

## **School health and safety measures**

Penola Catholic College will implement a variety of strategies to support physical distancing, particularly among adults, and good hygiene practices to reduce the risk of COVID-19 transmission within the practical limitations of a school environment.

Signage will be placed around the school to encourage physical distancing for adults and encourage students as much as practicable to do the same.

### **Physical distancing for Students and Staff**

In line with the recommendations the College will endeavour to promote physical distancing by:

- Signage to indicate protocols to encourage physical distancing
- The canteen will be available for Broadmeadows students from Tuesday May 26 and for Glenroy students from Tuesday June 9. The canteen's preference is to not use cash so students can pay by card or phone (if set-up).
- At the Broadmeadows campus, Years 9 & 10 students will be given priority access to the canteen for the first 10 minutes of recess and lunchtime followed by the Years 11 & 12 students.
- Broadmeadows campus is larger so students have the option to spread out more so recess and lunchtimes will not be staggered
- Glenroy students will have staggered recess and lunchtimes to maximise the use of College facilities such as the Canteen, Gym, Grounds and ERC.
- Any student who attends the sick bay will be sent home if they exhibit any COVID-19 symptoms.
- Parents will be encouraged to move away from the College grounds as soon as practicable and discouraged from waiting for students at the College gates.
- Year 7 Students will finish period 6 five minutes early to allow them to move off the campus prior to the Year 8 students. Year 7 students will leave via the side gate on Menana Road (beside the Mary Aikenhead Gymnasium)
- Year 8 students will finish at 3.10p.m. and leave via the front gate onto William Street as per usual.
- Homeroom at the Broadmeadows campus will be incorporated into Period 1 and will be taken by the teacher of the Period 1 class. Period 1 is 55 minutes long to allow prayer to take place and the student bulletin to be read.
- Years 9 – 12 students will only have access to their lockers twice throughout the day, before school and at lunchtime on the Broadmeadows campus. The period of access will be staggered so that all students with a top locker have access, followed by the students with the middle lockers and finally the students with the bottom lockers.
- Years 7 & 8 students will only have access to their lockers twice throughout the day, during homeroom and at lunchtime on the Glenroy campus. The period of access will be staggered so that all students with a top locker have access,

followed by the students with the middle lockers and finally the students with the bottom lockers.

- Students are encouraged to use a small backpack (smaller than the College bag that can be placed on the back of their seats in class. Students are encouraged to carry their books, laptop and food (recess or lunch) in this bag to and from school.
- There will be no excursions for the remainder of Term 2
- Staff and students should be reminded to clean their phone regularly.
- Student drinking fountains have been changed so that drink bottles can be refilled using sensors by placing the student water bottle under the tap.
- Student are encouraged to download the COVID Safe App on their own mobile phones.
- In a change to our usual practices we are encouraging students to carry their mobile phone with them rather than placing it in their locker at the start of the day and collecting it at the end of the day. This is to assist with the tracking of students in the unlikely event that a student or staff member tests positive for COVID-19.
- Students are still not allowed to use their phones during the school day (including recess and lunchtimes unless directed to do so by their classroom teacher)
- Outdoor facilities are preferred for the purpose of physical education and recreational play. Where indoor facilities are used, the number of students will be limited.
- Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment.

## **Cleaning**

The school will engage in a rigorous cleaning program which will include:

- High touch areas such as banisters, light switches, door handles and door frames being sanitized both during and at the end of the day. Progressive cleaning will occur throughout the day, to ensure that risks of transmission are reduced for high-touch services.
- Student desks will be cleaned at the start of each period by students and wipes will be provided.

## **Personal hygiene products**

- Sanitiser will be made available in all classrooms and staff areas. Staff and students will be encouraged to carry their own sanitiser to be used at their discretion.
- Soap dispensers in toilets will be checked twice each day to ensure they do not run out.
- Sanitiser will be available at reception for any visitors to the College eg. Deliveries.

## **Other health and safety measures**

- Students should bring their own water bottle for use at school as they should not drink directly from drinking fountains at this time. Signs will be placed to indicate this. Taps may be used to refill water bottles.
- Reminders will be made to staff and students to clean their phones regularly.
- Lines will be in place at reception for visitors and students so that appropriate distance is maintained between them and staff in reception.
- Students will be encouraged to travel directly to and from school and be discouraged from visiting shops etc...

In subjects where students use class equipment, hand sanitation will be practiced before and after equipment use. In areas where equipment is being used regularly by students which may include shared computers, class sets of teaching and learning materials, tools and musical instruments etc., hand hygiene immediately before and after use of shared equipment is recommended. Wipes will be provided for the classroom teacher to distribute to students to clean items of equipment that will be used by other students. Additional bins for wipes will be placed in all classroom spaces.

## **Movement in Buildings**

- The issue of student traffic, congestion and points of congregation have been a consideration for directing student flow/direction in certain buildings. This will be indicated by appropriate signage. More specifically:
- Year 12 students will enter the Shortis building through the double doors between SHO006 and SHO007 and exit through the doors closest to the ASH and Careers Area.
- Year 11 students will enter the Smyth Building through the double doors that open onto the St Mary Gardens and exit out towards the Tenison Woods building.
- Year 9 students will enter the Nexus through the doors closest to the Tenison Woods building and exit via the doors opening out to the Northern Oval. Students are expected to keep left and travel in a clockwise direction
- Year 8 students will enter the Year 8 corridor through the stairs to the ERC and exit via the stairs near the front office.
- Year 7 students that are upstairs will enter through the external stairs from the shade sails area and exit via the stairs near the Music room. Year 7 students downstairs will enter through the glass doors from the shade sails area and exit through the door near the student toilets.

## **First Aid Procedures**

The Sick Bay will be relocated to the foyer of the Performing Arts Centre at the Broadmeadows campus. If a student comes to sick bay, with a temperature of 38.8 or more they will need to wait in an isolated area as directed by the first aid officer on duty. Parents are phoned and the student is to be collected. If a student presents as being unwell/or injured but does have any of the COVID-19 symptoms (sore throat, cough, fever, and runny nose) they can then be seated in the first aid area or in a treatment room. Sick bay will have

disposable sheets, wipeable pillow in the treatment room for the bed. All chairs can be cleaned with sanitizer.

The process is identical at the Glenroy campus with the exception being that if a student presents with a temperature of 38.8 or more they will need to wait in the meeting room (isolation room). Parents are phoned and the student is to be collected. Sick bay will have disposable sheets, wipeable pillow. Armchairs can be cleaned with sanitizer.