



COVID-19 Management Procedures

(Stage 4 Restrictions)

The following procedures have been put in place at Ruyton to mitigate the introduction and spread of COVID-19. These procedures are reviewed and updated routinely and when restrictions or public health advice changes.

Screening

- Pre-screening entry procedures are in place for those with permission to enter the School during Stage 4 restrictions (permitted staff, students in supervision programme and essential contractors). This involves a non-invasive temperature check carried out by designated staff members at Junior School Reception.
- Individuals with permission to enter the School must wear face masks if 12 years of age and above and will use the hand sanitiser located in the designated entry point and before and after entering classrooms, offices and shared spaces.
- Anyone with a temperature higher than 37.5 degrees Celsius or with COVID-19/ flu like symptoms will not be permitted entry. If a student presents with a temperature above 37.5 degrees Celsius or COVID-19 like symptoms, parents will be contacted and required to take their child home immediately and either be tested for COVID-19 or consult with their medical practitioner. The individual will only be accepted entry on subsequent days if they have a medical clearance.
- 1.5m physical distancing spots clearly marked at the Junior School entry point and other common areas where people gather/ queue throughout the School.

Hygiene and Sanitation

- All staff and students of 12 years and above will wear face masks at all times unless alone in an isolated office space.
- Comprehensive cleaning (including gates/doors/door handles/exit buttons/light switches, playground) of common areas, bathrooms, classrooms and playground equipment frequently throughout the day.
- Students and staff will use hand sanitiser or wash hands before entering classrooms and common areas, before and after eating and after sneezing.
- Tissues to be immediately placed in a covered bin after use and hands sanitized or washed.
- Students and staff to wipe down workspaces at the end of each class.
- Recommended hygiene standards reinforced with staff and students and posters promoting hygiene displayed throughout the School.
- Toys, materials and resources used by younger children cleaned after each use.
- Bedding used by younger children is not to be shared between children with fresh bedding used daily.
- Students to bring their own drink bottles, and will not be permitted to share food, there will be no student cooking activities at School.

- The swimming pool will not operate until it is deemed safe to do so by the State Government.
- All sporting equipment used recess/ lunch will be cleaned after play time.

Social Distancing

- Physical distancing measures will be maintained including no handshakes/no hugging.

Detection of a Suspected/Confirmed case of COVID-19

- If during school time the School will be evacuated immediately.
- Relevant departments and regulatory bodies will be contacted and official processes followed.
- Ruyton families will be notified and kept up to date.
- Deep clean will be conducted.
- Work with authorities to tract contacts.
- Enact Notification protocols.

Staff will:

- Familiarise themselves with and fully support the implementation of the School's *COVID-19 Management Procedures*.
- Continue to actively promote, model and implement good hygiene practices, wearing masks and physical distancing in all areas of the School.

Parents/Carers will:

- Not bring their child to School if unwell.
- Maintain the physical distancing recommendations of 1.5m, wear masks for pick up and drop off and refrain from entering the School beyond the pre-screening points of entry.
- Email JS Reception of any necessary daily notifications before bringing their child to School.
- Follow drop off and pick up protocols as notified by the School
- Support the School's COVID-19 Management Procedure.

5 AUGUST 2020