor interschool sport can resume in line with community sport, with health and safety measures in place.

Communication between parents/carers and our school

Parents and carers are encouraged to contact the your child's Year Level Coordinator (YLC) to discuss any concerns or areas of need in regards to their child's learning, health, wellbeing or access to teaching and learning resources.

Cleaning and facilities management

At our school we will continue extension of routine environmental cleaning, including progressive cleaning of touchpoints and toilets throughout the day to ensure that risks of transmission are reduced for high-touch services. High level disinfecting of classrooms and staffrooms will occur each evening.

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://www2.education.vic.gov.au/pal/infectious-diseases/policy
DET Health Care Needs Policy	https://www2.education.vic.gov.au/pal/health-care-needs/policy
Talking to your child about COVID-19	https://www.coronavirus.vic.gov.au/talking-your-child-about-coronavirus-covid-19?Redirect=1
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 cycle and evaluation

This policy was last updated on 6 October 2020 and will be reviewed on a regular basis as the situation changes.

Approved By	Mount Clear College School Council
Approval Date	13 October, 2020
Date Reviewed	Created October, 2020
Responsible for Review	Principal
Next Review Date	Will be reviewed on a regular basis as the situation changes.