

COVID-19 POLICY AND PROCEDURE



**HERITAGE
COLLEGE
KNOX**

January 2021

COVID-19 AWARE POLICY

1. POLICY BRIEF & PURPOSE

This coronavirus (COVID-19) policy is subject to changes with the introduction of additional governmental guidelines. Updates will be forwarded to staff by email. Staff should acknowledge that they have read and understood the information.

This policy is designed to sustain a healthy and safe workplace while the threat of COVID-19 remains.

2. SCOPE

This policy applies to all of the school community, including visitors and tenants who are on-site. It is intended to

- a) help prevent the introduction of coronavirus at Heritage College Knox;
- b) specify the level of Personal Protection equipment and behaviours required while on-site; and
- c) outline preparation for and response to a suspected or confirmed case of coronavirus on-site at Heritage College Knox.

WE ARE A COVID-AWARE ENVIRONMENT

Social Distancing:	Stay 1.5 metres away from others.
Hygiene:	Wash hands and use hand sanitiser frequently. Try not to touch face. Cough or sneeze into your elbow or into a tissue.
Masks:	Wear a mask on-site.
Feeling unwell:	Stay home.

3. PROCEDURES TO PREVENT THE INTRODUCTION OF COVID-19 AT HERITAGE COLLEGE KNOX

All members of the school community should follow the guidelines to protect themselves and others from a potential coronavirus infection.

Persons on-site

- All teachers will be required on-site for face-to-face teaching.
- All support staff, office administration and maintenance will be required on-site when on duty.
- All students are expected to attend on-site.
- Pre-service teachers can attend on-site.
- Contractors required for on-site works including renovations.
- Volunteers (on staff) providing specialist curriculum programs.
- Volunteers working on renovations.
- Delivery workers for the purpose of delivering goods.
- Parents who have an approved appointment on-site or who are required to pick up a student.
- Approved parties hiring school facilities.
- Staff with medical vulnerability, or who live with people who are vulnerable to more serious impacts of COVID-19 are exempt from working on-site only if the situation deteriorates in Victoria.

Attendance at school

- **Staff and students should not attend Heritage College Knox if experiencing any symptoms of COVID-19.**

The symptoms to watch out for are:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss or change in sense of smell or taste.

Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

Drop off and pick up of students at school

- Parents who are dropping off or picking up students should drive to the Kiss & Go area.
- Parents dropping off Prep students may park and bring them into the school via the Reception area.
- A staff member will supervise students who leave through gate at the Kiss and Go Zone or who are embarking or disembarking the bus.
- If you have to exit the car to pick up or drop off children
 - park in a visitor parking bay;
 - wear a mask;
 - maintain social distancing;
 - enter the school through the front office.

School bus

- Drivers will wear a mask.
- The seats behind the driver will remain vacant and sectioned as 'do not use'.
- Students should be seated one to a seat if possible.
- Bus seats and door handles should be wiped over before and after each run.

Entering the buildings

A Registration

All persons entering the site must sign the Register.

B Hand-sanitiser stations will be provided on entrance to the site

All persons entering the school should use the hand sanitiser.
These will be checked daily to ensure there is an adequate supply.

C Temperature

All persons should have their temperature taken on arrival.

Staff:

- All staff should undergo a temperature check at the beginning of the day. The temperature should be recorded at the time of signing in.
- If registering a temperature higher than 37.4, a second temperature check should be taken. If temperature is within range sign in.
- If temperature is higher than 37.4, staff member should advise the principal, or delegate, that they are going home. The staff member should undergo a COVID test as soon as possible.
- Entrance area should be wiped over thoroughly.

Students:

- The office staff will take temperatures when students arrive at school.
- Students or staff with a temperature higher than 37.4 should wait five minutes, then temperature should be retaken.
- If still higher, student should be isolated in sick bay. Reassure the child.
- Parents should be called. Maintain social distancing and wear PPE (see guidelines on appropriate PPE. Use hand sanitiser, gloves and masks.
- Clean area thoroughly.
- A negative COVID test result is required before the child returns to school. The child's illness should be resolved before the child returns to school. Children in the same

Visitors:

- All visitors should sign the register and record their temperature.
- Visitors should provide a contact number.
- In the case of registering a temperature of higher than 37.4C, wait, test again and if it remains higher, visitor should leave and get tested.
- Clean area thoroughly.

D Masks

All adults and students in Year 7 must be carrying a face mask that covers the nose and mouth indoors.

Should the situation in Victoria deteriorate masks must be worn by all adults and Year 7 students.

The only exceptions to this are:

- Teachers when they are teaching students.
- Teacher Assistants when they are working with students.
- If communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- If someone has an exemption from wearing a mask for medical reasons.

In all these instances you should maintain physical distancing of 1.5 metres and if you need to cough or sneeze, do so into a tissue or your elbow.

Face masks are not required outdoors except where 1.5 metres physical distancing cannot be maintained. Facemasks are not required on yard duty.

E Physical distancing

1.5 metre physical distancing should be maintained between all adults when practical. When not practical face masks should be worn.

Physical distancing is not required between students in classrooms. Students should practise physical distancing with the adults when possible.

Signage to remind people of physical distancing will be displayed.

Working on-site

Hygiene

- Wash hands after using the toilet, before and after eating, and if you cough/sneeze into your hands. Sanitiser located around the building can also be used.
- Notices will be posted near handwashing areas to show correct (20sec) handwashing protocols.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Phones should be sanitised immediately after use using sanitising wipes.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Masks must be worn at all times on-site except where teachers are giving instruction to children. Teachers should wear the masks at other times.
- Masks will also be available on-site if replacement masks are needed.
- When removing masks, they must be disposed of in a wastepaper bin. Reusable masks, if replaced while on-site should be placed in a plastic bag and taken home.

Workspaces

Office areas

- Open the windows regularly to ensure open ventilation. Where possible have windows and doors open in classrooms during breaks.
- All rooms (except classrooms) need to have the maximum number of people allowed displayed at the door of the room. The preferred option is that there should not be more than one adult per room. Where there are two or more adults in a room, the 4m² rule applies and this should be for no longer than 30 minutes.
- All desks and surfaces should be free from books/papers etc. In the event of a confirmed case of COVID-19 all items with non-cleanable surfaces will be removed and stored for 10 days.

- High use surfaces should be wiped over with alcohol based cleaner immediately after use.
 - Photocopier – use alcohol based wipes to wipe over the screen and lid after use. Do not use the spray.
 - Phones should be wiped after use.
 - Light switches and door handles should be wiped regularly.
- To support the delivery of an 'infectious clean' if it should be required, it is recommended that school staff working on site:
 - keep their desks neat and tidy
 - file important documents before they leave each day
 - take personal belongings home each day (such as jackets, shoes, hats, gloves and face masks)
 - do not leave food or food containers out in the open (such as tea bags, biscuits and fruit)
 - store away unused shared and loose items (such as toys, musical instruments and sporting equipment)
 - keep personal cutlery in a sealed container, not left out on a workstation.
 - Take laptops home each day.

Staffroom

- Kitchen items such as kettles should be wiped over immediately after use. Alcohol based spray may be used.
- Cups for general use will not be provided. Disposable cups are provided.
- The lunchroom may be used to prepare food and all dishes, utensils should be washed after use.
- All other cutlery, plates etc. should be provided by staff for personal use. They should be washed and packed away by staff immediately after use.
- People in the lunchroom should be 1.5 metres apart in all directions at all times.
- Hand sanitiser should be used prior to touching communal items such as milk, toaster, coffee machine etc.
- Area should be cleaned immediately after use by the user.

Classrooms

- All classes will have access to two classrooms for classwork. Exceptions are Art and Music. There should not be more than 20 students in a classroom.
- Only required adults should be in the classroom at any time. Teachers and teacher assistants should try to limit movement where possible to their own work areas.
- Teachers and teacher assistants are not required to wear a mask while directly instructing students, but must wear a mask, if directed, at all other times.
- All desks and surfaces should be free from books/papers etc. In the event of a confirmed case of COVID-19 all items with non-cleanable surfaces will either be destroyed or stored for 10 days before use.
- Sanitiser:
 - Use sanitiser before all meals
 - When returning to class from breaks
 - When returning to the classroom from toilet, office, other errands

Library

- Library will operate as a classroom.
- Students may borrow books.
- All books must be contactlessly returned in the returns tub.
- Disposable gloves must be used when clearing returned books from tub.
- Books will be returned to the shelf no less than 72 hours after return.
- Book covers will be wiped over with alcohol-based wipes and returned to the shelf.

Music

Choir and Production

- Choir and production practices will be held in a well-ventilated room with windows open. At times, when possible, they may be held outside.
- Participants will be spaced 2 metres apart.
- Practice sessions will be no longer than 30 minutes.
- Where possible singing softly, or singing in masks may be desirable.

Class singing

- Is allowable under current guidelines.
- Will be held in a well-ventilated room with windows open.
- Participants will be spaced 2 metres apart.
- Sessions will be no longer than 15 minutes.

Instrumental Music Lessons

- Lessons may continue as programmed.
- The music teacher should wear a mask and observe physical distancing where possible.
- Screens will be used in brass and voice sessions.

Brass instrumental lessons.

Use of wind and brass instruments does entail risk of potential spread of aerosols and droplets.

- Classes for tuition should be no more than 3- 4 students plus the teacher.
- Students should be seated 2 metres apart.
- Increase room ventilation for example, by opening windows
- Users of brass instruments must regularly monitor and drain their breath condensate ('spit valve'). Musicians must drain this fluid and dispose of it in a rubbish bin and then perform hand hygiene.
- Instruments are for individual use and should not be shared unless thoroughly cleaned and disinfected before reuse.

Sport and recreation

- Indoor and outdoor contact and non-contact sport can resume.
- Outdoor facilities are recommended for physical education and recreational play where possible.
- Students will be allowed to wear sports uniforms for the entire day to limit need for changing rooms.
- Hand hygiene must be practised before and after use of any sporting equipment.
- In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission and sporting activity.
- All interschool sports (indoor and outdoor) are now permitted. In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission with sporting activity. The College will follow guidance from health authorities when planning sporting activities and interschool sport.

Swimming pool use

- The swimming program will go ahead in Term 1. This includes the P-6 swimming lessons and the Inter House Swimming Carnival.
- Planning will be according to current guidelines on use of changerooms and the shared use of pool with other schools/classes.
- Year 7 Swim/Gym program will run in Term 3, once again subject to current guidelines at that time.

Camps and Excursions

- Camps and excursions will run according to current guidelines.
- All venues visited must have a Covid Safe plan with appropriate distancing and cleaning.
- All students will carry masks
- Travel should be by bus, not using public transport
- The school may share the campsite with other schools and the public
- The school should not arrange interstate camps.
- Carry hand sanitiser for use before entry and on leaving venues

Professional development and staff meetings

- Face-to-face professional development and staff meetings will be held on site. The density limit of one person per two square metres should apply to spaces used by staff for these activities.
- Where meetings are face to face, physical distancing will be followed and meetings should be no longer than 60 minutes. Masks should be worn if directed.
- Components of the professional development or staff meetings that can reasonably be conducted online should still be pursued wherever possible.

School assemblies

- Whole school assembly will resume on Monday morning. Students will be spaced out to meet the one person per 2 square metre guidelines.
- Grades P-6 will resume with Friday afternoon assemblies.

Yard duty

- On yard duty teachers and teacher assistants are not required to wear a mask.
- Sports equipment (balls) available. Balls to be wiped over with alcohol-based spray/wash on return.

Delivery protocols

- Deliveries should be contactless where possible.
- A record of all people entering the site should be kept.

Care of masks

- Disposable masks should be carefully removed without touching the front of the mask and put into the bin.
- Masks should be worn for no longer than four hours.
- Reusable masks should be worn for no longer than four hours. When removed they should be placed in a bag for washing.
- Hands should be sanitised after the removal of the mask.

Morning teas and lunches

- Staff morning teas and lunches may be held.
- Food should be in separate pieces
- Tongs should be used to arrange food
- All hygiene procedures should be followed in the serving of food including the wearing of masks and use of gloves.

External Use of Facilities

- Hirers/Users should have their own Covid safe plan
- Cleaning arrangements are the responsibility of the user and should in place prior to using the building. Chairs and other furniture used should be wiped over with antiseptic wipes.
- Hirers /Users are only responsible for areas used.
- A list of all people attending, with contact numbers, must be kept.
- Hirers/Users must keep numbers within the allowed density limits of 1 person per 2 square metres.
- Temperature of people entering the building should be taken.
- People displaying symptoms should not be present.
- If one member of a family has Covid symptoms, other members of the family should not attend until they have had a Covid test and the symptoms are resolved.

Contractors

- Contractors are required to have their own COVID-Safe policy.
- Contractors are to comply with Heritage College COVID-Aware policy.
- Contractors are required to sign in at the Site Office.

Cleaning

- Cleaning routines will include thorough cleaning of all rooms used, particularly classrooms, before rooms are used again.
- Cleaning will include cleaning of all hard surfaces including desks and chairs.
- Cleaning of all areas used by staff and students should use hospital grade cleaners.

Regular Cleaning Schedule

Foyer:

- Sanitise benches, desk, chairs, phone, computer keyboard, photocopier, bell, small hand trolley (with wipes, thermometer etc), light switches, power points, door handles, drawer handles
- Empty and sanitise bins
- Sweep and mop floor

Offices:

- Sanitise benches, desks, chairs, phones, computer keyboards, photocopiers, light switches, power points, door handles, drawer and cupboard handles, calculators, guillotine handle, large stapler, shredding machines
- Empty and sanitise bins
- Vacuum floor

Hallway:

- Sanitise light switches, powerpoints, door handles, handles on cupboard.
- Vacuum floor

Hall:

- Sanitise light switches, powerpoints, door handles, piano keyboard
- Empty and sanitise bin
- Vacuum

Classrooms:

- Sanitise phones, computer keyboards, photocopiers, light switches, power points, door handles, drawer and cupboard handles, calculators, taps
- After sanitiser has been on for half an hour (15 minutes minimum) re-wipe tables with wet cloth then dry with microfibre cloth
- Empty and sanitise bins
- Vacuum

Kitchen:

- Sanitise benches, light switches, powerpoints, door handles, draw and cupboard handles, table, chairs, taps,
- Handles on - microwaves, oven, fridge, freezer, electric jug, sandwich maker
- Empty and sanitise bin
- Sweep and mop floor
- Toilets
- Clean and disinfect toilet bowls
- Sanitise toilet seats, flushers, toilet roll holders, soap dispensers, paper towel holders, light switches, power points, door handles, sinks, taps, rails in disabled toilets
- Empty and sanitise bins
- Sweep and mop floors

Large table in area next to kitchen

- Sanitise

Cleaning trolley

- Sanitise
- Remove all cleaning substances and put on shelves in small cleaning room (with sink). Sanitise door handle and lock door.
- Store cleaning trolley (in small room near kitchen)

Also sanitise all controllers

4. PREPARATION FOR, AND RESPONSE TO SUSPECTED OR CONFIRMED CASE OF COVID 19 AT HERITAGE COLLEGE KNOX

Suspected (showing 1 or more symptoms) infection

In the case of a person developing symptoms while on-site

- Staff members should leave at once, if possible, and travel home immediately.
- Parents should be contacted to collect the child as soon as possible.
- Students and staff members should be isolated until they have left the site.
- Advise staff/parents of child that a negative COVID test result is required before returning to school.
- Clean all high-touch areas frequently used by the staff member or student. Move classes to a different room until cleaning has been completed.
- Inform all staff and parents to be vigilant about symptoms.

In the case of a person who has been on-site, or person from the same household of a staff member or student who has been on-site being tested for COVID-19 because of a suspected infection

- The person should not come to school.
- The person being tested (or parent in the case of a student) must notify the principal at once. All health reports are confidential.
- The principal will notify all staff and students who have been in contact over the past three to seven days to be alert for symptoms.
- The person being tested should remain in quarantine until the test results are received.
- Other people may be also be asked to quarantine themselves, depending on the level of contact of other people working with the person being tested
- The principal should be notified as soon as a test result is available.

Confirmed infection

In the case of a person from the same household of a staff member or student who has been on-site having a confirmed case of COVID-19

- The person (or parent in the case of a student) must notify the principal at once.
- The person should not come to school.
- The principal will notify all staff and students who have been in contact over the past three to seven days to be alert for symptoms.
- The person should be tested and remain in quarantine for 14 days after the person in the household is well (unless they can move away from the infected person/s.)
- All persons who have been in direct contact with the person being tested will be requested to have a test and obtain a confirmed negative result before coming back on-site.
- The areas used by the person will undergo deep cleaning.

In the case of a staff member or student who has been on-site

- The person being tested (or parent in the case of a student) must notify the Principal at once.
- The principal will contact DHHS.
- The school will be closed.
- The principal will notify all staff, parents and students who have been in contact over the past three to seven days to be alert for symptoms.
- The person being tested should remain in quarantine until they are well and have a medical certificate stating that they are free of infection.

- All persons who have been in direct contact with the person being tested will be requested to have a test and obtain a confirmed negative result before coming back on-site.
- The school will be closed for two days for deep cleaning.
- The school will reopen when it is deemed safe to open by DHHS.
- The school will deliver remote learning to students over the time of school closure.

5. RESPONSIBILITIES OF

The principal

- To stay up-to-date with government advice, regulations and recommendations.
- To advise staff of policy and changes to policy.
- To keep school community advised of changes and updates.
- Advise DHHS in the event of a COVID-19 positive test.
- To ensure adequate supplies of PPE for staff.
- To oversee application of policy.
- To follow rules and policies of the school.

Teachers and teacher assistants

- To ensure a classroom environment that is as safe as possible for students and staff.
- Monitor/remind regular use of hand sanitiser.
- Ensure where possible there is fresh airflow.
- To report any students who appear to be ill.
- To follow the policy guidelines.
- Do not come to school if experiencing flu-like symptoms.
- Get a COVID test as quickly as possible if experiencing flu-like symptoms.

General staff and volunteers

- To ensure guidelines are followed by visitors and contractors.
- Do not come to school if experiencing flu-like symptoms.
- Get a COVID test as quickly as possible if experiencing flu-like symptoms.

Students

- Advise teacher if feeling ill.
- Wash hands frequently
- Carry a mask (Year 7 only)

Parents

- Keep children home even if showing only mild symptoms of illness.
- Advise office if child, or member of child's household test positive for COVID-19sk.
- If on site, ensure that they maintain 1.5 m social distancing, and carry a mask

Cleaners

- Follow enhanced cleaning guidelines for schools.