**COVID SAFE PLAN & IMPLEMENTATION PROCEEDURE**

**OUTDOOR SCHOOL**

**Purpose**

The purpose of this implementation procedure is to outline how our school will be managing risk relating to Coronavirus (COVID-19).

This document is designed to be an “on the ground” implementation of the Covid Safe School Policy and Plan and treated as an internally used document.

Please read this document in conjunction with:

1. Outdoor School COVID19 Safe School Policy and Plan

2. Outdoor School COVID19 Safety Management Plan

3. The most update DET Operations Guide.

**Scope**

This document attempts to step through each interaction from arrival to departure over the program days.

This includes all members of staff, students and all visitors.

**GENERAL PROGRAM OVERVIEW:**

**Student Cohort**

**DET Operations Guide advises that:**

“Camps, excursions, and incursions for Victorian schools can resume. Camp providers can now take multiple-school bookings, however these should be minimised wherever possible.”

**This means that at our school:**

**Student Specific**

* We will accept bookings from one school where possible.
* Any ill student will be isolated and then sent home.
* If the ill student has COVID-19 symptoms, then our COVID-19 response will be implemented.

**Visiting Teachers**

**DET Operations Guide advises that:**

“Staff must practise physical distancing 1.5m 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.”

**This means that at our school:**

**Overall**

* 1 visiting teacher to 12 student’s maximum plus any specified teacher aids required.
* Any ill visiting teacher will be isolated and then sent home.
* If the ill visiting teacher has COVID-19 symptoms, then our COVID-19 response will be implemented.

**Accommodation**

**At our school:**

* Sleeping arrangements will remain as per usual.
* Students bring their own pillows and bedding/sleeping bags.
* Fitted sheets used will be removed & washed at the conclusion of the program.
* Showering will be encouraged in the afternoon and early evenings.
* Visiting teachers have their own room and equipment, they may need to share a bathroom (toilet and shower) with one other adult. It will need to be sanitised post use.
* Insect strips to be removed off all buildings.

**Face Masks**

**This will be determined by the DET Operations Guide at the time of the program:**

* While recommended, face masks are not required in any school settings from 22 April 2022. Any students or staff members who wish to wear a mask may do so, including those who are medically at-risk.
* Household contacts attending school who are over 8 years of age are required to wear face masks indoors unless they have a valid exemption. See updated close contact requirements below.
* Everyone including students aged 8 years and above must wear a face mask when travelling on public transport, taxis or ride share vehicles.

Please see coronavirus.vic.gov.au for the latest face mask requirements.”

**At our school, we will:**

**Overall**

* Staff are not required to wear masks as per the DET guidelines above and the coronavirus website <https://www.coronavirus.vic.gov.au/face-masks>.
* Staff masks will be provided by the school when necessary.

**Student Specific**

* Outdoor School will have a backup supply of masks for students to access if they don’t bring one.
* Student will be required to wear masks when they are travelling in a vehicle as outlined below.
* Students will be able to be mask free at all other times unless special circumstances necessitate.

**Student Transport**

**DET Operations Guide advises that:**

“Directs school staff and students aged 8 or older must always wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles.”

**At our school we will:**

**Internal Transport**

* Comply with the current guidelines for external school busses.
* Use 2 x 21 seater buses.
* Have a max of 3 staff per bus.
* Where possible students will travel in their timetabled groups.
* Cleaning of the hard surfaces inside of the whole bus on return to the school will be done by the student group upon exiting the bus. This will involve picking up any rubbish on floor and seats plus sweeping and mopping through of the floor space.
* Sanitising of the bus will be done by the group teacher as a part of their end of day pack.
* Pack up person to return all cloths back to the kitchen washing basket at the end of the week and replace with new ones.

**Student and Visiting Teacher Equipment**

**This means that at our school:**

**Student Specific**

* Lunchboxes will be hygienically washed daily.
* Students will access our school water bottles and cups when drinking. These will be hygienically washed as needed.
* Inner sheets are used with sleeping bags and laundered at the end of the program.

**Hygiene Points**

* Sanitise hands on bus on arrival at Outdoor School. Staff to take out the office sanitiser to the bus.
* Sanitise hands when hopping on and off of busses for activities. Each bus to have 500ml sanitiser in it.
* Wash and sanitise hands after toileting.
* Wash and sanitise hands before each meal.

**15 Mile Creek Campus**

* Sanitise upon entry into accommodation.
* Sanitise upon entry to the classroom.

**Bogong Campus**

* Sanitise on entry to recreation room. Sanitiser station will be fitted to the wall near the Fainter stair exit.
* Students to sanitise hands with all class movements from Fainter lodge to other areas of the school. Sanitiser station to be fitted next to main Fainter noticeboard area.
* As students’ progress to a classroom either via western or eastern ends of the lower admin corridor they will be asked to use a sanitiser which is fitted prior to the first doors.

**SPECIFIC PROGRAM ELEMENTS:**

**School Arrival and Departure**

**Overall**

* There will be a sign in/sign out for all Outdoor School staff – to assist in the management of an incident. This will be set up on a table in the office, with sanitizer, pens, sanitizer wipes etc
* Students and Visiting staff will be considered as signed in via their enrollment.
* Visitors and contractors to use the QR system and sign in system plus meet the relevant DET vaccination requirements.

**Student Specific**

* Students and visiting staff will arrive and sanitise their hands as they hop off the bus.
* They will then collect their own bags and take part in an Acknowledgement of Country.

**15 Mile Creek Campus**

* Students will then be directed to drop their bags in front of the dining room.
* In wet weather the students will take their bags straight to their accommodation.

**Bogong Campus**

* Students will then be directed (via a list) to find their rooms, drop their bags and head directly to the volleyball court prior to starting their induction.
* In wet weather the students will go via the rec room, otherwise they will use the Nelse stairs to access Fainter Lodge.

**Student Areas and Equipment**

**15 Mile Creek Campus**

* Mud Brick room - games and props will be removed. A sanitiser station will be available in this room.
* Shed - hand sanitiser and wipes will be placed near the table tennis equipment and required to be used prior to and after use by each individual. A sanitiser station will be available in this space.

**Bogong Campus**

* Rec room – hand sanitiser and wipes will be placed near the table tennis equipment and required to be used prior to and after use by each individual. A sanitiser station will be available in this room.
* Pool room – hand sanitiser/wipes will be placed near the pool table equipment and required to be used prior to and after use by each individual. A second pool cue will be purchased to allow only 2 players to play as per signage. A sanitiser station will be available in this room.
* Library/games room – games and props will be removed. A sanitiser station will be in this room.
* Assembly room – hand sanitiser/wipes will be placed near the Fooz ball table and required to be used prior to and after use by each individual. A sanitiser station will be available in this room.

**Induction – Explicit Teaching**

* Reaffirm correct hand washing and then sanitising at a range of stations.
* Cough/sneeze management into arm or tissue (and safe disposal of tissues).
* Where to fill drink bottles.
* Read through and discuss signage rooms that look at social distancing.
* What to do if they or a friend develop covid symptoms (remain in bedroom, send a friend to gain attention of teacher).
* What will happen if they have covid symptoms – isolation, observation, removal from program for possible testing, will be going home.
* Social distancing between adults and students, it is critical to reinforce this with students.

**VT Induction**

* Clarification and discussion on this Implementation Procedure and the Covid Safe Plan and Implementation Procedure.
* Outline the Covid Response Plan and their role in this.
* Establish the expectations on their safe distancing measures between themselves and students and other adults.

**Fire Drill (Bogong Campus Only)**

* Students will be reminded of their distancing requirements and hygiene practices as well as the usual fire drill information.

**Meals/Drinks**

**At our school:**

**General Dining**

* Where possible we will dine outside.
* Direct all students to the hand washing sink on entry – this is supervised by staff. This is done over a 10 min timeframe.
* Adults will be seated with 1.5m spacing from other students and other adults.
* Table configuration will be managed by the evening DO and being mindful of adult distancing and social requirements for students of schools.
* Individual staff and VT’s will be given tasks in the kitchen and dining area with appropriate PPE.
* Duty group or VT’s will set tables with cutlery in the centre.
* Weather will happen as per usual.
* Waste management will happen as per usual in the evening with gloves and tongs.
* Students to clear own plates, glasses, mugs and cutlery to the scullery.
* Students to then individually stack their dishes in the dishwasher rack and a student will slide the rack into the dishwasher.
* Then a nominated staff member or VT with sterilised hands will pull down the dishwasher door to start the washing.
* This teacher or VT with sterilised hands will put away the clean dishes.
* Hospitality team will clean and sterilise all tables & chairs by wiping down with a cloth first, then wiping down with a steriliser.
* Instructing and teaching students to be talking softly (only with students at their table). This will need some education and management

**Breakfast**

* Teacher to serve cereal with sterilised hands.
* Milk will be poured onto the cereal by the teacher if needed.
* Juice will be in a jug in the centre of the table.
* VT to cook and serve toast plus hand out condiments (knife/spoon on bulk jams etc) with sterilised hands.
* Students will individually collect their breakfast from a side bench and sit at their table in their chair.

**Sandwich Bar Operation (Student/Staff)**

* Enter with mask on
* Wash and sterilise hands
* Single use tongs and knives (1 set per person)
* 2 people accessing sandwich bar at once (one each side), this is to be supervised by staff.
* Use tongs and knives are put in a container and then put through the dish washer.
* Cake/slice to be served by one person to others.
* Care will be taken with foods that are allergens for any student in any given week. These foods will be removed from the sandwich bar as per usual.
* Plates are placed in a milk crate outside to be taken in by kitchen staff for washing. (15 Mile Creek Campus only)

**Fruit**

* Students to select their own fruit.
* Hand sanitiser placed at fruit boxes.
* You touch you take.

**Dinner/Cooked Lunch**

**15 Mile Creek**

* Duty group to meet at the rock circle near the bell at 4.50 and the night teacher will allocate duties.
* Duty group will follow Kitchen staff instructions.
* No more than one adult should be at any one table.
* Waiters will deliver meals and desert.
* After finishing their main course students place dirty dishes in the milk crate supplied.
* Desert will be brought out by the waiters.
* Desert dishes will be placed in a milk crate the same as main course dishes
* Staff will wash dishes ensuring they sanitize hands before putting dishes away.

**Bogong**

* Will be prepared by kitchen staff and served to students with appropriate PPE (mask and sterilised hands).
* Other staff will assist in the serving of the food.
* Students will select aspects of their meal from behind a physical barrier.
* Students will individually collect their meals from a side bench and sit at their table in their chair.
* Eating outside will be prioritised when possible.
* If required, seconds to be served on a second “fresh” small plate by staff. Students keep cutlery.

**Onsite hot chocolates/drinks**

* Students to have access to mugs, hot drink making and existing urn. All mugs to be put through dishwasher at the end of each breakfast and dinner.

**Staff Lunches**

* Provided for staff as per student lunches/sandwiches.

**Night Classes.**

* Hands to be sanitised upon entry.
* Students to be spaced within the room.
* Students are reminded to mask up.

**15 Mile Creek**

* Sessions will take place in the Mud Brick Room or Classroom only.
* If you use the dining room for a night session. Please ensure it is hygienically cleaned after the session.

**Bogong**

* Sessions will take place in the Recreation Room or KDC only.
* If you use the dining room for a night session. Please ensure it is hygienically cleaned after the session.

**Bedtime/Lights Out (bed count)**

* Brief all students on procedure of waking up feeling ill during night or at wakeup. Stay in bedroom, get someone else to get a teacher. Ill student is not to leave the bedroom.
* Staff to check each room at the end of the night.
* VT’s to perform count and report to Outdoor School staff.

**Wake Up (and first assembly)**

* Students reminded to wash and sanitise their hands prior to meeting.
* Student/s not in attendance to be checked on.
* VT to check rooms and report any issues with Duty Officer, this is to reduce the Duty Officers time in the accommodation.

**15 Mile Creek**

* Duty group to go to kitchen and prepare area.

**Bogong**

* Hands to work tasks as per usual.
* Morning exercise to happen for everyone else.

**GT Morning Roles.**

* Each Outdoor School group teaching staff member to get their own and VT’s radio and phone.

**Second Assembly at 08.45**

**15 Mile Creek**

* Meet at the fire circle after washing and sanitising hands.

**Bogong**

* Meet in the Rec Room after washing and sanitising hands.

**GT Roles Afternoon/Return**

* Each Outdoor School staff member to clean and sanitise both the VT and individual staff radios
* Each Outdoor School staff member to clean their group phone and return it for charging.

**Journey**

* As realistically as possible, food for the journey will be managed in tent groups. Weather and as such the ability to eat outside will impact this.
* Hot drink supplies will remain as communal with one person dishing it out.

**Journey Equipment Return**

* As per the usual cleaning and drying processes.
* Equipment will be sanitised with a disinfectant spray.

**Student Issue Return**

* Jackets and pants are returned to be washed and dried if needed.
* Otherwise we will just leave them for 1 week and use them with the subsequent group.

**Morning and PM Duty Officer Roles**

* As per the T Guide AM DO Covid 19 – T4 and T Guide PM DO Covid 19 documents.