



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.	
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.	
Uniform Shop The uniform shop is open for 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.

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 if unable to physically distance**, unless an exception applies.

- Individuals aged 12 years and over must always carry a face mask – unless they have a lawful exemption.
- Individuals aged 12 years and over must wear a face mask when on public transport, school buses and when in taxis or ride share vehicles – unless they have a **lawful exemption**.

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.

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.
COVIDSafe routine cleaning arrangements will continue in Term 2. This involves daily end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces, including some elements that were not cleaned every day prior to the COVID-19 pandemic. Progressive cleaning of high-touch surfaces throughout the school day is no longer required, noting that schools have in place a range of complementary COVIDSafe strategies to reduce transmission risk.	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. Bins will be emptied at the end of each day.

Co-curricular Program

The Co-curricular program will continue where feasible.	Physical distancing protocols will be applied for all activities as practical.
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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

Visitors

<p>Under the current COVIDSafe Settings in Victoria, there are no limits to the number or type of visitors to schools. However, density limits apply and we must keep a record of all visitors, students and staff. Schools must adhere to the density limits of one person per two square metres during activities attended by parents, carers or other visitors.</p> <p>When visitors are in attendance, the density limit applies to all people in the space, including students and staff. Visitors to school grounds must practice good hand hygiene, and comply with physical distancing and face mask requirements set out in Staff Guidelines.</p> <ul style="list-style-type: none">• General visitors are required to present to Main Reception to sign in.• Parents attending school events will be asked to complete a QR Code sign in process.• Visitors on-site for more than 15 minutes must complete a QR code sign in process.• Visitors are recommended to wear a face mask when physical distancing cannot be maintained.
