



# COMMUNITY GUIDELINES FOR A COVID SAFE COLLEGE

For ELTHAM College Parents and Students



## ON-SITE GUIDELINES

### IMPORTANT NOTE

On Sunday 2 August the Victorian Premier, Daniel Andrews, announced further restrictions for the Melbourne metro Local Government Areas and declared Victoria in a state of emergency. The decision to implement tighter restrictions form part of a concerted effort to curb the number of community transmissions of coronavirus currently occurring.

Accordingly, from Wednesday 5 August 2020, all students Prep – Year 12 will return to remote learning. Childcare and kinder services will also close, except for vulnerable children and children of permitted workers. These measures will continue for six weeks to 11:59pm on Sunday, 13 September.

**Community members must stay at home, except for four reasons: necessary goods or services; medical care or compassionate reasons; exercise, work and education if necessary.**

The following guidelines are to be followed when on-site at the College Research campus.

These measures will support our entire community. While we are on-site, we still need to ensure that physical distancing and cleaning protocols are in place to minimise the risk of COVID-19 transmission within the College. These guidelines will remain in place until the Victorian Government and Health Authorities advise that it is safe to resume normal interactions amongst staff, students and parents.

### Face Masks

Students over the age of 12 must wear a face mask, unless an exemption applies.

All visitors are required to wear a face covering at all times while on-site.

If you are in the car alone or with someone from your household, you do not need to wear a face mask. You should put your face mask on before you leave your car. If you are driving your car for work, or with people from outside your household then you are required to wear a face mask.

### Temperature Checks

All Students are required to have their temperature checked upon arrival – checking will take place from 7.55am to 9.00am in the Sports Centre, cafe area.

A wristband indicating completed temperature check must be worn at all times.

Staff or students arriving on-site after 9.00am should proceed to the First Aid office for their temperature check.

## Parents and Students

Any child who is unwell must stay at home and not attend school.	Parent-school communication will be by telephone, email or MS Teams as appropriate.
A student who presents unwell during the day will need to be collected immediately.	Physical distancing rules will apply for all adults.
If a student or immediate family member of a student is being tested for COVID-19 please inform the relevant school section administration office. <b>jnroffice@elthamcollege.vic.edu.au</b> <b>snroffice@elthamcollege.vic.edu.au</b>	Classes will have different rostered times to use the play equipment and hygiene protocols will be followed.
	Parents should reinforce that food and drink may not be shared.
The First Aid office will be open as usual with additional COVID-19 protocols in place.	Parents should reinforce all established good hygiene habits, including regular hand washing for 20 seconds or sanitising, and coughing/sneezing into a tissue or into the elbow, with tissues being placed immediately into the bin.
Main reception will be staffed and taking phone calls, but will otherwise be closed to families.	
<p>Students are to attend school in their winter uniform in Term 2 and Term 3. To reduce numbers of students having to change uniforms during the day we will be adjusting guidelines accordingly.</p> <p>For Junior School students please refer to the uniform arrangements that have been communicated by each neighborhood. Senior School students have the option to come to school in their PE/Sport Uniform on days this is timetabled, and remain in their PE/Sport Uniform for the day.</p>	
<p>Uniform Shop will be available for appointments only. We encourage website ordering, delivery, or click and collect. All uniform items ordered online at <a href="http://dobsons.com.au/schools/eltham-college">dobsons.com.au/schools/eltham-college</a>. Specific car parks are designated at the front of College.</p>	Parents are asked to provide full drink bottles for their child/ren. They will be able to fill their bottles at the College, but the communal bubblers (water fountains) will not be available.
Parents are asked to drop their children in the designated drop off zones, and not to leave their cars. Further details regarding drop off and pick up zones for Junior and Senior School students can be found on the last few pages of these guidelines.	All parents who have children with a Health Care Plan should ensure this is up to date and that, if required, it provides additional advice on monitoring and identification of the unwell child in the context of the COVID-19 pandemic.
Parents are not to come on-site. Please contact the Director, Junior School or Senior School if you have a particular need to enter the College grounds, other than for the purposes of drop off and pick up.	

## Students

Students must tell their parents or teacher if they feel unwell.	Students are not to share personal items amongst one another (e.g. rulers, pens, books).
Lockers across the Junior and Senior School will not be in use. Please minimise what you need to bring to school each day, as bags will need to be taken to each class.	

## Bus Services

The College Charter Bus Service will operate as per normal. The Public Bus Service will continue to operate.

Bus companies will be asked to ensure students do not sit together and this message will be reinforced at school.

### Protocols for our Charter Bus Service include:

- Cleaning and disinfection measures above the usual stringent cleaning processes.
- All areas that a passenger may encounter with their hands are to be sprayed on completion of each chartered route (e.g. handrails, seat belt buckles and clips, seats, window ledges).
- Air conditioning systems are sprayed each day with antibacterial disinfectant spray.
- Air conditioning filters are cleaned at the conclusion of each day and sprayed with antibacterial disinfectant.
- All vehicles will have disinfectant hand sanitiser at the front entry door and each passenger will be instructed to use upon entry to our vehicles.
- Staff have been advised that they must report if they display symptoms or receive a positive diagnosis for COVID-19. This includes their extended families and friends.
- As far as possible, students will be asked to abide by physical distancing protocols by occupying every second seat on the bus.

**CLOSED**

## Community Wide - Cleaning Protocols on Campus

Health and hygiene packs will be in each classroom, staffroom and open areas throughout the College.	Air flow through classrooms will be encouraged by opening windows or lowering the temperature on air conditioners. Students can wear a jacket in class if they find they need to.
Sanitisation of touch surfaces and resources will continue, including a disinfecting program taking place throughout the day, after breaks, and an extensive clean each evening.	Bins will be emptied regularly throughout the day.
Soap dispensers will be checked and replenished on a regular basis to ensure sufficient supply of soap for staff and students to wash their hands.	Bathrooms will be cleaned after recess and lunchtime each day.
Objects such as photocopiers will be cleaned and disinfected regularly.	

## Water Fountain Taps

Until further notice students are not to access the communal drinking bubblers.	Students should bring a full water bottle with them to school each day.
Students will be able to fill water bottles during the day at water taps. The tap levers will be sanitised regularly as part of the ongoing cleaning regime.	

## Co-curricular Program

The Co-curricular program will continue where feasible.	Physical distancing protocols will be applied for all activities as practical.
Some activities may not run, especially activities which require physical or close contact.	

## Library

The Junior School and Senior School Library have implemented borrowing and returning measures to support safe and hygienic practices.

## Canteen

The Canteen will be open in take-away capacity with an online only ordering system. Please go to the Three Leaves cafe section for further details.  
[me.eltham.edu.au/homepage/10980](http://me.eltham.edu.au/homepage/10980)

**CLOSED**

## OSHC (Outside School Hours Care)

This service is operating as normal. Please contact the service if you wish to make a booking. More details can be found on our website [elthamcollege.vic.edu.au/parent-resources/out-of-hours-school-care/](http://elthamcollege.vic.edu.au/parent-resources/out-of-hours-school-care/)