

RETURN OF STUDENTS TO DEPARTMENT OF EDUCATION RESIDENTIAL FACILITIES

OPERATIONAL GUIDELINES (ALL RESIDENTIAL FACILITIES)

These guidelines will be reviewed as government requirements change.

Action	Responsibility
<p>Ongoing Daily Webex meetings will be held with Principals, Colleges of Agriculture and Managers, Residential Colleges to monitor progress and address issues.</p>	<p>Director, Public Schools Planning Manager, Residential Colleges All Principals and College Managers</p>
<p>Prior to re-opening Ensure all items on pre-opening checklist have been completed:</p> <ul style="list-style-type: none"> • Administration area <ul style="list-style-type: none"> ○ Mark out a drop off area at the front of the facility with appropriate signage. • Common areas <ul style="list-style-type: none"> ○ Mark out physical distancing measures for student activities, e.g. video games. • Kitchen/dining areas <ul style="list-style-type: none"> ○ Mark out floor to ensure students remain 1.5m from bain-marie/servery and while queuing for meals. ○ Determine maximum capacity of dining area under physical distancing rules and set up tables and chairs accordingly. • Student rooms <ul style="list-style-type: none"> ○ Allocate one student to each room. ○ Supply personal hand sanitiser in each room ○ No student to enter another student's room. Students can socialise in common areas. • Common areas <ul style="list-style-type: none"> ○ Establish physical distancing expectations ○ Allocate one chair for each student's exclusive use where possible ○ Display posters on COVID-19 appropriate health and hygiene behaviours, e.g. washing hands, physical distancing, coughing and sneezing etiquette etc. • Cleaning <ul style="list-style-type: none"> ○ Employ additional cleaners to carry out additional cleaning and disinfecting ○ Establish a cleaning regime over all seven days during the time students are on site. ○ Refer to cleaning guidelines on IKON. 	<p>All Principals and College Managers</p>

<p>Communications</p> <ul style="list-style-type: none"> • On the day of the public announcement Principals and College Managers to send a letter by email to each parent of an eligible student. Email will request response as to whether their child is returning to boarding (complete) • Email to Principals of schools attended by boarding students to advise them of reopening (complete). • Email to LINC committee members/Board members (complete). • Advice on websites, Facebook, etc. 	<p>Corporate Communications Director, Public Schools Planning All Principals and College Managers to forward using college letterhead.</p>
<p>Information for parents Ensure parents are aware of the following:</p> <ul style="list-style-type: none"> • Student return to boarding is at the discretion of the parent • Parents of students with chronic medical conditions should consider whether to return their child to boarding. • Parents will be asked to drop off their child at the front of the facility and not enter the facility with their child. Students will be welcomed by staff and assisted into the college. • Visitors will not have access to the residential facility • All students need to have a guardian, contactable at any time and available to take immediate responsibility for the child in the event that they cannot remain at the residential facility • Every student, parent and staff member has a responsibility to ensure their and others safety. All parents will be asked to agree that, in the event that the instructions of college staff are not followed, the student may be denied boarding. • In the event that a child contracts a potentially infectious illness, e.g influenza they will be required to return home until well. • In the event that a child falls comes into contact with a person who has contracted COVID-19, the Health Department will advise the steps to take. • Arrangements will be reviewed as restrictions are eased. 	<p>Communications provided by Corporate Communications/Director, Public Schools Planning All Principals and College Managers to forward using college letterhead.</p>
<p>Information for staff Ensure staff are aware of the following:</p> <ul style="list-style-type: none"> • All staff are required to complete the AHA Hospitality & Tourism COVID-19 Hygiene Course • Contact numbers and web addresses for approved COVID-19 materials and support • Physical distancing reduces the chances of transmission from adult to adult. 	<p>All Principals and College Managers</p>

<ul style="list-style-type: none"> • Where possible reduce the shared use of keyboards, telephones, chairs etc. and these are to be wiped down where possible between individuals using them. • Where possible have the one person responsible for the use of one vehicle. • Wipe down steering wheels, gear sticks, seat belts, door handles etc. of vehicles when another staff member has driven the vehicle previously. • Wash/disinfect hands regularly and as a minimum on entry and exit to dormitories/common areas. • Don't enter student bedrooms unless in an emergency. • Minimise the touching of surfaces throughout the residential facility. • Implement practical physical distancing measures from other adults where possible e.g. supervisors not entering the kitchen area. • Do not have more adults in a room than current physical distancing advice dictates (ie. one person per 4 square metres) • REACH is to be operated only by staff with disinfection between different staff usage. Students to cease using communal REACH touch screens for signing in and out, etc. 	
<p>Recreational activities Review available recreational activities to ensure:</p> <ul style="list-style-type: none"> • Students have opportunities for outdoor activities, including activities outside the college (physical distancing and ten people per gathering rules to apply). • Students have a range of activities, both indoor and outdoor, that meet physical distancing requirements. • Students have safe opportunities to leave the college grounds for activities such as exercise and shopping where appropriate. • Consider relaxing use of technology rules to reduce social isolation. • Gym and swimming pool closed. • Outings limited to ten people (including staff) from within the facility – no outsiders. • No contact sports. • Physical distancing in all recreational activities and stagger the time that facilities/equipment is used where possible. 	All Principals and College Managers
<p>Student voice Involve students in decision making by:</p> <ul style="list-style-type: none"> • Discussing arrangements with students. • Involving student leaders in supporting compliance with new requirements. 	All Principals and College Managers

<p>Student Health Management</p> <ul style="list-style-type: none"> • Establish a system to encourage early identification of symptomatic students, staff and visitors. • Establish actions in accordance with previously communicated advice (COVID updates) and site specific infection control plans, should a student display COVID-19 symptoms • Identify where pathology testing for COVID-19 is available should it be required. • Establish actions, in accordance with previously communicated advice (COVID updates) should a student test positive for COVID-19. • Establish actions, in accordance with previously communicated advice (COVID updates) should a student be identified as a close contact of a person confirmed to have COVID-19. • Ensure contact details of a guardian are available to take immediate responsibility for a student who cannot remain at the residential facility. • Ensure that if it proves impossible for a student to return home, plans are in place for quarantining a student on site should it become necessary. • Encourage students and staff to have the influenza vaccination prior to return or facilitate this with parents where appropriate. 	<p>All Principals and College Managers</p>
<p>Transport</p> <ul style="list-style-type: none"> • Review transport arrangements to ensure safe transit for all students. • Determine appropriate number of occupants in each residential vehicle in accordance with previous COVID team advice. • Supply hand sanitiser in all vehicles for student and staff use on entry and exit. • Have a cleaning kit in each vehicle to wipe down surfaces after each trip. • Where possible students use the same seat for all trips. 	<p>All Principals and College Managers</p>
<p>Meals</p> <ul style="list-style-type: none"> • Stagger meal times if necessary to ensure physical distancing. • Kitchen staff member dispenses servings as requested and places plate at end of service area. • Another kitchen staff member provides cutlery and serves a drink if requested. • Student retrieves plate and drink and returns to table. • Similar process for lunches – staff member dispenses servings as requested and places plate at end of service area. 	<p>All Principals and College Managers</p>

<ul style="list-style-type: none"> • Allocate every student a seat for their exclusive use where possible (eg. chairs have students name on and student remains in the same place for each meal). 	
<p>Bathrooms</p> <ul style="list-style-type: none"> • Establish a structure of staggered shower times to facilitate regular cleaning and disinfection between users where possible. • Soap supplies well stocked. • Cleaning materials available for OPTIONAL student use – students will not be asked/required to clean showers/toilets but may do so if they choose. 	All Principals and College Managers
<p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> • Frequent and appropriate cleaning and disinfection activities to be in line with the Clean Schools and Worksites Guidelines during COVID-19. • Dining room to be cleaned and disinfected between meal shifts. • Bathrooms to be regularly cleaned between use. • Residential Vehicles to be cleaned and disinfected between use. 	
<p>Sick room</p> <ul style="list-style-type: none"> • Consider whether normal requirements for sick students to leave their rooms and stay in the sick room during the school day should be modified for students to remain in their room. • If a student displays COVID-19 signs and symptoms, identify where a student may be best isolated until COVID-19 testing is completed and/or student can be collected and transported home or to a guardian. • Ensure standard personal protective equipment (PPE) is available for staff to use while assisting sick students. Masks to be used when consistent with health advice. • Thoroughly clean sick room after use. 	All Principals and College Managers

Note: Emergency situations are to be attended to immediately, and some of these requirements may not be able to be enacted.

