COVID SAFE PLAN JUNIOR AND SENIOR SCHOOL

THE KING DAVID SCHOOL



COVID SAFE FRINCIPLE # 1. Relilibite COVID Safe Deliavious		COVID SAFE PRINCIPLE # 1:	Reinforce COVID Safe Behaviours
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	Staff	The Victorian Chief Health Officer has determined that COVID-19 vaccination is mandatory for all staff who work in schools. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs), preservice teachers, and Out of School Hours Care staff.
		All school staff are required to have had a first dose COVID-19 vaccine by 18 October 2021.
		From 29 November 2021, any employee who has not presented the Australian Immunisation Register medical exemption form to the School as proof of a medical exemption and has not received a second dose of COVID-19 vaccine and/or has not provided vaccination information, will not be permitted to attend a school. This is the only form the School will recognise. All staff will be required to show evidence of their vaccination status or medical exemption to their employer.
	Students & Parents or Guardians	Vaccination is not mandatory for students, however in alignment with health advice, vaccinations for students aged 12 and over are strongly encouraged as the best way to protect individuals, families and school communities from further outbreaks and the spread of COVID-19.
Vaccination		Any visitor or volunteers performing work in schools (including parent helpers, NDIS providers, and other operators such as incursion providers and private music teachers) must check in using the QR Code – and - are required to either have had their first dose by the 18 October or, have a booking to receive a first dose by 25 October, and, are fully vaccinated by 29 November (unless a medical exemption applies) to attend on site.
		At Senior School, all visitors, parents and guardians must show proof of vaccination to the security guard at the gate. At Junior School, all visitors, parents and guardians may only enter at the main entrance and must show proof of vaccination to the receptionist before leaving the reception area.
		Parents and carers attending school sites for drop off and pick up who do not enter school buildings do not need to comply with vaccination requirements.
		Evidence of vaccination status to be sighted can include:
		• immunisation history statement available from Australian Immunisation Register (AIR)
		MyGov COVID-19 digital certificate
		Service Victoria app showing COVID-19 digital vaccination certificate linked
		document or proof of relevant medical exemption

Staff are strongly encouraged to increase fresh air into indoor spaces whenever possible and to maximise the use of outdoor learning areas or environments.

Natural ventilation

- Keep all windows, doors and vents open as much of the day as possible and when unoccupied, if practicable.
- Keep these openings clear of any obstruction to air flow.
- Door jambs should be used to keep doors open.
- Aim to open windows and vents that are higher or towards the ceiling during poor or windy weather.
- Exhaust fans are to be used as much as possible.
- Take measures to maintain thermal, noise and other comforts, such as flexible uniform and seating arrangements.

Mechanical ventilation

- Air recirculation should be eliminated or minimised by setting air conditioning units to use external air rather than recycling, where possible.
- Air conditioning filters should be maintained according to maintenance plans, checked and cleaned.
- Air purifiers will be placed in classrooms and high risk areas. These areas include areas where high levels of mixing of staff and reduced mask use when eating and areas of lower ventilation and possible exposure to illness. For example, sick bays, staff rooms, canteens, and music rooms.

Use of fans

- Fans are only to be used with other natural and mechanical methods in place.
- Fans should not be used if a person with respiratory symptoms is in the room.
- Fans should not be directed to blow air from one person directly past another and should be set to the lowest speed.

Bathrooms, kitchens, and thoroughfares (hallways, corridors)

- All available mechanical and natural ventilation options in bathrooms and kitchens should be operated for as much of the day as possible.
- Maximise natural and/or mechanical ventilation in thoroughfares and minimise gathering in these spaces.
- The use of enclosed spaces with little or no ventilation should be minimised, and limit numbers in the space.

Poor outdoor air quality

- Action to protect students during periods of poor outdoor air quality (such as smoke, thunderstorm asthma events) takes priority.
- Take steps to close windows and doors, set air conditioners to re-circulate air, and enhance other COVID safe behaviours and controls, including cohorting, reduced class density and staggering classes, face masks until risk is reduced as advised by public health or emergency services (through the VicEmergency App).

Ventilation

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		Another 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.
		The following students, parents and staff will not be permitted to enter the facility and must be quizzed before entry:
		The person is a primary close contact of a confirmed case of COVID-19.
	Potential carriers	 A contact is defined as anyone who has been in close contact with a known case, including the 48 hours before the case became symptomatic.
	of COVID-19	• The person has a fever or any symptom of a cold (e.g. cough, sore throat, runny nose, shortness of breath); or has lost the sense of taste or smell.
		 Vaccinated staff and students who are primary close contacts will be able to return to school after seven days of quarantine, provided they take a negative PCR test on day six.
Stay Home When		• Unvaccinated students who are primary close contacts will be able to return to school after seven days of quarantine, rather than 14 days, provided they take a negative PCR test on day six, and then complete negative rapid antigen tests at home up till day 13, when they will be required to have another negative PCR test.
Unwell	Allergies or COVID?	To avoid confusion, staff or students who display chronic cold symptoms due to allergies or hayfever should see their GP for advice on how to best manage their symptoms and minimise their impact. The GP should update their allergy action plan or hay fever treatment plan, which details their chronic symptoms. This action plan should be given to the School Nurse on your return to school.
		Anyone with symptoms of coronavirus (COVID-19) that are different to their usual hay fever or asthma symptoms should be tested for coronavirus (COVID-19) and should stay home until they receive a negative result. The results must be given to the School Nurse on your return to school.
	Temperature Checks	Temperature checks of students, parents & staff upon arrival are no longer required. Should they be reinstated:
		Temperature checks will be taken with a forehead temperature scanner
		Staff member taking temperature checks will wear gloves and mask.
		Any temperatures above 37.5 will result in exclusion from the School.
	Hand & respiratory hygiene	Everyone must sanitise their hands thoroughly on arrival
		Students are taught/reminded of appropriate hand and respiratory hygiene
Practice Good		 Monitor/observe students when they do cough, sneeze, or blow their nose, etc. so that they do it correctly and appropriate hygiene is used afterwards
Hygiene		• Extra hand washing to be done often throughout the day especially when hands get soiled e.g. students touch their face, mouth, nose,ears, etc.
		Students to be warned of the danger of ingesting hand sanitiser.

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		All visitors, parents and guardians must check in via QR Code before entering any school grounds.
	Crowding at Pick- up & Drop off	To ensure consistency with physical distancing measures, students and families will be discouraged from congregating at the school gate before or after school. Parents will be required to maintain 1.5 metres between each other as far as is practicable and not linger on school grounds at the start and end of the school day. This will be communicated to staff, students and families through local signage and school communications.
Ensure Physical		• Junior School: Regular notices to parents reminding them to maintain social distancing and not linger on school grounds at drop off or pick up. The School recommends that only one adult drop off/pick up student.
Distancing		Senior School: Parents may not leave their car at the rear drive-thru when dropping off/picking up students.
		All visitors, parents and guardians must check in via QR Code before entering <u>any</u> school grounds. Visitors to school grounds must comply with vaccination requirements, density limits, face mask requirements, QR code check-ins and practise respiratory etiquette and good hand hygiene.
		The density limit of one person per four square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.
	External Incursion or Visitors	Parent-teacher information sessions and interviews may be held on site, although online and video alternatives will be utilised where possible. On site school tours for prospective students and their families may be held, but numbers will be limited in order to
		 On-site school tours for prospective students and their families may be held, but numbers will be limited in order to maintain social distancing and/or held on the weekends to limit numbers.
		Staff must practise physical distancing 1.5m between themselves and other staff members or adults as is reasonably practicable. Staff should physically distance themselves from students where appropriate and feasible.
	Staff	Staff should avoid working across campuses wherever possible.
		Limit number of staff allowed in the staff lounge at any one time: Jr 12; Sr 15
	Juli	• Space out staff workstations as much as possible and limit the number of staff in offices according to the density quotient.
		Whenever possible, staff to rest, eat and meet in outdoor areas.

Ensure Physical Distancing	Students	Students should practise physical distancing where possible. Strategies that can be considered to support physical distancing include: rostering access to shared spaces, limiting time in these spaces and promote breaks outdoors. the careful management of movement of adults through all common areas, including school reception and staff rooms, and timing of staff arrival and departure where multiple staff are required in a classroom, reminding staff to maintain physical distancing from each other as much as practical signage and rostering so that access to shared physical spaces and food preparation areas can be managed in line with density limits and to reduce congregation in entry and exits reminding students, staff and visitors including through signage, of the importance of physical distancing where possible reconfiguring class spaces where possible, using all available space in the school, using floor markings where appropriate. marking the floor indicating physical distancing in appropriate locations (e.g. canteens staff rooms and reception areas). communicate the strategies in place to parents through local signage and communications to school communities to
		remind staff, students and families of the need for behaviours that support physical distancing.
	Face Coverings (Please note: requirements are subject to change quite often)	• In line with the Government's latest regulations, staff and students from Year 3 upwards must wear fitted masks that cover the nose and mouth whilst indoors at school or where physical distancing is not possible. It is recommended that students in Prep to Year 2 do likewise. Other face coverings including bandanas, scarfs, masks with valves and face shields without a fitted mask underneath are not considered to be appropriate.
		• Face masks should be worn while teaching wherever practicable, except where removal of a face mask is necessary for effective communication.
Wear a Face Mask		 Health, wellbeing and inclusion staff are required to wear fitted mask, 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).
		• There are a number of lawful reasons for not wearing a face mask, including for staff and students who are unable to wear a face mask due to the nature of their disability, medical or a mental health condition. Parent/carers of a student/s who meet the criteria for an exception should provide their approval in writing for their child/ren to not wear a mask to the school.
		 Face mask breaks are allowed for staff and students during the day, but they should be kept brief, when seated outdoors having lunch and physically distanced
		Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
	Care of face masks	Single use masks should not be worn for more than 4 hours.
		Cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be replaced immediately.

COVID SAFE PRINCIPLE # 2: CREATE COVID Safe SPACES			
Make Hygiene Easy	Hand & respiratory hygiene	 Hand sanitiser stations are set up at all school entry points and throughout the school. Everyone must sanitise their hands thoroughly on arrival Teach students appropriate hand and respiratory hygiene Monitor/observe students when they do cough, sneeze, or blow their nose, etc. so that they do it correctly and appropriate hygiene is used afterwards Extra hand washing to be done often throughout the day especially when hands get soiled e.g. students touch their face, mouth, nose,ears, etc. Use non-contact greetings (not shaking hands, hugging or kissing). Students to be warned of the danger of ingesting hand sanitiser. 	
Lasy	Personal Protective Equipment	 School to have enough PPE to be on hand for the next 48 hour period, as a minimum. This includes antiseptic soap; disposable gloves; face masks; thermometers; sterilising equipment; cleaning detergent and disinfectant; cleaning mops and buckets; antiseptic floor cleaner; toilet paper and nappies. Students must provide their own PPE 	
	Toilet hygiene	 Display hand hygiene posters in all restrooms Sign in restrooms encouraging staff/students to wipe down the tap with paper towel after washing their hands. 	
Koon	Cleaning	 Cleaners to take particular attention to cleaning and disinfecting high-touch surfaces (e.g. play gyms, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) 	
Keep Surfaces Clean and Implement Enhanced Environment al Cleaning	Cleaning – Staff Assistance	Daily deep cleaning is no longer required. However, 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.	
and Disinfection	Cleaning - Gate	Gates to be kept open at pick up and drop off times with guard on duty.	
DISIIIIECCIOII	Cleaning - Door handles	 Keep room door opened at all times if possible. Definitely keep open until all students have arrived to decrease number of openings and closings. Use a tissue or sleeve to open/close doors whenever possible 	

Shared	Staff should consider the necessity of using shared equipment at this time. Such items may include shared computers, class sets of teaching and learning materials, and musical instruments. If used, strict hand hygiene should be followed before and after use. Risk can be further minimised by users wiping down items where appropriate, for example using a disinfectant/detergent wipe or cloth.
Equipment	 Staff to have their own stationery kit to avoid cross contamination, or, wash their hands before & after if using shared stationery.
	 Use sanitising wipes on whiteboard markers, erasers, remote controls and any other shared equipment in the classroom.
	Photocopier to be wiped down after each use with wipes provided

COVID SAFE PRINCIPLE # 3: PROMOTE COVID Safe ACTIVITIES			
	External Incursion or Visitors	Visitors to school grounds must comply with vaccination requirements, density limits, face mask requirements, QR code check-ins and practise respiratory etiquette and good hand hygiene.	
		The density limit of one person per four square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.	
Limit Access to Outside		No employee should invite an external visitor to the School without the expressed permission of their Head of School, Chief Operating Officer, or Principal. • Parent volunteers, work experience students, and pre-service teachers may attend on site, unless otherwise directed.	
Visitors, where		 Parent-teacher information sessions and interviews may be held on site, although online and video alternatives will be utilised where possible. 	
possible		 On-site school tours for prospective students and their families may be held, but numbers to be limited in order to maintain social distancing and/or held on the weekends to limit numbers. Virtual tours may take place provided they are conducted with minimum staff, and strict adherence to physical distancing, face masks, and hand hygiene. 	
		 Kindergarten to primary school transition visits may now occur, with on-site visits of small groups of up to 10 children, parents and teachers/educators. No intermixing with other students at the school should occur. 	
Reduce Mixing Between	Physical Distancing	 Use non-contact greetings (no shaking hands, hugging or kissing) 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. Encourage students to remain 1.5m from each other – teachers on duty to remind students to keep appropriate distance apart; crosses/dots on the floor could be used to help some students. Lines in corridors directing traffic flow to prevent crowding in corridors 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. They do apply to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas, where signs will be posted describing the maximum number of people allowed. 	
Groups	Eating	 Tuckshop can operate with the highest hygiene practices amongst food handlers. No sharing of food Spread students out when eating and eat outside whenever possible Encourage students to wash their hands thoroughly before and after eating Students to wipe area where they eat before and after eating Food technology can continue in schools with frequent hand hygiene and no sharing of food. 	

Create Workplace Bubble	Workplace Bubble	 Adjust timetables and develop procedures to minimise staff working across campuses wherever possible. Staff are encouraged to have their lunch and break times at staggered times throughout the day to reduce use of common areas at the same time Encourage staff to minimise time in staffroom when taking breaks. Reduce mixing between different staff cohorts by holding virtual staff meetings, or meeting in smaller groups, or hold meetings in large rooms/hall
	Social Distancing – Group Activities	 Excursions: there is no limit on group sizes, but excursions must be conducted in line with any specific capacity limits on venues that are being used. Mixing between students from different schools should be avoided. School camps: interaction with other school groups should be limited. School photographs are permitted. Masks may be removed for the short time the photo is taken. Whole-school assemblies and other events exclusive to staff and students may be held, preferably outside, and in keeping with gathering limits and density requirements Professional development and staff meetings should be conducted online where practicable or on site with appropriate social distancing and density limits.
Adapt, Modify or Defer Higher Risk	Sporting Activities	 Outdoor facilities are recommended for physical education and recreational play. Inter-school sport may resume in line with community sport health and safety measures. Spectators discouraged or within public gathering limits Hand hygiene must be practised before & after use of sporting equipment. Attendance taken for contact tracing No sharing of food (such as oranges)
Activities	Performing Arts Activities	 Use of woodwind & brass instruments, singing, voice projection & dance carries the risk of spread of aerosols and droplets. Individual tuition and ensemble groups may be held, with physical distancing and other hygiene measures taken, and maximum 30 minute sessions. Drama activities and dance group work should be undertaken outside wherever possible.
	Activities - Concrete materials	 Refers to items such as blocks, puzzles, lab equipment, art supplies, sport equipment, musical instruments. Students should avoid sharing stationery supplies; best if individual packs are organised. Wash or sanitise hands before and after using concrete materials. Regular cleaning of equipment throughout the day.
	Activities – sensory	 Avoid sensory activities If using playdough, students must wash hands before and after use. Dispose of playdough after use. For any teaching that involves physical materials, specific risks will be addressed with the students in the classroom.
	Mobile Phones	 Mobile phones are regularly touched and breathed on. They should be wiped regularly with disinfectant wipes throughout the day.

COVID SAFE	VID SAFE PRINCIPLE # 4: RESPOND TO CORONAVIRUS (COVID-19)_RISK			
Potential carriers of COVID-19	 The following students, parents and staff will not be permitted to enter the facility and must be quizzed before entry: The following students, parents and staff will not be permitted to enter the facility and must be quizzed before entry: The person (or a member of their household) has been in contact with a confirmed case of COVID-19 in the last 7 days (if fully vaccinated) or 14 days (if not fully vaccinated). A contact is defined as anyone who has been in close contact with a known case, including the 48 hours before the case became symptomatic. The person has a fever or any symptom of a cold (e.g. cough, sore throat, runny nose, shortness of breath); or has lost the sense of taste or smell. 			
Temperature Checks	Temperature checks of all students, parents and staff upon arrival are no longer required. Should they be reintroduced: • Any temperatures above 37.5 will result in exclusion from the School. • Temperature checks to be taken with a forehead temperature scanner • Staff member taking temperature checks to wear gloves and mask.			
Record Keeping	 Records must be kept of all who enter the campus for contact tracing. All students, staff and visitors must sign in on entry. A hand sanitiser dispenser will be located next to sign-in tablets. All users must sanitise before using the tablet. 			
Unwell students/staff	 No ill students or staff will be allowed into school. If a student/staff member arrives at school unwell, they are to be isolated and don a mask and gloves. Parents are to be contacted immediately and told to pick up the student. A staff member is to monitor the student at an appropriate distance wearing a mask and gloves. Anyone who appears or starts to fall ill as assessed by the school nurse/ first aide person during the day will be sent home. 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. If a student/staff member becomes unwell during the day, they are to be isolated in the sickbay, and wear a mask and gloves. Parents are to be contacted immediately and told to pick up the student. The Head of School is to be notified of any student who arrives unwell or falls ill during the day. The Head of School will follow up with parents. 			
Suspected case of COVID 19	 Remove the student/staff member immediately to an area of isolation Student/staff member must leave the School as soon as possible and seek appropriate medical advice Any staff member in attendance needs to don appropriate PPE 			

If positive to COVID-19, must follow DHHS exclusion instructions. Manage the risk posed by the suspected case, including by ensuring high-touch areas frequently used by the staff member have been cleaned since they were last on site. Inform all staff on site to be vigilant about the onset of symptoms. If they become unwell, they must notify their principal, get tested and self-isolate. 1. Email Non-GovCovidNotifications@education.vic.gov.au as soon as aware that a student, parent, contractor or other member of the school community has tested positive to COVID-19, but only where the case was onsite within 48 hours prior to the onset of symptoms consistent with COVID-19. 2. Complete the potential Primary Close Contacts (PCCs) spreadsheet and return it to above email address, who will record the spreadsheet and forward it to the relevant local public health unit of the Department of Health. 3. Send communication to all potential PCCs "We have been advised that a confirmed COVID-19 case attended our school, and you have been identified as a potential primary close contact. You must get tested as soon as possible then stay at home and wait for contact from the Dpt of Health, which may take a few days. DH will advise you on your quarantine requirements, testing & release dates (this may take some days). Families and households do not have to isolate." 4. If unable to complete the contact identification and notification of potential PCCs within the day the School may close for a 24-hour period. 5. A routine COVID clean is considered sufficient. Confirmed case 8. The Dpt of Health will send an SMS to the PCCs advising them of their quarantine, testing and release dates (this may take of COVID-19 some days). a) Primary school PCCs will be asked to isolate until they clear a Day 13 test. b) Secondary school PCCs will be informed that if they are vaccinated, they should isolate for seven days and may be able to return to school after a negative Day 6 test, depending on local school arrangements. If the PCCs are unvaccinated, they will be required to isolate for 14 days and can return to school after a Day 13 test. Students will need to show evidence of their test and vaccination status when they return to school. 9. Families/households of PCCs will no longer be required to limit their movements or stay at home. 10. If School was closed, once potential PCCs have been identified and contacted, the School will then use a specified communication template to notify all other students they should return to school the following day. The school can reopen the following day without requiring further notification.