



# Melbourne Montessori School

## Protocols for Supervision of children of Emergency Services **CAULFIELD CAMPUS**

### General Overview

- All unwell adults and students must stay at home and not attend any campus
- Anyone who becomes unwell at School needs to return home
- No-one will be allowed on campus other than those supporting essential service operations. No parent, grandparent, carer or visitor can come onto the MMS campus
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers)
- All children and young people with a health care plan should ensure that 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
- Coughs and sneezes need to be covered with the elbow or a tissue and place used tissues straight into the bin
- Children and adults will be reminded to avoid touching eyes, nose and mouth
- Regular washing of hands will be required with soap and water for 20 seconds ([see video](#)) or using hand sanitiser, **initially** when entering School, and then **at regular** intervals throughout the day as it is seen as one of the best ways to prevent infection.

### Social distancing

These guidelines recognise that the general advice for the Victorian public to maintain a physical distance of 1.5 metres from others will not always be practical in education settings. Physical distancing is most important between adults.

- Green dots will be spaced outside the campuses to help maintain social distancing of adults and at other locations of high use eg. sinks and photocopiers
- Mixing between different cohorts (cycles or campuses) will be reduced as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site
- Mixing of staff and students between rooms will be avoided where possible



# Coronavirus Protocols - ESW Children - Caulfield Campus

The following recommendations have been made by the Australian Government Department of Health:

- Where possible, avoid close-proximity queuing and encourage increased space between students, for example, by placing markings on the floor
- Encourage students to maintain 1.5m distance when entering or leaving a classroom
- Cancel school excursions, assemblies and other large gatherings
- Suspend group work if the activity cannot be modified to avoid close physical proximity (1.5m)

## Arrival

- The **entrance gate** will be propped open while students arrive and depart
- Supervisors need to wear gloves and maintain social-distancing from all adults
- As students arrive at School, they will have their temperature checked in the Caulfield Reception by the supervisor. Government DHHS advice is that anyone reading 37.5 degrees Celsius is considered sick and must not be at School. They will be put in the Sick Bay and the parent called to collect them.
- **All adults and students to undertake 20 second washing of hands on arrival**

## Classroom supervision and activities

- All staff and students should undertake regular hand hygiene, before and after eating, after blowing their nose, coughing, sneezing or using the toilet and before using any Montessori equipment or any other shared equipment
- The setup of the room and the placement of the activities will be considered to spread students out and limit the number of whole group activities
- Students will be reminded to keep social distancing
- Windows should be open during the day to promote air flow where possible
- Students need to be outside any room unless a staff member is present so that cleaning can be adequately maintained
- Students will need to bring their own personal pencil cases and writing/colouring pens etc

## Playground Supervision

- Supervisors need to monitor students during non-class times to ensure they are maintaining 1.5m physical distance
- Ensuring students wash their hands with soap and water (or apply alcohol-based hand rubs) before and after using play equipment
- Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment
- Caulfield play equipment to be put into the bubbler sink for disinfecting after use



## Coronavirus Protocols - ESW Children - Caulfield Campus

### Pick-up

- The children to be picked up at 3.15pm.
- Parents are to remain in their cars.
- No parents are to congregate or gather on the campus nor spend more than a few minutes on campus.
- All adults should maintain social-distancing from other adults.

### Cleaning

Routine environmental cleaning has been extended at MMS, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.

#### **MMS has a bulk supply of:**

- Soap in all toilets
- Soap in every classroom
- Toilet paper
- Tissues for every classroom
- Disinfectant wipes in every classroom
- Hand sanitizer outside the front door
- Disinfectant for cleaning of play equipment (soccer balls/skipping ropes etc) after playtime and other shared equipment

\*We have sourced the most environmentally friendly products possible as we want to keep children and the environment as safe as possible.

#### **We will disinfect regularly (after each use or regularly throughout the day):**

- All door handles
- Cupboard handles
- Table tops
- Chair backs
- Light switches
- Laptops, iPads, keyboards, screens, mouse
- Kitchen area
- Sinks, basins and toilets
- Montessori equipment used by students
- Photocopiers
- Phones and mobile phones
- Remotes
- Taps



## Coronavirus Protocols - ESW Children - Caulfield Campus

- Clean and disinfect frequently used, high-touch surfaces such as benchtops, desks, doorknobs, taps, and hand rails at regular intervals throughout the day with a detergent solution or detergent/disinfectant wipes
- Clean and disinfect frequently used objects such as computers, photocopiers and sports equipment with detergent solution or detergent/disinfectant wipes
- It is important to follow situationally appropriate environmental cleaning. For example, if anyone spreads droplets (by sneezing or coughing), clean surfaces with disinfectant wipes immediately
- Provide bins in every classroom for used tissues, and empty them regularly throughout the day

**Disinfect after use** in bubbler sink: Play equipment used outside eg soccer balls, skipping ropes etc

### **End of the day, Vinnie (cleaner) will disinfect:**

- Big play equipment outside eg. slide, monkey bars etc
- High frequency touch points

## Food, drink, snacks and lunchtimes

- Staff are to monitor hand washing before and after snack/lunch
- No heating of food, cooking of food, making toasties etc.
- No sharing of food, even for birthdays
- Drink bottles must be used for children's water as no bubblers will be available
- Snack times will be staggered so children are spread out
- All children need to be separated to eat their snack/lunch
- Tables need to be disinfected before the next children use any table
- Adults need to follow the same directions as above
- No person will share any crockery, cutlery, utensils, placemats etc either in classrooms or in staffrooms

## First aid

- Supervisors will always wash hands with soap and water or use a hand sanitiser before and after providing first aid
- Standard precautions will be adopted when providing first aid, e.g. gloves and apron to use when dealing with blood or body fluids/substances.
- MMS policies will be followed for administering First Aid or Medication etc.
- Pink Folders, Action Plans and all emergency medication will be kept in the classrooms where the children are being supervised.



## Coronavirus Protocols - ESW Children - Caulfield Campus

### What is a sick child or adult?

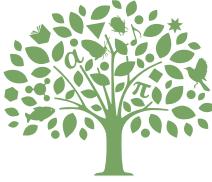
- Persistent runny nose (more than one hour)
- Upset stomach
- Sore throat (red on examination) or unusual cough
- Has vomited in the last 24 hours
- Has had diarrhoea in the last 24 hours
- Required a painkiller before attending School for a headache, sore throat, body aches and pains or fever
- All unwell students need to be collected from School within a reasonable time frame (within half an hour of being called). If this is impractical, please make arrangements with your emergency contacts so that they can collect students.

### Management of an unwell child, or staff member

- Staff or children experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible
- In this situation, where staff or children are experiencing compatible symptoms with coronavirus (COVID-19), important actions to take include hand hygiene, physical distance, face mask, gloves and apron
- Supervisors will follow cleaning guidance according to the situation of the case. If a child spreads droplets (e.g. by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant
- Parents/carers of children with complex medical needs should seek medical advice from the child's medical/health practitioner to support risk assessment and informed decision making regarding the suitability of continuing education and care at this time

### What if you believe you have been in contact with a suspected case of COVID-19?

- Please let us know if you have been in contact with someone who has symptoms compatible with Coronavirus (COVID-19).



## Coronavirus Protocols - ESW Children - Caulfield Campus

### What if you believe you have been in contact with a confirmed case of COVID-19?

The Department of Education and Training has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.

- Contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
  - is a confirmed case
  - has been in close contact with a confirmed case.
- Department of Health and Human Services defines 'close contact' as someone who has either:
  - had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
  - shared a closed space for more than two hours with someone who is a confirmed case.

Unless there is a student or staff member in one of the two above categories, there is no need to take further action, unless we are directed to do so by DHHS.

### References

#### 1. State Government - Education and Training - Health and Safety Advice

[Health and safety advice for early childhood education and care services in the context of coronavirus \(COVID-19\)](#)

#### 2. Department of Health and Human Services

[Physical distancing and other transmission reduction measures - coronavirus \(COVID-19\)](#)

**Dated July 17 2020**