

Ruyton Girls' School COVID-19 Management Procedures

From the commencement of Term 2, 2020 the COVID-19 Management Procedures outlined below will be in place at the Ruyton Girls' School campus until such time it is deemed to no longer be necessary.

The School will conduct:

Screening

- Carry out a pre-screening entry procedure for all students, staff and contractors entering the School grounds. This will involve a non-invasive temperature check carried out by designated staff members at each entry point.
- Temperatures will be checked again at midday or at any other point in the day that staff deem it to be necessary.
- Ensure all students, staff and contractors entering the School grounds use hand sanitiser located in the designated entry points.
- Refuse entry to anyone with a temperature higher than 37.5 degrees or with acute respiratory symptoms. Parents of children with high temperatures will be required to take their child home. The individual will only be accepted entry upon a subsequent day if they have a medical clearance and their temperature has dropped back to 37.5 degrees.
- Ensure 1.5 m physical distancing spots are clearly marked at the entry points.
- Stagger the start/finish time of students if necessary, to manage entry and exit process.

Hygiene and Sanitation

- Comprehensively clean the Entry area (including gates/doors/door handles) should an individual record a temperature over 37.5 degrees. The staff member conducting pre-entry screening will remove and dispose of their Personal Protective Equipment (PPE), wash their hands thoroughly with soap and put on new PPE before resuming their role.
- Continue to promote and support recommended hygiene standards for all community members. This includes the provision of hand sanitisers within classrooms and in common spaces including each Reception area, the display of hygiene promotion posters and classroom discussions regarding healthy hygiene practices.
- Comprehensively clean high traffic areas every two hours including door knobs, handrails, light switches, coded door entries, exit buttons.
- Clean toys, materials and resources used by younger children twice a day.
- Ensure bedding used by younger children is not shared between children and fresh bedding is used daily.
- Remind and support students and staff to wash their hands before each break and before the commencement of the next learning session.
- Provide protective masks and gloves for staff conducting the pre-entry screening.
- Provide daily protective masks for any staff member as required.

Social Distancing

- Continue to limit large gatherings to class size until further advice from government authorities.
- Continue to implement physical distancing measures including no handshake/no hugging

Detection

- Shut the site immediately and notify members of the community, relevant departments and regulatory bodies if there is a diagnosed case of COVID-19.
- Enact our Notification and Re-entry 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 and physical distancing in classrooms and work areas.

The Parent/Carer will:

- Refrain from entering the School beyond the pre-screening points of entry.
- Email teaching staff any necessary daily notifications before taking children to the School to ensure conversations at drop off are kept to an absolute minimum.
- Drop off Early Learning children in person inside the grounds of the Ruyton Early Learning Centre and sign the attendance register located at the entrance to the Centre (only the parent/caregiver and child may enter). The parent/carer is required to leave once an appropriate temperature check is registered and they have indicated there are no health concerns.
- Drop off all Junior School and Senior School students in person at the Junior School gate. The staff member on duty will sign in the students and take a temperature check. The parent/carer is required to leave once a temperature check shows the child is well enough to attend and they have indicated there are no health concerns.
- Maintain the physical distancing recommendations of 1.5m and stay within the boundaries of the external parent drop off areas indicated by the School.
- Support the School's COVID-19 Management Procedures.