

Melbourne Montessori School

Coronavirus Protocols for Cycles 2-5

18.10.2021

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.
- All staff and children will have their temperature taken on arrival.
- 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 at this time.
- 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.
- Masks will be worn inside and outside by all adults, except where removal of a face mask is necessary for effective communication in a lesson.
- Students from Years 7-12 need to wear masks both inside and outside. All notification of exemptions need to be emailed to Alex/Laura and the advisor.
- Students from Year 3-6 will wear masks inside unless they have an exemption; masks are not mandated outside for this age group. All notification of exemptions need to be emailed to Alex/Laura and the classroom teacher.

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- All adults on campus at MMS have complied with the government vaccination regulations. The vast majority are already double vaccinated and a few others will have had their first vaccination by 25 October and their second vaccination by 29 November 2021. This includes teaching staff, administration and cleaners.
- **In-person** assemblies/school meetings are not allowed; no professional development meetings; no tours; no incursions/excursions; no camps or parent interviews as yet. These will all be replaced with virtual alternatives.

Social distancing in a school setting

- Density limits of one person per 4 sq. metres will be observed. 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 and children who have not received a vaccination. The following recommendations have been agreed by the Department of Health and Human Services (DHHS) and aligns with Physical distancing and other transmission reduction measures - Coronavirus (COVID-19).
- Staff and children should be encouraged to social distance as much as possible and as is developmentally appropriate between each other. This includes when they are eating.
- 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.
- Markers will be spaced outside the campuses to help maintain social distancing of adults and at other locations of high use e.g. sinks and photocopiers.
- Mixing between different cohorts (cycles or campuses) will be minimised as much as possible as a precautionary measure to reduce the risk of transmission and aid containment in the event of a confirmed case of coronavirus (COVID-19) on site.

Arrival at Reception

- Parents, unless exempted, will put on masks if they leave the car and maintain 1.5m from other adults.
- The entrance gates will be propped open, Reception door + classroom doors will be propped open while students arrive or depart.
- Staff need to maintain social distancing from all adults.
- As students arrive at School, they will have their temperature checked by someone at Reception. Government DHHS advice is that anyone reading 37.5 degrees Celsius is considered sick and must not be at School. They will be supervised in the Sick Bay and the parent called to collect them.
- **All adults and students to undertake 20 second washing of hands on arrival**

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Staggered drop offs and pick-ups

These are guidelines only, as some parents will be collecting two or more children at different times or campuses.

Caulfield Cycle 2

Children will come in through the Reception entrance

- Year 1 children will arrive at 8.15am and be picked up at 3.15pm
- Year 2 children will arrive at 8.30am and be picked up at 3.15pm
- Year 3 children will arrive at 8.45am and be picked up at 3.15pm

The teachers will take your children out to Roselea Street for collection. They will be spread down the pavement in sections so look out for your child's teacher/assistant.

Brighton Cycle 3

Children will come in through the Reception entrance

- Year 4 children will arrive at 8.15am and be picked up at 3.15pm
- Year 5 children will arrive at 8.30am and be picked up at 3.15pm
- Year 6 children will arrive at 8.45am and be picked up at 3.15pm

The teachers will take your children out to the grass next to the Brighton Hall for collection from the Hawthorn Road entrance.

Brighton Cycles 4 and 5

- Students will arrive before 9.00am for Advisory and leave at 4.00pm

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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.
- Windows and doors should be open during the day to promote air flow where possible.
- Students moving to another classroom or specialist room will be reminded to keep social distancing.
- Wherever possible (weather dependent) we will be operating an outdoor program for the full day/ part of the day. This naturally provides for more space for the students and the setup of more activities for students to engage in.
- All rooms will have a density limit notice outside outlining the maximum number of people in that room. E.g. Cycle 5 kitchen
- Windows should be open during the day to promote air flow where possible.
- Students will need to bring their own personal pencil cases and writing/colouring pens etc.
- Outdoor non-contact physical activity is permitted.
- Senior School Students will be allowed to go to the shops as long as they meet the 1.5 m requirements of social distancing and go in small groups of 2 -3 students.
- Bag areas in Junior School – children will need to be sent out to their bags in small groups so they can maintain spacing.
- ART ROOM, PERFORMING ARTS - Hand hygiene (washing of hands or hand sanitizer if soap is not available) needs to take place immediately before and after use of shared equipment. Risk can be further minimised by users of high-touch shared equipment wiping items down where appropriate, for example using a disinfectant/detergent wipe or cloth.

Playground Supervision

- 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

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Cleaning

Routine environmental cleaning has been extended, 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

*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 hourly):

All door handles

Table tops

Light switches

Kitchen area

Montessori equipment used by students

Phones and mobile phones

Taps

Cupboard handles

Chair backs

Laptops, iPads, keyboards, screens, mouse

Sinks, basins and toilets

Photocopiers

Remotes

- 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
- Mobile phones are regularly touched and breathed on. Where mobile phones must be used, they should be cleaned regularly and not shared
- 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

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

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

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The following items will have disinfectant wipes placed next to them and will need to be wiped prior to use and after use and the wipe used to open bins (which can be closed with your foot!)

- Photocopiers
- Printers
- Guillotines and other equipment in Material Making areas
- Kettles
- Coffee machines
- Refrigerators

Food, drink, snacks and lunchtimes

- Supervisors may need to remind students about hand washing before and after snack/lunch
- No sharing of food
- Drink bottles must be used for students' water as no bubblers will be available
- All students need to be social distancing to eat their snack/lunch
- Tables need to be disinfected before the next students 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 students are being supervised as normal.

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What is an unwell child or adult?

- Persistent runny nose (more than one hour)
- Upset stomach
- Sore throat (red on examination) or unusual cough
- Fever over 37.5 degrees Celsius
- 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.
- Please let us know if you have been in contact with someone who has symptoms compatible with Coronavirus (COVID-19).

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).

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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. Australian Health Protection Principal Committee (AHPPC)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

2. The Education State - Roadmap to return

[Roadmap to Return to on-site Teaching and Learning](#)

Dated October 2021