



COMMUNITY GUIDELINES FOR A COVID SAFE COLLEGE

For ELTHAM College Parents and Students



ON-SITE GUIDELINES

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.

Families and Students

Any child who is unwell must stay at home and not attend school.	Family-school communication will be by telephone, email, in person or via MS Teams as appropriate.
A student who presents unwell during the day will need to be collected immediately.	Physical distancing recommendations 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. jnroffice@elthamcollege.vic.edu.au snroffice@elthamcollege.vic.edu.au	Families 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.	Families 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 operating within current COVIDSafe protocols.	
Students are to attend school in their summer uniform . For Junior School students please refer to the uniform arrangements that have been communicated by each neighborhood. Senior School students are expected to arrive and leave school in their core uniform and change into the PE uniform as timetabled. Students may come to school in Sport uniform when taking part in Interschool Sport and are not required to change uniform on these days..	
Uniform Shop The uniform shop has resumed on-site trading on Tuesday and Thursday each week. Please call Lisa in the uniform store on 9433 9932 or email ELT@dobsons.com.au if you have any questions.	Students are able to fill their water bottles at the College, and the communal bubblers (water fountains) are open and available.
Families are asked to drop their children in the designated drop off zones. Drop off and pick up zones for Junior and Senior School students implemented in 2020 are still in place.	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.
In most instances parents are not to come on-site, except in the event they have been invited to an event by the School Section Directors. 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.	

Face Masks

School staff and secondary school students must carry a face mask at all times and **wear a face mask indoors when at school**, unless an exception applies.

Face masks are mandatory for all school staff and school students aged 12 or older on public transport and when in taxis or ride share vehicles. This includes travelling to and from school on public transport or in a vehicle with others not from your household. Existing exemptions continue, including masks not being required for teachers when teaching.

Temperature Checks

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.

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

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 are now able to be used.

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/

Bus Services

The College Charter Bus Service will operate from the first day of term. 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.

Students should:

- not use transport if unwell
- practise hand hygiene before and after using transport (prior to leaving home and at the end of the school day)
- practise physical distancing at bus stops, train stations and interchange locations for other shared transport services where practical.
- Students 12 years and older should wear face masks whilst travelling. Where possible, siblings should be seated together.

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, arm rests, window ledges).
- Buses are fumigated with an anti-viral disinfectant fogging provided by a contracted cleaning company twice a week that is cycled through the AC system.
- All vehicles will have alcohol based 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.

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.
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

Students are able to fill their water bottles at the College, and the communal bubblers (water fountains) are open and available.

Co-curricular Program

The Co-curricular program will continue where feasible.

Physical distancing protocols will be applied for all activities as practical.

Library

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

Canteen (Three Leaves Cafe)

The Canteen will be open. Please go to the Three Leaves Cafe section on mE for further details.
me.eltham.edu.au/homepage/10980