

## COVID Safe Guide – Students

Over the next few weeks and months, each of us need to do all we can to care for each other and to reduce the risk of COVID transmission in the school.

This guide reflects five things that we all can do to stay safe:

1. Stay home if we are unwell.
2. Take a Rapid Antigen Test twice a week.
3. Wear a mask at school (in all indoor spaces), and as we travel to and from school.
4. Practice physical distancing where we can.
5. Follow good hygiene practices.

Please ensure that you read the guide carefully to both understand and follow the practices we have in place to ensure that everyone is safe and schools remain open.

### 1. STAYING HOME IF UNWELL

It is important that you stay at home if you are unwell, particularly if you have any of the symptoms of a cold or flu (fever, chills or sweats, cough, sore throat, shortness of breath or runny nose).

We will need to send you home if you have symptoms.

### 2. TEST: RAPID ANTIGEN TEST (RAT) ON MONDAY AND THURSDAY

All students will receive 5 Rapid Antigen Tests in Week 1 and another 5 in Week 3. We ask that you do a test on **Monday** and **Thursday** morning **before** school. Whilst the tests are voluntary, we really encourage you to do them each week as they will help in limiting the spread of COVID.

### 3. WHAT IF I OR A MEMBER OF MY FAMILY IS COVID POSITIVE?

If you test positive, you need to:

- Notify the Department of Health.
- Isolate for 7 days from the date of the positive test.
- Let the school know.

If a member of your family is COVID positive, you will also need to isolate for seven days from the date of their positive test. You will need to let the school know and cannot attend school during this time. Work will be forwarded to you.

#### 4. WEARING OF FACE MASKS

All students, staff and visitors must wear a face mask that covers the nose and mouth when they are indoors at school.

Teachers and education support staff may need to remove their face mask when teaching.

When wearing face masks, students need to:

- a) Wash their hands thoroughly before putting on the mask and after taking it off.
- b) Not touch their nose, eyes or mouth whilst wearing the mask to prevent contamination.
- c) Remove the mask using the ear bands rather than touching the mask itself.
- d) Use an appropriate mask.
- e) If it is a multiple use mask, it must be washed after each use.
- f) The face mask needs to cover your mouth and nose. Do not wear it around your neck.

Please remember, that the wearing of a mask does not replace washing your hands frequently, avoiding touching your face and practising social distancing.

#### 5. PRACTICE PHYSICAL DISTANCING

When you return to school, it is important that you respect the space of others and keep as much distance between yourself and them as possible. To decrease congestion and to stop the mixing of year levels, the following will continue:

##### Year Level Yard Areas (Recess and Lunch)

During recess and lunch, Year Levels will use different parts of the yard. Please refer to [Appendix 1](#) which shows the areas.

##### Year 7 and Year 9

- Hall end of the main yard
- Seating around Arts building and up to the Gum Tree
- Williams area (past the Gum Tree – Year 7 only)
- Basketball ring closest to the canteen

##### Year 8 and Year 10

- Jubilee Garden
- Covered seating area
- Basketball ring closest to the Jubilee Garden

## Caring for each other at recess and lunchtime

The normal school-wide positive behaviour expectations apply. We ask that you remember the following, in particular:

- a) Hands Off (You should not hug, high-five, grab or wrestle your friends or classmates).
- b) Non-contact games only.
- c) No large balls, except basketballs on the blue courts.
- d) No gathering in large groups.
- e) Keep 1.5m apart in the canteen queue (**when it is open**) and in the seated areas.

## Canteen

Once normal service resumes the following will apply:

- a) Physical distancing of 1.5m in the canteen queue (markers on the ground).
- b) Separate, single lines for each year level.
- c) Years 7 and 9 line up along the Wood Tech / Canteen wall.
- d) Years 8 and 10 line up towards the Hall / Arts Centre.
- e) Maximum of 5 students in the canteen (2 x microwaves, 1 x hot water, 2 x service).
- f) One staff member will be taking payments while the other will be serving.
- g) Breakfast will be available but you must be in and out, one student at a time.
- h) Canteen staff will serve from behind screens.

## Corridors and Stairwells

To reduce congestion students are asked to WALK ON THE LEFT and to USE DESIGNATED STAIRWELLS when moving up and down the stairs.

### Year 8 Classes

- a) Edison and Hollows enter via Stairwell C (Near the office).
- b) Attard and Clark enter via Stairwell A (Between Rooms 6 and 7).
- c) All Year 8 classes exit via Stairwell B (Outside Room 4).
- d) Traffic in the Year 8 corridor will be largely one way. Students are asked to follow the markings on the floor.

### Year 9 Classes in Room 23 / Literacy / Numeracy and Tutoring Groups

- a) Students in these classes enter and exit via Stairwell D (Former Library).
- b) Traffic will be two-way but students are asked to walk on the left.

### Classes moving to and from Science and Food Technology

Students going to these rooms are asked to use Stairwell C (Outside the office) for both entry and exit.

## Classrooms

Whilst physical distancing of 1.5m is not possible in classrooms, the following will reduce risk of transmission:

- a) Students need to sit according to the seating plan.
- b) Desks will be spaced out and facing the front.
- c) Movement around the room is to be minimized.
- d) For the room to be well ventilated some windows and/or the door will be open.
- e) Students should not congregate in the room, particularly around heaters.
- f) As rooms may be a little cooler than normal, students are advised to bring blazers to class.

## Ventilation

Good ventilation is an essential tool in limiting the spread of COVID in schools. All doors and windows throughout the school will be open. Heaters and Air Conditioners can only be used if windows and doors are open.

## Air Purifiers

There are 44 air purifiers throughout the school. They are in most classrooms and spaces where there is mixing of students and staff.

Air purifiers run day and night – please **do not** to **touch, move** or **turn off**.

## School Office

To ensure the wellbeing of our office staff and to stop overcrowding:

- a) Only one student can be in the office at a time.
- b) Students must wait outside if another student is already in the office.
- c) Students cannot enter or exit the school through the office at the beginning or end of the day.

## Student Entry and Exit

To avoid congestion, entry and exit to the College will be via the following gates:

- a) Theodore Street Gate (near Room 8).
- b) Williams Gate (Between Rooms 33 and 34).
- c) Winifred Street Gate (Between the Hall and Arts Building).

Students cannot use the entry / exit near the office or the gate to the carpark as these areas are too congested. Please use the gates closest to your classroom.

## Waiting for Families

Please make sure that you are the required 1.5m from others whilst waiting for your family.

## Afterschool Activities

Some after school activities will run, however, they will need to be year level based and a final decision will only be made once a risk assessment is completed.

## Going straight home

At this time, it is important that you go straight home after school, rather than spending time at places in the community.

## Using Public Transport

We are aware that some students will need to use public transport. Please ensure that you wear your face mask, touch as few surfaces as possible, and use hand sanitiser as regularly as you can during the journey.

## 6. GOOD HYGIENE PRACTICES

### Wash or sanitise hands regularly

Everyone can protect themselves and prevent the spread of COVID-19 by washing or sanitising hands regularly. You will need to sanitise hands at the beginning and end of every class. Teachers will greet and farewell you with sanitiser.

### Use appropriate cough and sneeze etiquette

Please ensure that you:

- use a tissue when coughing or sneezing
- use tissues only once and place in bin appropriately, or
- that you cough / sneeze into your elbow

Hand sanitiser and tissues will be available in all rooms.

### Sharing of food

It is important that you do not share food from home, Food Technology or the Canteen.

## Mobile Phones

Please ensure your mobile phone is cleaned regularly. Normal mobile phone policy applies. Students leaving their phone in the office will need to wipe it down with an alcohol wipe before handing it in.

## Shared Equipment

As the sharing of equipment needs to be reduced or minimised, you need to ensure that you have your own laptop, books and equipment at all times. There can be no borrowing from other students.

Where sharing of school equipment needs to take place (PE, Technology, Science, The Arts), the equipment must be cleaned with alcohol wipes after use.

## Cleaning

Our school will continue with extra cleaning. This includes progressive cleaning of high touch surfaces (door handles, hand rails, light switches, toilets) throughout the day.

Student desks in shared spaces will be wiped down with alcohol wipes by students as part of the end of lesson routine.

## Taking home laptops and resources

With the current rate of COVID infections in the community, we would advise students to establish the practice of taking home laptops every day. No one can predict when we might need to isolate and are unable to access the school.

## First Aid

Sick bay has returned to the office. Students are asked to ensure that they wait outside if there is already a student in the office.

## Library

The library is open for normal services.

# School Map / Yard Areas (Appendix 1)

