



Developed	February 2021
Ratified	16/02/2021
Approved By	Principal
Last Review	
Next Review	June 2021

COVID-19 School Reoccupation Procedure

Purpose

This procedure has been developed by St Joseph's Peshurst in response to the COVID-19 pandemic. It aligns with the Federal and State Government advice and consider the safety and wellbeing of our school community.

This procedure outlines the first level of reoccupation for St Joseph's Peshurst by students in Term 1.

Level 1 reoccupation will ensure that the school can safely accommodate students of essential services workers during the school hours of 8.30am to 3.20pm, with the appropriate level of staff supervision.

Scope

This policy applies to all St Joseph's Peshurst students and school community.

Actions

At the end of Term 1, families of essential services workers were provided an option for their child/ren to attend the School if they could not stay at home. This offer is not about entitlement, it is about necessity.

Supervision (not teaching) is only available for families who cannot care for their child/ren at home during school hours and have no other options for supervision.

Reoccupation Eligibility Criteria

In accordance with the guidelines provided by the Prime Minister, Education Minister and the Catholic Education Commission of Victoria, the School will provide a limited number of students the option to attend the School for supervision (not teaching) during school hours in Term 1.

Due to resourcing and supervision ratio requirements, this option is only available for students who cannot be cared for or learn from home such as:

- children of essential services workers (health services, supermarkets, banks, pharmacies, petrol stations, convenience stores, freight, logistics, home delivery and trades) – on days when both parents/carers are required to work away from home;
- children of our school staff – on days when both parents/carers are required to work away from home;
- other students, in the categories identified by the Government, whose continuity of learning requires specific support at school; and

This is to ensure that we are protecting our staff, students, and families to the greatest extent possible and is in line with Stage 4 Coronavirus restrictions.

School Duty of Care

It is clearly understood that the COVID-19 virus survives a significant amount of time on surfaces and the School has a duty of care to prevent the spread of the virus as far as is reasonably practicable.

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In order to effectively manage this, movement around the school will be strictly limited, and a significant increase in hygiene practices will be necessary.

Professional cleaning and sanitisation of the designated area students will be undertaken at the end of each day and will include, as a minimum, the disinfection of:

- Workstations and desks in the designated area;
- Touch points, exit push buttons and door handles; and
- Floors.

Parent / Guardian Duty of Care

To ensure the health and wellbeing of all students and staff during supervised study, each person will be required to complete the Australian government-approved symptom checker at:

<https://www.healthdirect.gov.au/symptom-checker/tool/basic-details>

If there is a suspected or confirmed COVID-19 diagnosis in your family, please advise the School immediately via email principal@sjpenshurst.catholic.edu.au

We also request that students who feel unwell remain at home.

Supervision

School staff members will provide supervision each day and will also be required to disinfect their work areas between supervision shifts.

Daily Attendance Guidelines

- Students are not required to wear their school uniform during this period of onsite supervision
- Entry to the School will be via main reception only.
- The Library and Grade 5/6 room will be set up for student supervision during the hours of 8.30am and 3.20pm
- Students must be signed in and out each day and must remain onsite during the hours of 8.30am and 3.20pm
- During the day, internal movement around the School will be strictly limited to the Library and Grade 5/6 room. These areas will be clearly marked and defined. (Appendix 1 contains student occupation maps for your reference)
- Students will then be directed to the hand-washing/sanitisation station
- There will be sanitation stations equipped with an alcohol-based hand sanitiser and wet hand-washing stations with soap and paper towels
- Student work areas will be disinfected regularly throughout the day
- The Library and Grade 5/6 Room will be cleaned at the end of each day
- Students and staff will continue to practice the required 1.5m social distancing
- Students onsite will be completing the same work as those learning from home.
- Students are asked to only bring what they need for the day, for example:
 - Books
 - Laptops
 - Headphones
 - Food and water
 - Personal medications
- During this period, students will need to take everything home with them at the end of the day as access other areas of the School will not be available.

Notifying the School

Families are requested to provide notification to the Principal, Stephen Hogan, if your child/ren require supervision with the following information:

- Student's name
- Student's year level

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- The reason why your child/ren is/are unable to learn remotely
- The days your child/ren will be attending
- Whether your child/ren are a bus traveler.
- Confirm the results of the Australian government-approved symptom checker at <https://www.healthdirect.gov.au/symptom-checker/tool/basic-details>

Please email the above details to principal@sjpenshurst.catholic.edu.au

Responsibility

Approval Authority	Policy Sponsor	Administration
Responsible for monitoring the implementation, outcomes and scheduled review of this procedure	Responsible for maintaining the content of this policy as delegated by the Approval Authority	Responsible for the administration support for the maintenance of this policy as directed by the Policy Sponsor
Principal	Principal	Compliance and Risk Manager

Promulgation

The procedure will be communicated throughout the School community in the form of:

1. Policies section of the school website to alert the School-wide community of the approved procedure; and
2. distribution of e-mails to all current student families.

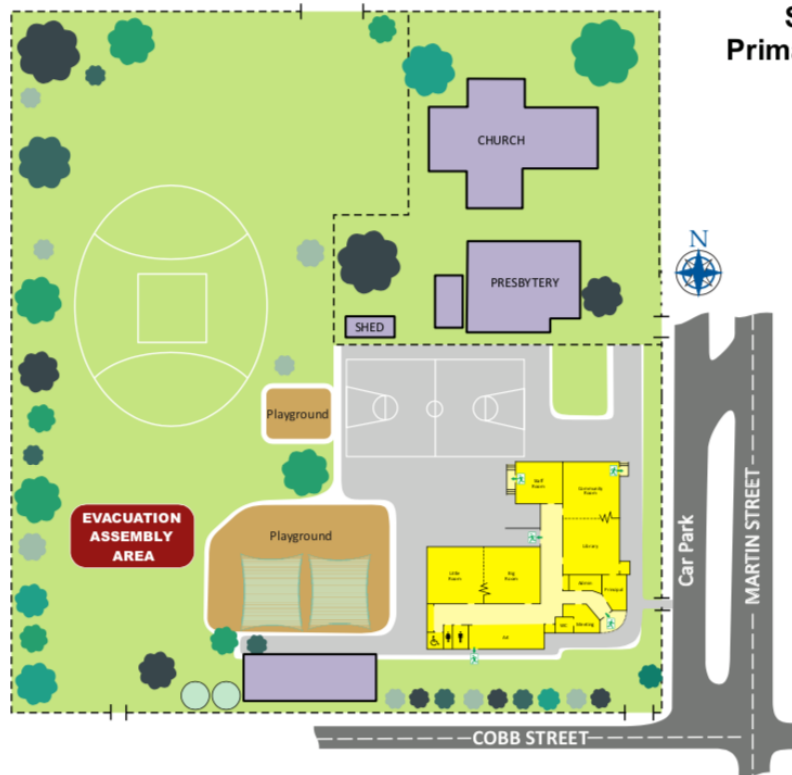
Appendix 1: School Reoccupation Map



SUMMARY CHART

11 Martin Street, Peshurst VIC 3289

St Josephs
Primary School



***Please note that the Playground will be unable to be used in line with the Governments and local council's decision to close all public playground areas. Sports equipment will also be unable to be used.**

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