



2021 Term 4 Student Health & Safety Guidelines

Updated: 21 October 2021



General Interaction Considerations for Return to Onsite Learning

This document outlines the student considerations and guidelines for a return to learning in 2021 Term 4. In order to provide a safe teaching and learning environment for students and staff, the College has implemented the following necessary actions.

These guidelines are temporary and will be reviewed as necessary.

Uniform

In Term 4 students should be in full summer uniform. The wearing of full winter uniform is optional. Please refer to the College Uniform Policy on SEQTA or use the following link.

<https://www.crccs.vic.edu.au/enrolment-1/college-uniform>

Dismissal time

Year 7 & 8 students will be dismissed at 3:05 pm.

Year 9 & 10 students will be dismissed at 3:15pm.

School arrival and departure – advice for parents

Close proximity between adult members of the school community should be avoided, particularly during school drop off and pick up.

- Access to the school site is restricted for anyone other than immediate College staff and students
- Any conversations with staff/parents/carers should take place through online/phone communication
- Parents are to observe physical distancing measures and are not to congregate inside the College gates or on the footpath along College Street
- Parents are strongly advised not to exit vehicles during school drop offs and pick ups
- The school Drop-off Zone will be strictly monitored as a 2-minute zone and parents may find it more convenient and less congested to pick up and drop off away from the College entrance. It is anticipated that this will be the most crowded (at-risk) area
- Parents should only enter the College grounds when essential, having contacted (by phone or email) and obtained permissions from the school prior to entering
- Families who need to pick up students early are to inform Reception and must not enter the College to collect their child, but rather meet them outside the gate
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g., student health and wellbeing services, specialist curriculum programs, maintenance workers)



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Upon arrival – students

- Students are to make their way to their locker immediately to get organised for the day
- Students should not be waiting for the music to start to access lockers. This will avoid congestion closer to homeroom start-time
- Students should not congregate in the yard
- Where possible, homeroom teachers will be in their homeroom/classroom before the scheduled start-time to alleviate students waiting outside

Physical and social distancing

The Australian Health Protection Principal Committee (AHPPC) has advised that a 'venue density rule' is not appropriate or practical in classrooms or corridors, nor is maintaining 1.5 metres between students during classroom activities.

While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, there will be a number of important changes to our school operations consistent with health advice.

Recess and Lunchtimes

Based on the size of the College grounds and ability for students to spread out, there is no need to stagger break times.

- The oval is a big enough space that social distancing will naturally occur
- Students will need to hand sanitise before and after ball games
- Indoor spaces will be closed during recess and lunch

Social distancing is a common-sense practice that reduces the risk of transmission and students are advised of the following measures:

- Be respectful of other people and their personal space and continue to practice healthy social distancing habits before school, at break times and after school
- Non-contact greetings should be encouraged
- Avoid physical greetings such as shaking hands or hugging
- Adhere to the Hands-Off rule at all times, including shaking hands and other physical greetings
- Staff will be monitoring physical contact and large congregations of students in close proximity
- Ball games and sports equipment can be used. Please ensure that hands are sanitised before and after games
- The library will be closed during recess and lunch to avoid students congregating in indoor spaces during recess and lunch



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Cafeteria

The Cafeteria will be open at normal times. In line with government restrictions, students are required to wear masks when not eating or drinking.

- Students are encouraged to pre-order lunches and other items from the canteen using the QKR App to avoid congesting the canteen
- If pre-ordering is not possible, families are encouraged to provide students with cashless purchasing capability to reduce the need for physical contact during transactions
- Students should use the Entry and Exit doors for pick-ups of lunch orders
- Food and drinks should not be shared
- Students should not make purchases for others
- The indoor dining area of the Cafeteria will be closed to avoid students congregating in indoor spaces at recess and lunch

Lockers

Arrangements to reduce mixing between students and staff from different classes or year levels outside the learning environment will be used as precautionary measures including:

- lines have been placed on the ground to ensure one student at a time per set of two lockers and a distance of 1.5 m from the lockers is maintained
- students should bring to school only what they need for the day in case the College is required to close for sanitisation at short notice following a confirmed positive case
- no access to lockers will be permitted during a shut-down as a result of a confirmed case.

Toilets

- Only two students can access each of the toilet blocks at any time. Signs have been placed on the doors
- Students should be as quick as possible and not socialise
- Only one student at any one time will be given permission to leave classroom
- It is imperative that students wash hands thoroughly after using the toilets
- Under no circumstances should food or drink be taken into the toilet facilities
- Students should never socialise or congregate in toilet areas
- Given there could be a line-up, please be mindful of the spacing

Extreme Weather Days

- Extreme weather days, though not common, will need to be managed differently during this period
- Numbers in the library will be reduced accordingly
- Where possible, classrooms and corridors will be opened, with attention given to numbers of students in each room



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Hygiene

Face masks in schools

Please see the Department of Health website for the latest face mask requirements.

As per the directions of the Victorian Chief Health Officer, it is mandatory that face masks are to be worn in school at all times, unless you have a lawful exemption.

A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements.

Exemptions

Information on exceptions to the wearing of face masks is available on the Department of Health website.

Face masks and hot weather

It is important to follow the Chief Health Officer's directions on wearing face masks, and there are steps that can be taken to improve comfort during warmer weather:

- Bring your own water bottle and keep hydrated. Please note, drinking fountains are not available
- Use a single-use mask, or a reusable face mask made from 100 per cent cotton, for increased breathability
- Wash your reusable mask frequently to maintain effectiveness and bring a spare so you can change your mask if it gets damp or wet

Everyone can protect themselves and prevent the spread of COVID-19 by continuing effective hand hygiene. Enhanced hygiene measures should continue during the return to onsite teaching and learning.

- Regularly wash and sanitise your hands
- Students are encouraged to bring personal disinfectant wipes and hand sanitiser
- All staff and students should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing, or using the toilet
- Hand sanitiser stations are provided in every occupied room
- Cleaning tubs and instructions for cleaning tables and workstations have been placed in every room
- At the end of each lesson students will be required to clean their chair, table, or workstation before leaving the room, using spray and paper towel provided in the cleaning tub
- Students are encouraged to regularly wipe their MacBook and equipment before and after each lesson
- If your hands are visually dirty (after recess or lunchtime) use soap and water to clean your hands
- Additional cleaning will occur daily, and contract cleaners are responsible for cleaning key touch points throughout the day



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Classrooms

- Seating plans will be developed for all classes
- Students should use the same table and chair for each lesson, without movement between students and working areas
- Students should not share equipment, including stationery or calculators
- Fresh airflow indoors and the use of ventilated outdoor learning areas will be promoted where practical (and depending on weather conditions)

Taps

Students will not be able to drink directly from drinking fountains.

- Drinking fountains should only be used for refilling personal water bottles
- Students should bring their own water bottle for use (and refilling) at school

Rubbish

Pick up your own rubbish. It is not healthy or practical for others to do so.

Keeping everyone safe and healthy

- All unwell staff and students must stay home
- Do not come to school if you have any cold and flu symptoms

If a student or staff member is unwell, they must stay at home and they must not attend the College. Students and staff who are unwell must stay home and are encouraged to attend their GP or local testing clinic to be tested for COVID-19. If a student is undergoing testing, families must inform the College and isolate themselves whilst awaiting results. Please inform the College once the results are known.

If a student presents at school with cold or flu-like symptoms, contact will be made with families to arrange for the student to be taken home.

Provision of routine care and first aid

Physical distancing is not practical when providing direct care. In this situation, standard precautions (including hand hygiene) are important for infection control.

- Standard precautions, in addition to COVID-safe practices, as per related policies will be adopted when providing first aid
- Hands will always be washed with soap and water or hand sanitiser before and after performing routine care or first aid



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Management of an unwell student or staff member

It is important that any staff member or student who becomes unwell while at school returns home. As per our COVID-Safe practices, the College will undertake a cautious approach when dealing with suspected cases of COVID-19.

- Staff and students experiencing compatible symptoms with 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 indicated

The College will follow the protocols set out by the CECV and our COVID-Safe plan.

Managing a suspected or confirmed case of COVID-19

The CECV has comprehensive procedures in place with the Department of Health to manage suspected or confirmed cases of COVID-19 in schools.

The College has prepared a plan in the event of an incident involving a COVID-19 infected staff member or student. The plan caters for possible and confirmed cases of COVID-19 and includes testing, self-isolation and school closure if necessary. The College will communicate this with families as relevant.

If you are concerned about the wellbeing of your child, please seek help by emailing the Wellbeing Leadership Team, or contact one of the following Health Services:

- Headspace
- Suicide Line - 1300 651 251
- Suicide Call Back Service - 1300 659 467
- Lifeline - 131 114
- Grief Line - 1300 845 745
- Kids Helpline - 1800 551 800
- MensLine - 1800 551 800
- Beyond Blue - 1300 224 636
- Mental Health Triage - 1300 094 187

The Beyond Blue website below is very informative and has a wealth of very useful information and resources.

<https://beyou.edu.au/resources/news/coronavirus-schools-adapting-to-changes>

More information about the return to school and COVID-19 can be found on the CECV website, which is constantly updated; www.cecv.catholic.edu.au/Coronavirus-information-for-parents.



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Cleaning and facilities management

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of COVID-19 transmission. Routine environmental cleaning will continue, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.

Progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch surfaces, will include (but not be limited to):

- door handles and handrails
- benchtops and reception counters
- kitchenettes and staff lounges
- bathrooms
- drinking fountains.