



COVID-19 Policy

Purpose

The purpose of this policy is to outline to parents, carers and students how Bunyip Primary School (BPS) will manage the risk and other operational matters relating to Coronavirus (COVID-19).

BPS is committed to providing a safe learning and working environment for our students and staff. We ask for all members of the 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.

Background

BPS follows the advice for schools from the Department of Education and Training which can be found on the Department's website at: [Coronavirus \(COVID-19\)](#).

Scope

This policy applies to everyone in the BPS community engaging in on-site learning or visiting school grounds. This includes all members of staff (principals, teachers and education support staff), all parents/carers who interact with the school and all students. It also includes visitors to the school. Information specific to staff only and not directly relevant to students and their families is not included in this policy.

Implementation

BPS will continue to have strong measures in place to protect the health and safety of students, staff, families and the community. In addition to the health and safety measures outlined in this policy, we will be focused on three key priorities:

1. Mental health and wellbeing
2. Learning and excellence
3. Transitions

Mental health and wellbeing

BPS highest priority will be the wellbeing, particularly the mental health, of every student and member of staff. This means making all available resources available to support our staff and students.

Learning and excellence

BPS acknowledges that some students have thrived in the remote and flexible learning environment, others have maintained their learning progress, and some have fallen behind, despite their best efforts and those of their families and teachers. BPS priority will be supporting both those who need to catch up and those who have progressed to continue to extend their learning.

Transitions

BPS will make every effort to ensure successful transitions for children moving from kindergarten into Prep and the Grade 6s moving into Year 7.

On-site learning and remote learning from home

As directed by the Victorian Government, remote and flexible learning will be implemented at the school for all students with on-site supervision available for eligible students, as per the remote and flexible learning procedure. Students who require on-site supervision must contact the office to arrange.

Health and safety at school

BPS follows the Victorian Government and the Victorian Chief Health Officer's advice and requirements in relation to health and safety. These health and safety measures are regularly reviewed in line with the changing health advice related to COVID-19 in Victoria.

Unwell students (including students who have been tested)

- Unwell students must stay home. This is not a new requirement or unique to COVID-19.
- Where students have been tested for coronavirus (COVID-19) they are required to isolate at home and must not attend school until they are both symptom free and have received a negative test result.

Managing unwell students at school

- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough, chills or sweats, shortness of breath, sore throat, runny nose, loss of smell or taste, 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 needed. Unwell students will not be permitted to travel home unsupervised.
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell, in the first instance staff will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Parent/carers of students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. Students should not return until symptoms resolve.

Managing a suspected or confirmed case of COVID-19

The Department 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. In accordance with these procedures:

- BPS will contact the Department of Health and Human Services on 1300 651 160 to seek advice if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
 - BPS will inform the Department's Incident Support and Operations Centre who will support the school to make 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.

Face coverings

- Face coverings will be required to be worn in accordance with Victorian Government and Victorian Chief Health Officer directive.

Physical distancing

- Wherever possible BPS will encourage and support physical distancing of students however the Department and Victorian Chief Health Officer has acknowledged that physical distancing in schools is practicably difficult to achieve and has not mandated this practice.
- Parents are asked to observe physical distancing requirements (1.5 metres) whenever dropping off or collecting students from school and must not congregate in the school grounds.

Hand, food and drink hygiene

- Hand sanitiser will be available at entry points to classrooms and students will be educated on the importance of this health and safety measure.
- All people on school grounds must undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Where shared equipment is necessary, students will be required to exercise strict hand hygiene before and after use.
- Students are encouraged to bring their own water bottle for use and refilling at school.
- Students must not share their food.

Air ventilation

- Wherever possible, we will increase fresh air into indoor spaces and maximise the use of outdoor learning areas and environments.

Temperature checks

- Temperature checks will be undertaken in line with Victorian Government and Victorian Chief Health Officer directive.

Health, wellbeing and inclusions workforces at school

- Health and wellbeing staff (such as student support services, koorie engagement support officers, visiting teachers and school nurses) will continue to provide support to students as required, both face to face and virtually, depending on the Victorian Government and Victorian Chief Health Officer directive at the time.

Record keeping for contact tracing

- All visitors to the school who enter a school building are required to check in using the QR code.

COVID-19 Safety Management Plan

- BPS follows and implements the Department's COVID-19 Safety Management Plan, available at: [COVID19 Safety Management Plan](#).

Attendance

Some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical

condition should seek advice from their own medical practitioner about attending school on site at different stages during the coronavirus (COVID-19) pandemic. BPS will work closely with families of students that are unable to attend on-site learning based on medical advice to ensure their student is fully supported in the health, wellbeing and learning.

BPS records student attendance in accordance with the Department's [Attendance Policy](#).

School assemblies

- School assemblies will only take place in accordance with Victorian Government and Victorian Chief Health Officer directive.

Camps and excursions

- Camps and excursions will take place in accordance with Victorian Government and Victorian Chief Health Officer directive.

Canteen

- The school canteen will continue to operate with the highest hygiene practices.

Visitors and school tours

- Visitors to the school will be allowed to attend in line with Victorian Government and Victorian Chief Health Officer directive.
- School tours will be undertaken in line with Victorian Government and Victorian Chief Health Officer directive.
- Visitors to school grounds must comply with physical distancing and face covering requirements and practice good hand hygiene.
- Visitors to the school must check in via the QR code system.

School buses and transport

- The school bus program will continue to operate, with students practicing hand hygiene before and after catching any form of public or school transport.
- Physical distancing should be practised by both parents and students at bus stops, interchange locations and train stations.

Outside school hours care

- Outside School Hours Care will be available for students in accordance with their usual process. Further information is available from OSHC.

Interschool activities

- All interschool activities that involve on-site attendance by students from other schools will be in line with Victorian Government and Victorian Chief Health Officer directive.

Communication between parents/carers and our school

- Parents and carers are encouraged to contact the classroom teacher or school office to discuss any concerns or areas of need in regard to their child's learning, health, wellbeing or access to teaching and learning resources.

Cleaning and facilities management

BPS will ensure:

- extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See Department information about [access to cleaning supplies and services](#).
- BPS will practice hand hygiene immediately before and after use of shared equipment

Further information and resources

- 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)
- DET Coronavirus (COVID-19) website: www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx
- DHHS Coronavirus (COVID-19) website: www.dhhs.vic.gov.au/coronavirus
- DET Infectious Diseases Policy: www2.education.vic.gov.au/pal/infectious-diseases/policy
- DET Health Care Needs Policy: www2.education.vic.gov.au/pal/health-care-needs/policy
- Talking to your child about COVID-19: www.coronavirus.vic.gov.au/talking-your-child-about-coronavirus-covid-19

Review

This policy was last updated on 25 October 2021 and will be reviewed annually.