

COVID SAFE SCHOOL POLICY OUTDOOR SCHOOL – BOGONG CAMPUS

Purpose

The purpose of this policy is to outline how our school will be managing risk relating to Coronavirus (COVID-19) during key interactions between staff, students and visitors during the reintroduction of students in term 1, 2021.

Outdoor School is committed to providing a safe learning and working environment for our staff, students and visitors. We ask for the whole 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

Outdoor School is following the advice from the Department of Education and Training including, [Health and safety advice for return to onsite learning in the context of COVID-19](#) which can be found on the Department's [Coronavirus \(COVID-19\) website](#).

Students and staff will not be allowed to attend Outdoor School if they are unwell.

The most important action school communities can take to reduce the risk of transmission of coronavirus COVID-19, is to ensure that any unwell students or staff remain at home.

Scope

This policy applies to everyone in the Outdoor School community. This includes all members of staff, students and all visitors to the school for term 1, 2021.

REQUIREMENTS:

Attendance On-Site

The Department of Education and Training (DET) advises that:

“Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff or visitors remain at home.

While the risk of transmission of the virus is very low, staff most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner. As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.”

This means that at our school:

Overall

- All unwell staff and students **must** stay home.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations.
- Contractors will be following the prescribed hygiene processes, enhanced sign in procedures (locations & time) and movement patterns on site to enable working in a safe manner. It is anticipated that there will be a separation from school staff for morning tea, lunches etc.
- Notices re hygiene practices will be placed around the school and people will be inducted in these.

Student Specific

- Students must not attend Outdoor School if they:
 - are currently unwell or have any flu-like symptoms.
 - have had any respiratory symptoms (even if mild).
 - have been in contact with a known or suspected case of COVID -19 in the last 14 days.
 - are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.

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- Students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site campus education is suitable.
- Any restriction or direction's as applied by DET will be followed

School Arrival and Departure

DET advises that:

"As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided."

This means that at our school:

Overall

- We ask DET staff and visitors to observe 1.5m physical distancing measures by not congregating in areas inside or around the school other than designated work stations.
- We will minimise interactions of DET staff and visitors both within the school and at entry points.
- There will be a sign in/sign out for all OS staff.

Student Specific

- During the induction there will be explicit instruction on hand washing and sanitising at a range of stations and cough/sneeze management into arm or tissue and what to do if they develop symptoms etc. Teacher will also explicitly teach to the 1.5m social distancing processes in the school.

Hygiene

DET advises that:

"Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene."

This means that at our school:

Overall

- All students, visitors and DET staff, will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Outdoor School staff are reminded to clean the OS school mobile phones and radios regularly.
- OS Staff will be issued with their own PPE kit – supplied by Outdoor School – gloves, wipes, sanitiser etc.
- Visiting staff will be given packets of 15 wipes and 50 ml sanitizer for the week.
- Staggered timing of lunch breaks will occur to reduce congregating.
- Communal equipment touchpoints will be cleaned both before and after use by the user.

Student Specific

- During the induction there will be explicit instruction on hand washing at a range of stations and cough/sneeze management into arm or tissue and what to do if they develop symptoms etc.
- Social distancing will also be explicitly taught during the induction and class time.

Temperature Checks

DET advises that:

“Based on the advice of the Acting Deputy Chief Health Officer, given the current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to schools will not be required in Term 4.

However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.”

This means that at our school we will:

Overall

- Nil.

Students

- Nil.

School Offices and Staff Facilities

DET advises that:

“As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.”

This means that at our school we will:

Overall

- All staff to take personal responsibility to maintain the hygiene of their own workspace. Outdoor School to supply sanitising materials.
- If required teaching staff use the staff tea room and long room as an alternative location in order to spread staff workstations out as much as possible and limit the number of teaching staff in offices.
- In line with other workplaces across Victoria, remind all staff to maintain a 1.5m physical distancing from each other as much as possible in the reception, staff room and offices.
- Limit areas for cleaning purposes and reducing touchpoints if possible.
- When possible, open windows to create airflow ie lunch and break times (cold will be an issue).
- Have staff meetings held outside if possible or in the Dining Room.
- Have shared office hardware cleaned prior and post use by the user eg phones, photocopier & shared computers etc.
- Place posters at strategic points to remind of handwashing, sanitising etc.
- Place appropriate distancing and hygiene signs at campus entry points.

Cleaning and Facilities Management

DET advises that:

“Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.”

This means that at our school we will:

Overall

- Complete a deep clean of all shared facilities while students are not present through the day.
- Ensure communal rooms will be disinfected daily when students leave the site. This would need to be a wipe down of all hard surfaces.
- Establish high traffic areas and touch spots (toilets, lights, door handles, major walk ways, bins coffee area etc) and try to minimise these.
- Clean all high traffic and touch points at least 3 times per day.
- Arrange additional hygiene supplies to be in place around the school for staff and student use.

- Cleaner currently will be free of student contact.

Provision of Routine Care and First Aid

DET advises that:

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

This means that at our school we will:

Overall

- Use standard precautions as per DET [Infectious Diseases policy](#) and Outdoor School’s first aid policy will be followed when providing first aid. For example, we will use gloves and PPE when dealing with blood or body fluids/substances.
- Enable hand hygiene to be implemented before and after performing routine care or first aid.
- Provide additional Personal Protective Equipment (PPE) for use when required.
- Staff will also have a change of clothes onsite to be used when required. Change of clothes

Vehicle Use

DET advises that:

“No specific DET advice on vehicle use.”

At our school we will:

Overall

- Ensure permission is sought to use a school vehicle and all touch surfaces to be wiped down after use on return to OS

Face Masks

DET advises that:

“Face masks are no longer required in schools when people can keep distance from others however they are strongly recommended indoors for staff and secondary school students in school environments when physical distancing of 1.5 metres cannot be maintained. This may include classrooms, corridors and communal areas. Face masks must always be carried by individuals aged 12 and over. Existing exemptions continue, including masks not being required when teaching. Face masks continue to be mandatory on public transport and school buses.”

At our school we will:

Overall

- Staff are required to wear masks as per the DET guidelines above.
- Staff masks will be provided by the school.
- Staff that are working alone, then have your mask handy, either in your pocket or worn under your chin. When people approach, ‘mask up’.

Student Specific

- Students will be asked to bring 2 masks to Bogong (to be able to maintain a clean one at all times)
- Outdoor School will have a backup supply of masks for students to access if they don’t bring one.
- As a last resort, buffs may be used by students.
- Student will be required to wear masks when they are unable to maintain a 1.5m distancing.
- Students will be able to be mask free when all other times.

Management of an Unwell Staff Member, Student or Visitor

DET advises that:

"It is important that any staff member or visitor who becomes unwell while at school returns home. While it is unlikely that a staff member or visitor who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take."

At our school we will:

Overall

- Enact our Covid Response Plan.
- If staff, students and visitors are experiencing compatible symptoms with coronavirus (COVID-19) they will be isolated in an appropriate space and required to drive/return home if they can. If they cannot, next of kin will be asked to come and pick up the unwell staff member, student or visitor. **A Student's parents will be called and required to come and pick up their child as soon as they can (NO EXCEPTIONS).**
- Where staff, students or visitors are experiencing compatible symptoms with coronavirus, we will ensure they are using hand hygiene, physical distancing and (where possible) use of a face mask. See [DET guidance for the use of Personal Protective Equipment in education](#).
- If staff, students or visitors experience compatible symptoms with coronavirus (COVID-19) they should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff or students should not return until symptoms resolve.

Managing a Suspected or Confirmed Case of COVID-19

DET advises that:

"DET 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."

This means that at our school:

Overall

- We will enact our Covid Response Plan
- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
- We will inform the Department by making 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.

Emergency Response

DET advises that:

"In line with DET advice, we have an appropriate emergency response plan for covid-19."

This means that at our school we will:

Overall:

- Establish and practice a Covid Response Plan.

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://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- [DET Health Care Needs Policy](#)
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- [Talking to your child about COVID-19:](#)
 - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- 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

This policy and plan was last updated on the 7th of December 2020 and will initially be reviewed termly