



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.

Rapid Antigen Testing

Free rapid antigen tests will be available for Term 1 2022.

Twice-a-week testing will be strongly recommended for both our young people and staff. They will do the tests at home and we suggest both staff and families complete tests each Monday and Thursday mornings before attending school.

The Victorian Government Education Department will supply the tests to our school – you do not need to buy your own.

You only need to report your young person's result if it is COVID-positive. You must report a COVID-positive result to:

- the school by email to firstaid@elthamcollege.vic.edu.au; this is so the school can support them, record that they will be absent while in 7-day isolation, and let the rest of the school community know there has been a positive case onsite and that they should monitor for symptoms. We will continue to treat health information (including positive COVID-19 test results) in accordance with our Privacy Policy.
- the Department of Health via the COVID-19 Positive Rapid Antigen Test Self-Reporting Form or call centre on 1800 675 398.

Information about how to do a test and how to read RAT results, including a how-to video translated into 33 languages, is available online.

Scenario	Required actions for the student/family	Required actions for the school
A student or staff member tests positive to COVID-19, either through RA test or PCR test	Isolate at home or in private accommodation for 7 days (inclusive of weekends) and do not attend school during this period. Inform the school, that they have tested positive to COVID-19. A negative test is not required to return to school following completion of 7 days of isolation.	The school must notify DET of positive student cases. Staff members must report a positive test result and submit a leave request via the usual process. The school should notify school community that there has been a case at the school using the communication templates available.
If a student or staff member tests positive through RA test, but doesn't have symptoms or have not been in contact with anyone who has COVID-19.	It is recommended they get a PCR test within 48 hours and stay isolated at all times until they receive their result. If the PCR test is negative, the student or staff member can return to school.	

Management of Contacts

The management of and definition of contacts has changed under the new Schools Operating Guide.

When the school is informed of a positive case we will notify those who have been in contact with them, and follow the process below.

Scenario	Required actions for the student/family	Required actions for the school
<p>A student or staff member is a household contact or house-like contact*.</p> <p>You have spent more than four hours with someone who has COVID-19 inside a house, accommodation, or care facility.</p> <p>Contact at school is not included in this definition, unless contact has occurred in a school-based residential setting, e.g. school camp or boarding school</p>	<p>Notify the school that they are a household or household-like contact.</p> <p>Students must quarantine for 7 days (inclusive of weekends) and must not attend school during this period.</p> <p>Staff members must quarantine for 7 days (inclusive of weekends) and must not attend school during this period unless a critical work exemption has been agreed.</p> <p>Follow the Checklist for COVID contacts</p>	<p>No further action.</p>
<p>A student or staff member has been in contact with a case of COVID-19, including at school or at work.</p>	<p>If asymptomatic, students/staff should continue to attend school and monitor for symptoms.</p> <p>If symptomatic, students/staff must return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit is unavailable.</p> <p>On receipt of a negative test result, and if well enough, the student/staff member can return to school.</p> <p>If staff/students are too unwell to attend school, usual leave/absence policies apply. Follow the Checklist for COVID contacts.</p>	<p>No further action required.</p> <p>The school is not required to seek rapid antigen test results from the students or staff unless a positive test is returned.</p>
<p>A student or staff member has contracted COVID-19, completed their 7 day isolation period and is asymptomatic.</p>	<p>Staff/students can safely return to school. They do not need to be tested for 30 days.</p>	<p>No further action is required.</p>
<p>A student or staff member has completed their quarantine period as a household contact and has returned a negative test result. However, during the quarantine period an additional member of the household has returned a positive result.</p>	<p>Student/staff household contacts should quarantine for 7 days from the date of the first positive test of the household index case.</p> <p>Household contacts are not subject to rolling quarantine periods. If the index case remains in the household, or if subsequent cases are identified within the household, the quarantine end date for the close contact is unchanged.</p> <p>Staff/students can safely return to school and do not require negative test documentation.</p> <p>Please note, if the staff or student becomes symptomatic, they should get tested and not attend school.</p>	<p>No further action is required.</p>

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.
Parents, carers and other adult visitors who visit the College must be able to show evidence of two doses of COVID-19 vaccine or have a valid medical exception. Proof of vaccination can be checked by a COVID-19 digital certificate (Service Victoria app or smartphone wallet) or printed copy of a digital certificate or immunisation history statement.	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.
The First Aid office will be open as usual with additional COVID-19 protocols 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.
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 previously are still in place.	

Face Masks

Please visit coronavirus.vic.gov.au for the latest face mask requirements.

Masks will only be required indoors in certain circumstances, unless an exemption applies.

- Masks must be worn by Students in year 3 or above at primary school, and workers at early childhood centres and primary schools. There is an exemption from this requirement if they are actively teaching and clear enunciation or visibility of their mouth is essential.
- Masks can be removed in secondary schools. Staff will be supported to continue to wear masks if that is their preference.
- Masks are not compulsory for teachers and staff outdoors, however they are strongly recommended if physical distance cannot be maintained, even outdoors.
- Students in Year 3 and above must wear a face mask indoors at school, including OSHC programs, unless a lawful exception applies. Students must wear face masks even if vaccinated. Students are not required to wear masks outside, however they are strongly recommended if physical distance cannot be maintained, even outdoors, when students are not undertaking physical exercise (for example: masks are strongly recommended when classes are held outside).
- When attending outdoor school camps and excursions, face masks are not mandatory, unless physical distancing cannot be maintained. Face masks must continue to be worn when indoors on camps and excursions.
- Everyone over 8 years old must wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles.
- Visitors to schools aged 8 and above must wear a face mask in all indoor spaces, unless a lawful exception applies.
- Students in Prep to Year 2 are strongly recommended to wear a mask indoors at school or OSHC program.

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 and Ventilation on Campus

If there is an outbreak of COVID-19 from the beginning of term 1 2022, the Department of Health or a Local Public Health Unit will advise schools if additional cleaning is required, based on risk assessment as part of an outbreak management plan.

Ventilation

We continue to ensure that classrooms are well ventilated by opening windows and doors, to minimise the risk of infection. Air purifiers will be used around the College as an added safety measure where required.