



# COMMUNITY GUIDELINES FOR A COVIDSAFE 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.

### Red and Orange Zones/Travel Permits

Due to the current situation nationally, some students may be returning from a designated orange or red zone and are required to undertake home-based quarantine on return.

If any ELTHAM College student visited a designated orange or red zone over the term break please contact the relevant school section via email before your child returns to school.

[jnroffice@elthamcollege.vic.edu.au](mailto:jnroffice@elthamcollege.vic.edu.au)  
[snroffice@elthamcollege.vic.edu.au](mailto:snroffice@elthamcollege.vic.edu.au)

For more information about zones and travel permits please visit [coronavirus.vic.gov.au/victorian-travel-permit-system](https://coronavirus.vic.gov.au/victorian-travel-permit-system)

### Exposure Sites

Families who have visited a venue listed on the public exposure site during specified risk periods must comply with the measures as directed and notify the relevant school section.

[jnroffice@elthamcollege.vic.edu.au](mailto:jnroffice@elthamcollege.vic.edu.au)  
[snroffice@elthamcollege.vic.edu.au](mailto:snroffice@elthamcollege.vic.edu.au)

### Families and Students

Any child who is unwell must stay at home and not attend school.	Families should reinforce that food and drink and personal items may not be shared.
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. <a href="mailto:jnroffice@elthamcollege.vic.edu.au">jnroffice@elthamcollege.vic.edu.au</a> <a href="mailto:snroffice@elthamcollege.vic.edu.au">snroffice@elthamcollege.vic.edu.au</a>	Students who are required to isolate or undertake home-based quarantine will be provided materials to continue their learning remotely, until such time that they are permitted to return to school.
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 COVIDSafe protocols.	
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.	Students are able to fill their water bottles at the College, and the communal bubblers (water fountains) are open and available.

### 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](mailto:ELT@dobsons.com.au) if you have any questions.

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.

## Visitors

**Non-essential visitors** should be excluded from school sites for this period.

Visitors **must wear a face mask indoors and outdoors at all times**, unless an exemption applies.

**Limit school access to outside visitors where possible.**

We will continue to limit non-essential visitors to school premises. Visitors to school grounds must comply with physical distancing and face mask requirements set, and practise good hand hygiene.

The density limit of 1 person per 4 square metres should be applied to any spaces and activities being attended by any visitors considered essential. The density limit applies to all persons in the space, including students.

## Face Masks

Please see the *Department of Health website* for the latest face mask requirements as advice may change at short notice.

School staff and secondary school **students must wear a face mask indoors and outdoors.**

A face mask must be carried at all times.

Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. **It is recommended that face masks be worn while teaching wherever practicable.**

## 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/](http://elthamcollege.vic.edu.au/parent-resources/out-of-hours-school-care/)

## Bus Services

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 must wear face masks whilst travelling. Where possible, siblings should be seated together.
- Students should, where practical, check-in via a QR code service when travelling to and from school on public transport.
- Students are not required to check-in via a QR code service when travelling on private school buses or disability transport services, however bus services are required to keep records of students and staff (including drivers) accessing these services should this information be required for contact tracing.

**Protocols for our Charter Bus Service include:**

- Touch surfaces sanitised before departure from the depot, on the road between charter runs / school runs and at the conclusion of each run with industrial disinfectant/sanitising solution.
- AC return filter system sanitising on each bus twice a week in line with guideline from the DOT.
- Social distancing for the driver is maintained by cordoning off the front row of seats on both sides of the bus, of all buses, so that no passenger is within 1.5m of the driver.
- Drivers have been instructed to maintain appropriate social distancing when outside the vehicle and not to approach patrons inside the vehicle.

## Cleaning Protocols on Campus

COVIDSafe routine cleaning arrangements will continue in Term 3. 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 has been reinstated.

Bins will be emptied at the end of each day.

Air flow through buildings will be encouraged.

Hand sanitiser will be available in the staffroom and open areas throughout the College.

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.

## Co-curricular Program

The Co-curricular program will continue where feasible.

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

**Camps and overnight stays** can take place across Victoria with no travel restrictions. Multiple schools can attend camps providing school groups remain separated and do not share common facilities at the same time.

**Physical activity, sports and swimming**  
Outdoor and indoor contact and non-contact physical activity is permitted. The pool can now be used.

**Excursions** are permitted. **Incursions are not permitted.**

## 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 and online ordering is encouraged. Please go to the Three Leaves Cafe section on mE for further details. [me.eltham.edu.au/homepage/10980](http://me.eltham.edu.au/homepage/10980)