



COVID Operational Plan: Education

As at January 2021- Adapted from COVID-19 Operating Guidelines for Queensland State Schools.

Review Date: Term 1, 2021 or as required

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INTRODUCTION AND PURPOSE

1. Introduction and purpose

As COVID-19 restrictions continue to ease across the state, principals will need to make decisions that are appropriate to their local context, while aligning with Queensland Health advice. These operating guidelines are designed to support school leaders in determining what best reflects the interests of their staff, students and community, in line with the Government's [Roadmap for easing restrictions](#). The document is to be used in conjunction with Arcadia College's [Returning to School Plan](#) and [Outbreak Management Plan](#).

STANDARD HYGIENE MEASURES

Schools must maintain appropriate health and hygiene measures, including:

- staff and students not attending school if sick
- regular handwashing and hand sanitising , particularly before and after eating, and after going to the toilet
- increased cleaning of school classrooms, particularly high-frequency touch points such as water fountains or bubblers
- regular cleaning of playground equipment and play materials
- physical distancing of adults.

CONFIRMED CASE MANAGEMENT

In a suspected or confirmed case of COVID-19, Arcadia College will execute their [Outbreak Management Plan](#) to ensure the safety of students, staff and wider community. Queensland Health's Public Health Unit will directly contact a school to confirm the presence of a confirmed COVID-19 case and will advise of any additional measures such as quarantine, self-quarantine or contact tracing. Schools should continue to report [confirmed COVID-19 cases](#) (employees only) through existing reporting channels. As per usual department protocols and in accordance with health advice, schools may be closed for a short time if there is a confirmed case. This time will be used to support contact tracing and specialist cleaning as required.

STUDENTS

All state schools, including special schools, have now returned to on-site teaching and learning for most students. This includes students who may be 18 years or older, who remain subject to the operating guidelines in place for all students. Some medically vulnerable students or students who live with medically vulnerable people, may need to continue to learn at home, and normal arrangements will be in place to support these students to continue their learning.

Arcadia College monitors student attendance to ensure all students have returned to on-site learning. The College adheres to the [Attendance Policy](#) when identifying students who have not returned to on-site learning. Staff will follow-up with parents/caregivers to discuss reasons as to why the student has not returned or is not attending to which the College will implement supports to ensure attendance and wellbeing. Concerns about children at risk of significant harm continue to be reported to Child Safety in accordance with requirements outlined in the College's [Student protection](#) procedure.

On arrival, temperature checks will be conducted for students to ensure that any student who presents with high temperatures is examined immediately, and parents/caregivers are contacted. Students with high temperatures will be presented to the College nurses, who will examine the student's condition, and parents/caregivers will be required to collect the student immediately. It is recommended that any student presenting with COVID-19 symptoms should seek medical attention immediately.

ATTENDANCE AND ROLL MARKING

Normal roll marking arrangements are now required. Where a student has compromised immunity or other medical advice to remain at home or absent from the learning program, schools will continue to use Code F to record the status of children as learning at home. [Same day student absence notification](#) remains in effect. Schools should notify parents or carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of that school day).

If a parent or carer chooses to keep their child at home or out of the learning program without a reasonable excuse, schools should implement the usual student absence procedures.

CURRICULUM AND SUPERVISION

Students unable to return to school or participate in the learning program due to medical reasons should be supported by their school, just as they would in the case of any extended student medical absence. This includes students where a medical practitioner has advised in writing the student should not attend school as parents or other family members have medical conditions that place them at risk.

The Principal will determine the most appropriate approach, taking into account the expected duration of absence, the student's learning needs, available tools and resources, and the school's established approach to supporting continuity of learning. The College will provide personalised communication through an allocated Online Case Manager (OCM) for each student. For students requiring significant welfare support, home visits may be provided should the student meet the criteria. See [Home Visit Procedures](#) for further information.

STUDENT PROTECTION

At all times and under all action levels, including where a student is learning from home, any concerns of risk of harm to the student should be addressed in line with the College's [student protection](#) procedures. All student protection measures and training for staff and visitors must be maintained at all times.

PLANNING FOR TEACHING AND LEARNING

As is always the case at the beginning of each term, staff will plan a teaching and learning programs that suit the needs, interests and abilities of their students. Staff will consider the specific learning needs of students and plan for differentiated teaching and learning aligned to the Australian Curriculum. The [P-12 Curriculum, Assessment and Reporting Framework](#), and [supporting documents](#) including Assessment and moderation in Years 7 to Year 10 and a whole school approach to differentiated teaching and learning, provide guidelines to support schools plan for teaching, assessment and reporting. Arcadia College has designed [Online Learning Guidelines \(OLG\)](#) for each specific year level, outlining expectations for staff, students and parents should it be necessary to execute an online learning model.

QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY (QCAA)

The [QCAA website](#) has frequently asked questions for parents and students about the removal of an internal assessment including clarification that this will not impact the calculation of students' ATARs. The department will continue to work with QCAA and

provide schools with advice regarding Years 11 and 12. The most updated communication from QCAA, as at January 2021, is that all Applied and Essential subject assessments will run as usual, unless specific COVID-19 related cases emerge affecting schooling of Year 11 and 12 students. QCAA will discuss options with schools regarding this on a case-by-case basis. The [QCAA](#) will publish updates regarding curriculum, teaching and learning, assessment and reporting as required.

LEARNING AT HOME

Circumstances where students should be supported learning at home.

During action level 1 ('COVID-normal') scenarios, attending school in person is the default model of learning. Schools are not required to provide home-based learning options unless there are specific circumstances justifying the student's absence.

Students unable to attend school or participate in the learning program due to medical reasons should be supported by their school, just as they would in the case of any extended student medical absence. The appropriate approach can be determined by the school, taking into account the expected duration of absence, the student's learning needs, available tools and resources, and the school's established approach to supporting continuity of learning.

The [learning@home website](#) will remain live.

EMERGENCY MANAGEMENT

At action level 2, as part of each school's Emergency Response Plan (ERP), alternative assembly points should be considered and physical distancing requirements for adults should be observed in evacuation drill planning. All emergency drills should be entered into via the Workplace Health and Safety Officer. Schools must ensure that adults comply with physical distancing requirements at all times.

STAFF

Staff who are [vulnerable](#) or live with a vulnerable person should not be in the workplace and should discuss options with their principal to allow working from home. The current Australian Health Protection Principal Committee (AHPPC) advice defines vulnerable people as:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions

- people 65 years and older with chronic medical conditions. The most current definition of 'chronic medical condition' is on the Department of Health website
- people 70 years and older
- people with compromised immune systems (see [Department of Health](#) website).

Other staff who may be medically vulnerable, including those with chronic health conditions, should seek their own medical advice and provide this to their principal so appropriate arrangements can be put in place. Staff working from home are required to develop a [work plan](#) with their supervisor that outlines their responsibilities and duties. The [Vulnerable worker assessment form](#) should be completed for any vulnerable staff voluntarily wanting to return to work. Staff hours of work will be consistent with the attendance arrangements already in place at each school and determined in accordance with the school's local arrangements and industrial agreements. Business managers, administrative staff, science technicians, agricultural assistants, teacher aides and other support staff will continue to perform their roles to ensure the effective functioning of the school while practising physical distancing measures.

VISITORS OR CONTRACTORS

Visitors are only allowed on site at action levels 1 and 2. Principals and responsible officers will make the decision about whether visitors are permitted on site while maintaining physical distancing. To enable contact tracing if required, schools must maintain a record of visitors, including visiting staff and contractors. This must record each visitor's full name, email address, contact telephone number, date and time of visit. Schools are not required to maintain a record of all parents who enter the school. Arcadia College ensures that any visitors entering the site including parents/caregivers, adult volunteers and visiting specialists, entering the College grounds to deliver additional programs at the College comply with the on-site health and safety measures outlined in the operational guidelines. This includes not attending the site if unwell, maintain physical distancing requirements and practicing good health and hygiene. All contractors and visitors remaining on-site will need to complete the COVID-19 Declaration Form on arrival through the College's sign in/out procedures.

At action levels 1, 2 and 3, schools will need to ensure any contractor, supplier or external support worker entering the school to undertake work or provide supplies complies with the

on-site health and safety measures outlined in these guidelines. This includes not attending the site if unwell, maintaining physical distancing requirements and practising good health and hygiene.

UNIVERSITY PRESERVICE TEACHERS/PLACEMENT STUDENTS

Preservice students and placement students are welcome on all school sites and are to be considered in the same way as staff. It is important that preservice teachers can continue their practical placements during all phases of school operations. This also includes Mentors (placement welfare and social work students), who are approved through *Ohana for Youth*.

PARENTS ON SCHOOL SITES

Parents and carers are welcome on school sites. Parents' and carers' contact details are recorded in *Teacher Kiosk* and can be used for contact tracing by Queensland Health if needed. All other visitors need to adhere to COVID school visitor and sign in arrangements. ['COVID normal' health practices](#) apply to all adults on school sites. These include physical distancing between adults, not exceeding occupant density limits for rooms, staying home if sick and regular COVID-safe hygiene measures.

SCHOOL SPORTS INCLUDING ADVENTURE-BASED LEARNING

Schools are able to conduct intra-school, inter-school and representative school sport programs for both indoor and outdoor sports (including contact sports).

All sporting training and events not occurring on school grounds must be conducted with consideration of the [industry plans for sport, recreation and fitness organisations](#) specific to the sport. All attendees (e.g. officials, players and spectators) will be required to adhere to COVID registration arrangements as specified by the event host to enable contact tracing if required. This must record each visitor's full name, email address, contact telephone number, date and time of visit. See Excursions and camps for further details.

MUSIC STUDIO, DANCE, DRAMA, MEDIA ARTS

Instrumental music programs, ensembles and choirs are able to rehearse and perform in the school environment provided the safety protocols outlined in [Instrumental Music Program guidelines for managing hazards associated with COVID-19 \(PDF, 403KB\)](#) are followed.

Music studio use is permitted, however the number of students and staff access is limited to ensure that the operational guidelines are adhered to including appropriate cleaning and

hygiene management ([COVID-19 cleaning of equipment for practical subjects \(PDF, 272KB\)](#)).

External venue performances and rehearsals (including inter-school performances and rehearsals) can be undertaken if the external venue is operating under the [Live Performance Venues/Theatres approved COVID Safe Industry Plan \(PDF, 1.3MB\)](#). If the external venue is not operating under the approved COVID Safe Industry Plan they must either comply with the approved [COVID safe event checklist \(PDF, 323KB\)](#), or have in place a COVID Safe Event Plan in accordance with the [industry framework for COVID safe events in Queensland \(PDF, 1.4MB\)](#) that has been approved by the Queensland Chief Health Officer.

USE OF SHARED EQUIPMENT

Shared equipment such as Studio equipment, art resources, musical instruments and sports equipment used within the school, or equipment loaned to students to take home, will require appropriate cleaning and hygiene management as outlined in the [COVID-19 cleaning of equipment for practical subjects \(PDF, 272KB\)](#) (employees only). iPad's may be permitted for home use in extenuating circumstances, and will be cleaned on return.

SCHOOL FUNCTIONS

Schools in action level 1 can still hold functions as normal. At action level 2, a function may proceed so long as:

- on-site, physical distancing of 1.5 metres is maintained between adults
- off-site, a [COVID safe event checklist \(PDF, 323KB\)](#) or approved [COVID Safe Industry Plan](#) is followed.

Details of all participants at on-site or off-site school functions must be captured and maintained for contact tracing purposes (other than parents and carers whose details are already recorded and current on TASS). Further information can be found in the [Queensland Health Fact Sheet: COVID Safe School Events \(PDF, 532KB\)](#).

School functions must not be held in action levels 3 or 4.

EXCURSIONS AND CAMPS

At action levels 1, 2 and 3, excursions and camps are permitted to be held at Department of Education Outdoor and Environmental Education Centres (O&EEC) or at locations or businesses that have an approved [COVID Safe Industry Plan](#) or are using a COVID Safe Checklist. O&EECs with residential facilities are required to follow the Queensland Government's approved COVID Safe Industry Plan for outdoor education providers.

It is recommended that schools insert the following clause to the consent section of their [activity consent form \(DOC, 344KB\)](#):

- I give consent for my child's name to be given to businesses visited during this activity in compliance with the Queensland Chief Health Officer's **Restrictions on Businesses, Activities and Undertakings Direction (No. 4) (or its successor)**

If a student's parent/caregiver does not provide consent via the activity consent form, or by other means that will allow the school and venue to comply with COVID Safe Industry Plans, the student will be unable to participate. Excursion/camp risk assessments must be undertaken prior to approval and must take into account approved COVID-19 control measures. This is to be completed via the *Kissflow* process.

At action level 4, excursions and camps must not occur.

HEALTH SUPPORT PROCEDURES

All state schools, including special schools, must continue to implement student health plans in all action levels, including performing [student health support procedures \(PDF, 915KB\)](#). Employees must use gloves at all times and through all levels when providing student health supports. Other Personal Protective Equipment (PPE) is required for certain health procedures.

For advice regarding the PPE required for a specific health support procedure, including the type of PPE and its correct use, staff are to consult with the College's registered nurses.

More information is available on the [hygiene and personal protective equipment for health support procedure \(DOCX, 875KB\)](#) (employees only).

CLEANING

Additional cleaning is to be implemented until 30 June 2021 for all action levels at this stage. School cleaning should prioritise frequently used areas with extra attention on high frequency touch point surfaces such as door handles, light switches, desks, toilets, taps and sinks. This should also include sick rooms and student service areas.

HYGIENE SUPPLIES

Schools should actively monitor cleaning and hygiene supplies and reorder in advance of needing additional materials. If schools are having difficulty obtaining cleaning chemicals, hygiene products (such as soap and sanitiser) or PPE (required to perform specialised health procedures), please contact Procurement Services on 1300 366 612 or by emailing Procurement.OCPO@qed.qld.gov.au.

SCHOOL TRANSPORT

Transport arrangements for students, including specialist school transport for students with disability, will continue to operate.

Physical distancing requirements are exempt for school students travelling on dedicated school transport services, i.e. services where only school students travel (including activities related to outside school hours care and travel for inter-school sport, excursions and camps).

In areas where [restrictions for impacted areas](#) are imposed (i.e. a hotspot has been declared), parents, volunteers or drivers who are not a school staff member, may be required to wear a face mask on dedicated school transport services.

Physical distancing should be maintained at bus interchange locations, at pick-up and drop-off, and on other shared transport services.

Transport operators will ensure College vans and surface touch points are cleaned according to [COVID-19 cleaning and disinfection recommendations](#).

APPENDIX 1



COVID-19: Visitor Declaration Checklist

Entry to the College beyond the student and corporate reception foyers is to be limited to essential services only. ALL individuals (employees, family members, visitors, and contractors) permitted to enter the College must complete the following COVID-19 visitor declaration checklist:

Please ensure that you have washed your hands or use alcohol-based hand rub on entry?

Do you have the following symptoms?

1. Fever	YES / NO
2. Sore throat	YES / NO
3. Cough	YES / NO
4. Shortness of breath	YES / NO
5. Fatigue	YES / NO
6. Aches & Pains	YES / NO
7. Runny or Stuffy Nose	YES / NO
8. Have you worked with persons with confirmed COVID-19?	YES / NO
9. Have you travelled overseas or interstate in the last 14 days?	YES / NO
10. Have you had contact with someone known to have contracted COVID-19?	YES / NO
11. Are you living with someone self-isolating or awaiting COVID-19 test results?	YES / NO
12. Have you self-isolated in the last 14 days?	YES / NO

If **YES to any**, do not enter the premises. Seek advice from school Principal.

If **NO**, proceed to enter and proceed to wash room and wash hands or use hand sanitizer if available.

- Do **NOT** have any physical contact with any individual during your visit.
- Maintain a social distance of 1.5 meters from others.
- Follow required personal hygiene protocols sneeze/cough in elbow.

If you have signed this declaration on a previous occasion and your circumstances or symptoms are unchanged then there is no need to sign another declaration.

I _____ declare the above to be a true and correct statement.
(Please print name)

Contact phone no _____

Signature; _____

Date _____