

Catholic College Sale

Returning to On-Site Learning

PHASED RETURN TO CLASSROOM LEARNING

The return to school will take place in two stages.

- **Monday, 25 May 2020** – This will be a pupil free day to support all school staff to prepare for the transition and to enable the necessary planning to ensure the successful transition back to school can be completed.
- **Tuesday, 26 May 2020** – VCE and VCAL Year 11 and 12 students and Year 10 students undertaking VCE studies for VCE classes or VET classes will return to on-site schooling.

Students in the Years 7 to Year 10 cohort will continue Remote Schooling at home until Tuesday, 9 June 2020, except for:

- children of parents who cannot work from home;
- children who are not able to be supervised at home and no other arrangements can be made; and
- vulnerable children.

The Remote Schooling Program for Years 11 and 12 will cease from Tuesday 26 May and for Years 7 to 10 from Tuesday 9 June.

Pupil Free Day – 25 May 2020

Monday, 25 May 2020 will be a pupil free day for all schools. No students should be in attendance and Remote Schooling will not take place on this date.

Year 10 Students

Year 10 students undertaking VCE studies for VCE classes or VET classes will return to on-site schooling on the 26th of May, where practicable. Year 10 level classes will be taught remotely on or off site.

Reducing Risk of Transmission

The College will take the following actions to reduce the risk of transmission of coronavirus.

Social and physical distancing protocols will apply to everyone in a school setting, as appropriate. Social distancing limits the spread of COVID-19 and other infectious diseases, including influenza.

Health and Hygiene

COVID-19 spreads through close contact with an infected person; mostly face-to-face or within a household.

It cannot jump across a room or be carried for long distances in the air.

To reduce the risk of contracting COVID-19, it is recommended that students and staff:

- wash hands regularly with soap and running water, for at least 20 seconds
- dry hands with a paper towel or hand dryer before eating and after using the toilet
- avoid touching their eyes, nose or mouth



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- cover coughs and sneezes with a tissue. If a tissue is not available, remind students and staff to cough or sneeze into their upper sleeve or elbow
- stay home if unwell and avoid contact with other people.

Students

Physical distancing is not required for students during classroom activities.

However, the following control measures will be implemented, including:

- using larger areas for any student gatherings
- staggering recess and lunch breaks, start and finish times, and other activities to reduce the volume of movement.

First Aid

The following standard precautions will be followed:

- use of gloves and an apron when dealing with blood or body fluids/substances
- washing of hands with soap and water or use of a hand sanitiser before and after providing first aid
- hand hygiene, cough etiquette and environmental cleaning are more important for reducing risk.

Extended and Increased Cleaning

Cleaning is an essential part of disinfection. The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary, depending on factors such as the amount of contaminated body fluid – such as respiratory droplets – present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Cleaning will be followed by or combined with a disinfectant process.

To minimise the health and safety risks caused by COVID-19, cleaners will:

- wear appropriate Personal Protective Equipment, such as masks, protective eyewear and gloves
- damp dust all surfaces, furniture and fittings
- clean high traffic areas, including surfaces, tables, door handles, bathrooms, etc. with disinfectant
- mop floors with disinfectant.

General Cleaning

The highest standards of hygiene will be practised. Cleaners will attend the school site more frequently to clean common areas, including high touch areas and to undertake daily disinfecting.

Cleaners will:

- empty rubbish bins frequently
- clean toilets after each break and at the end of the school day
- clean and disinfect high touch surfaces regularly
- undertake daily disinfecting of high traffic areas.



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High Touch Areas

Extended cleaning will occur progressively throughout the day and focus on high-touch areas throughout the school.

High touch areas include:

- toilets
- washbasins
- soap dispensers and hand sanitising units
- all entry and exit points
- door handles and knobs
- drinking fountains
- shared surfaces, including chairs, desks and office equipment (computer, keyboard, mouse, photocopier and telephone).

Daily Disinfecting

There will also be an increased frequency of cleaning and disinfecting daily of the areas listed below, but not limited to:

- doors (including door handles), handrails and guardrails
- floors (hard floors with mop, and vacuuming and disinfection of carpets)
- external doorways
- electrical fixtures
- appliances including printers, lockers and gates
- student tables and chairs • rubbish bins – internal and external
- kitchenettes
- drinking fountains and troughs. A Cleaning Checklist is provided in Appendix 3 together with further information in relation to high touch area.

Social Distancing

Social distancing is still the number one preventative measure to reduce the transmission of COVID-19.

The College will continue to encourage social distancing practices between students, staff and visitors where practicable.

Work Experience Placements

Until further notice, all work experience placements will not continue.

School Uniform

All students are required to wear the full Winter uniform on their return to on-site learning. All items can be purchased from David's Menswear. Opening hours are 10.00am to 4.00pm Monday to Friday and 10.00am to 1.00pm on Saturday.

Appointments for the College second hand uniform shop are available via reception on 5143 9700.

School Pick-up and Drop-off

Students and families are requested to not congregate at the school gate or on school grounds before or after school. A distance of 1.5 metres between persons, so far as is practicable, on entering and leaving the school grounds must be maintained.



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Class Time

In order to reduce the gathering of large groups at lockers at any one time, class finish times will be staggered.

Where students line up to enter class, they will be encouraged to keep 1.5 metres between each other where possible.

Where students usually enter and leave class in an unstructured manner, this practice will be changed to ensure that a distance of 1.5 metres is maintained.

Students will be encouraged to keep a distance of 1.5 metres between each other and between themselves and staff.

Greetings should take the form of non-contact greetings.

Recess and Lunch

Students will be encouraged to keep a distance of 1.5 metres between each other during recess and lunch.

The following actions during recess and lunch time will include:

- actively monitoring and discouraging sharing of food between students
- reviewing where students are eating

School Assemblies

School/year level assemblies will not take place until further notice.

School Concerts, Events and Music Productions

Until further notice, all school concerts and events, including music productions are postponed.

In addition rehearsals for school musical productions or events will not take place until further notice.

Parent Teacher Interviews

The Unit 3 Parent Teacher Interviews are scheduled for 17th of June. These will take place in a remote setting and further details will be distributed closer to the date.

Program Support Groups (PSGs)

PSG meetings will continue remotely. Learning Adjustment Leaders will inform participants that the meetings are not to be recorded.

Students Become Unwell at School

If a student is experiencing signs or symptoms of COVID-19 (fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell), appropriate school staff will isolate the student member.

Arrangements must be made for the student to be immediately sent home or to a medical practitioner.



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An unwell student would be moved to a single room away from others, or if not available or appropriate, an area well removed from contact with others, being mindful of the wellbeing and safety of the student. The student would also be supervised (for example in an office with windows).

School Facilities

Entry and Exit of School Buildings

To ensure the health and safety of the College and College community, the College will maintain a register of all students, staff, parents, contractors and visitors who are granted access to the school. This does not apply in relation to parents and visitors coming to reception.

All visitors to the school must complete a School Entry Declaration.

College Canteens

The College Canteen will continue to run with an altered menu designed to reduce the students to revisit the canteen over the lunch and/or recess period. Orders are still available to be made through CDFPay/

Staff who handle food in canteens will:

- wash their hands before and after handling food, and wear gloves when preparing food
- a minimum of two people will work in the canteen at any time (one for food handling, the other for money handling)
- avoid touching their hair and face (eyes, nose, mouth)
- all utensils and preparation surfaces will be washed regularly and thoroughly with hot water and detergent.

School Library

The College Library will be open to students on 26 May 2020. Staff in these areas will ensure that social distancing is maintained, and areas used by students cleaned with disinfectant regularly.

School Bus Services

Student Safety on School Bus Services

School buses and public transport are essential services and are available for students who need to travel. As with public transport, people travelling on school bus services will be required to observe physical distancing. There will be increased cleaning and sanitisation of buses to reduce the risks of transmission of COVID-19.

Additional Cleaning on School Buses

School bus operators have increased cleaning across the bus network to help slow the spread of COVID-19.

All school buses will undergo daily cleaning and sanitisation. All high touch point surfaces will be wiped down, including:

- handrails
- arm rests
- steering wheels
- driver doors.



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Physical Distancing on School Buses and at Bus Interchanges

Bus operators are introducing physical distancing measures around the driver's seat by restricting access to the first rows of seats.

Students are asked to keep their distance from others while travelling. For example, one student will sit in every second row, leaving the seat in front and behind empty where practicable.

Parents and schools are asked to ensure students follow physical distancing at bus stops.

Drinking Fountains

Until further notice, students will not be able to drink from the drinking fountains. Students are required to bring their own water bottle for use (and refilling) at school.

Camps, Excursions and Incursions

Restrictions continue to apply to all camps, excursions, incursions and school travel, until further notice

Camps, Excursions and School Travel

All camps and offsite school activities will remain postponed. This includes all:

- overseas travel for students and staff, student exchanges, etc.
- interstate student excursions and staff travel (work related only)
- other excursions, including single day excursions
- student visits to aged care homes and other activities that may impact high risk individuals immediately.

These restrictions do not include student and staff travel between campuses.

School Incursions

All school incursions or external providers conducting activities with students in the school, including but not limited to entertainers, guest speakers, sporting groups and exhibitions, will remain suspended until further notice.

Swimming Programs

All swimming programs remain cancelled until further notice.

School Sporting Events

All inter-school sporting events and competitions will remain suspended until further notice.

Sporting events taking place at the school, such as athletics and swimming carnivals, will not take place until further notice.

Physical Education teachers will review the current curriculum and amend classes as required to eliminate the potential of physical contact and sharing of equipment.



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Practical Lessons

Practical lessons (music rehearsals, physical education, food technology, etc.) will continue in schools, with appropriate physical distancing and hygiene measures in place.

Where possible, teachers will:

- avoid using equipment that must be shared between students. If unavoidable, all equipment must be thoroughly cleaned between student use and at the conclusion of lessons
- ensure students use hand sanitiser prior to touching equipment, where practicable
- undertake physical education lessons that involve no student-to-student contact and that are low in intensity to avoid perspiration
- arrange for students to bring in their own personal equipment, such as musical instruments, where practicable.

Structured Workplace Learning (SWL)

Students can continue their SWL in Term 2. Note that Aged care placements cannot recommence, as well as other workplaces where the restrictions have not been lifted.



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