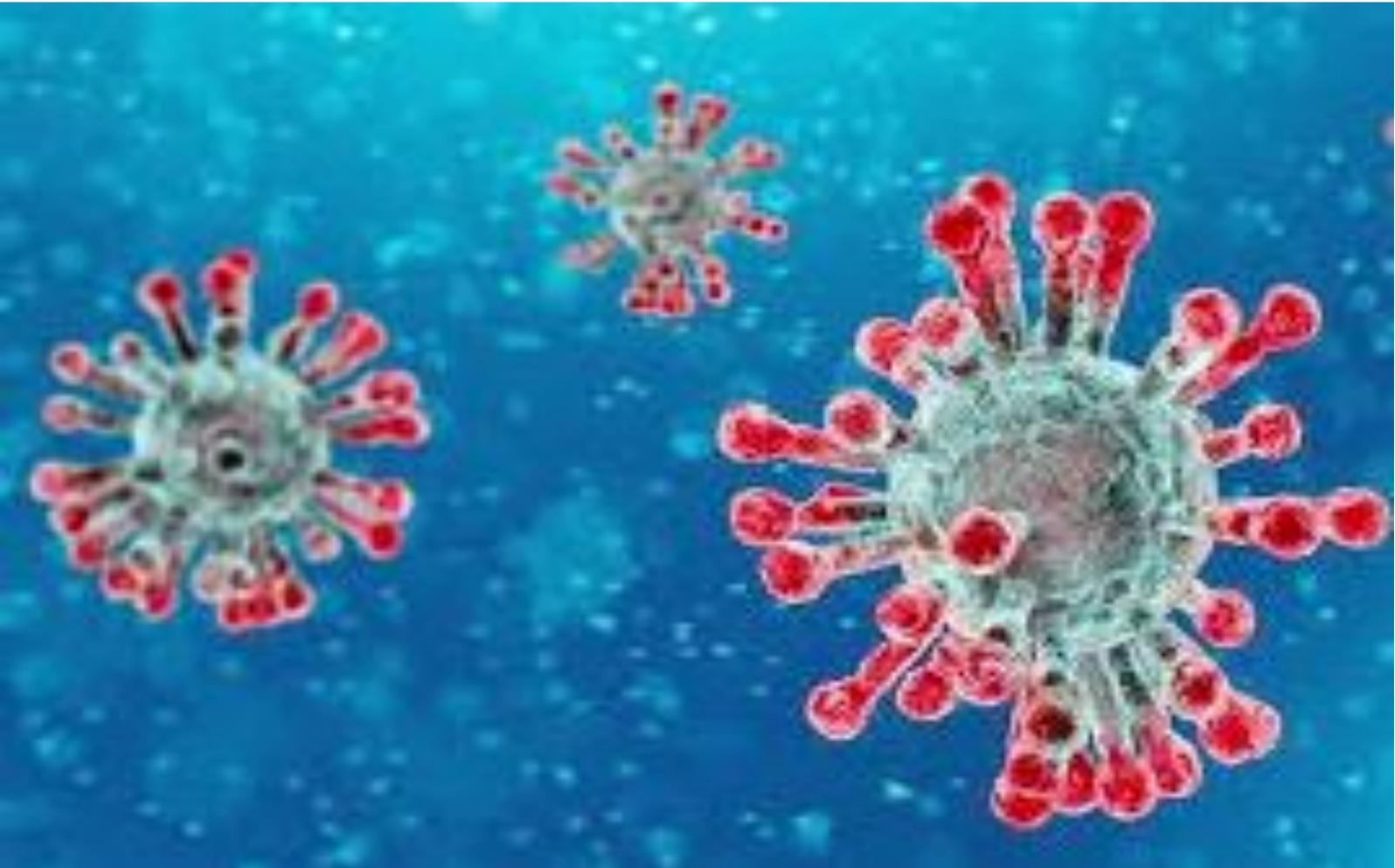




**Southern
Grove** PRIMARY



Coronavirus plan

Last updated: 26 March 2020

Background

While the situation regarding Coronavirus (COVID-19) continues to evolve, it is important that as a school community we apply common sense, factual information and a practical approach to COVID – 19. At Southern Grove Primary School, we are planning for actions that we can take right now, as well as possible actions that we may have to take into the future.

Our Plan will evolve as the challenges ahead of us become clearer, but, we will maintain clear and transparent communication with our parents, staff, students and community about what may be to come, how we plan to deal with this, and how, working together, we can emerge from this situation even stronger.

We are planning for things to get more difficult, and this may involve taking some extraordinary steps, unprecedented in our school and community. Our Plan will guide us, but, ultimately, we will take expert direction from the Department of Health and the Government of Australia.

I encourage you to read through our plan, become familiar with what to do, discuss any questions or concerns, and work with us to ensure a safe school community for your children and our staff.

Information within this document with regard to symptoms, specific restrictions on attendance, and guidance of school closure are taken directly from the agreed positions and advice of the Department of Health, Department of Education and the Australian Government.

The front cover of this document shows the date of which the last update was made.

This is a school-based document. For the latest, specific and factual advice and information about Coronavirus (COVID-19), please refer to the Health Department website

www.healthywa.gov.au/Coronavirus

Yours sincerely

A handwritten signature in black ink, appearing to be the initials 'RB' with a stylized flourish.

Rebecca Burns

Principal

Communication

We aim to keep our community well- informed throughout the rapidly evolving COVID-19 situation, through as many channels as possible.

We urge all parents and staff to ensure that the school has your **current and up to date contact details**, especially your email address and mobile phone number.

Email

We will keep our parents and carers up to date with information via our 'In the loop...' circular which will be emailed out to parents as we receive updates from the Department of Education. Please ensure you are checking your emails regularly throughout the day.

Our school email address is southerngrove.ps@education.wa.edu.au An email to this address is distributed to all members of the school administration, and we anticipate replying to all emails within one business day.

School Website

All information emailed out to parents will be placed on our website. We may also house online learning resources on our website in the event of school closure. Our website is <https://southerngroveps.wa.edu.au>

Telephone

Our school phone number is 9234 7700 and our school office is open between 8:00am – 3:30pm Monday to Thursday and 8:00am – 3:00pm on Friday.

Facebook

We will continue to post general information on our Southern Grove Primary School Facebook page.

School Attendance

ADVICE AS AT 26 March 2020

Today, the Government has announced all public schools in Western Australia will remain open until the end of term – Thursday 9 April 2020. However, families are now encouraged **to keep your children at home if you have the capacity to do so**. The Department 'Learning at home' activities and resources are available for you at <https://www.education.wa.edu.au/learning-at-home>

From Monday, 30 March to Friday 3 April all children who attend school will be taught as normal.

The following week (6 to 9 April) teachers and education assistants will prepare teaching programs for Term 2. The Government recognises there will still be families who need to send their children to school to continue their learning during this period. These may include:

- Children of parents and carers who need their children to attend school to maintain employment.
- Children who live in families with aged relatives.
- Children where it is safer for them to be at school.

These children will be supervised whilst completing the Department 'Learning at home' activities and resources.

Prevention

Please keep your child at home if they are unwell. This includes symptoms such as fever, a runny nose, cough, head ache, stomach ache or sore throat.

HOW TO MINIMISE THE SPREAD OF COVID-19

- Frequently washing your hands for at least 20 seconds with soap and water, or using an alcohol based hand gel
- Refraining from touching mouth and nose. If coughing or sneezing, covering your nose and mouth with a paper tissue or flexed elbow
- Dispose of tissues immediately after use and perform hand hygiene
- Avoiding close contact with anyone if you, or they, have a cold or flu-like symptoms
- Maintain social distancing of at least 1.5 metres

WHAT WE'RE DOING NOW

- Provision of handwashing soap in every toilet
- Provision of alcohol-based hand sanitiser in every classroom, public area, reception etc.
- Class-based instruction in handwashing and personal hygiene practices for sneezing and coughing
- Deeper cleaning and sanitising of common surfaces daily
- Communication for ill students and staff to be kept home from school
- Monitoring student and staff health and arranging for them to go home during the day if unwell
- Cancellation of all large-scale school and interschool events including assemblies and other activities
- All windows and doors to remain open where possible
- Signage displayed on all gates and office doors requesting parent, carers and visitors not to enter our school grounds if they meet the listed criteria
- Request to parents to limit the number of adults dropping off and picking up students to reduce number of people on site
- Parents to drop students at classroom door – only students and staff to enter the classroom
- Request to parents to enter and leave the school grounds promptly
- Encouraging the use of our Kiss and Drive for students in Years 1-6
- Students who do not attend school as a result of Coronavirus will be marked as a reasonable absence
- Suggested activities and ideas for our students to do at home posted on CONNECT
- Students who must attend school as of Monday 30 March until Friday 3 April will be taught as normal.
- Students who must attend school from Monday 6 April until Thursday 9 April for the following reasons:
 - Children of parents and carers who need their children to attend school to maintain employment
 - Children who live in families with aged relatives.
 - Children where it is safer for them to be at school.

will be supervised whilst completing the Department 'Learning at home' activities and resources.

Our Response

HYGIENE

Handwashing

- All staff to reinforce handwashing using WHO and Health Department guidelines and explicitly teach in class
- All staff to provide opportunity for students to wash hands and/or access hand sanitiser prior to lunch, crunch and sip and afternoon tea and on all entry to the classroom.
- All staff to remind students to use soap and water after going to the toilet

Coughing / Sneezing

- Teaching and display of posters on coughing / sneezing etiquette
- Tissues to be disposed of immediately

Classroom

- Staff to continue to identify any student appearing unwell and refer them to the office with a yellow medical slip
- School officers to contact parents to come and collect unwell students
- No handshaking or contact during Threshold
- Parents and carers to drop students at the door – no entry to classrooms
- Children are seated at individual desks at least 1.5 metres apart

Cleaning

- Provision of further supplies and bringing forward bulk order and delivery of cleaning and hygiene products
- Additional hours provided for cleaning staff to ensure deeper cleansing and sanitising of high contact areas in classrooms and toilets
- Staff to spray all resources with antibacterial spray at the end of each day
- Computer keyboards to be wiped down with antibacterial wipes after each use

SOCIAL DISTANCING

- Cancellation of all mass gathering events for Semester One
- Cancellation of Running Club, Numero Club and Choir until further notice
- Library will continue to open in the morning with social distancing – some students to be supervised in undercover area if necessary
- Classrooms reconfigured so that each student has a defined area to work and social distancing is put into place
- Staff and students only to enter classes, parents to drop students at the door of the classroom
- Outdoor learning environment to be used whenever possible
- Staff to maintain social distancing in the staffroom

School Closure

Current advice and the position of the Australian Government is that there are currently no plans to pre-emptively close schools. Southern Grove Primary School currently remains fully operational.

Reactive Temporary Closure - this will be due to a confirmed case within our school.

If the school has to close due to a confirmed case, it will be on advice from the WA Health Department's Chief Health Officer. The Chief Health Officer will, if there has been a positive COVID-19 test result in our school, close the school temporarily while assessment and tracing of exposure is conducted. A thorough school clean will then be carried out to make the school safe for the return of students and staff.

Pre-emptive Prolonged Closure

Should the Australian Government, on advice of the Chief Health Officer make the decision to close schools, the processes detailed on these pages will be followed.

ACTION REQUIRED

- Notice provided to principal by Department of Education of requirement to close.
- Principal to convene and brief school response team.
- Brief staff/contact staff including action to be taken before and after school closure; health and safety, stand down and leave arrangements.
- Inform School Board and P&C President.
- Letter for students to take home and /or for distribution via email, website and Facebook with dates of school closure inserted if known.
- Use school communication strategies to brief absent staff, parents and students.
- Convene/notify Crisis Counselling Team (e.g. School Psychologist, Chaplain, Student Services)
- Communicate closure to local schools.
- Communicate with schools, partner childcare centres where there are siblings attending advising of closure.
- **Close school.**
- Signage placed on school exterior.
- Implement school closure security procedure.
- Postpone all known school visitors and excursions.
- Implement offsite learning programs (if possible).
- Maintain contact with staff, parents and students ensuring this contact can be made whilst school staff are off site.
- Distribute updated communication as required by the Department of Health or Department of Education to parents.
- Notify school community when confirmation of the date the school can re-open is known.
- The Department of Education will facilitate cleaning of the school prior to open.
- Re-open school.
- Maintain offsite learning programs (where possible) for students who are required to isolate themselves after the school has re-opened.

Teaching & Learning Continuity

School closure during regular instructional time will disrupt our planned programs, and student learning.

We will aim to provide learning activities and tools that:

- Are within the capacity of our existing workforce to prepare without an unreasonable workload given that we are also currently engaged in the full-time face-to-face delivery of teaching and learning programs
- Have educational value and merit and provide opportunities for practice and consolidation of concepts previously taught
- Are non-compulsory, and will not cause additional anxiety for parents, students or staff
- Are not solely reliant on one platform or form of delivery or access to technology
- Do not require expert knowledge, special resources or equipment to implement in the home

In the event of the school having sufficient days of notice of closure, we will issue hard-copy work packages appropriate and customised to each year level. These will also be placed on CONNECT for parents to download.

In the event of sudden closure, we will, within a reasonable amount of time, make materials available on CONNECT to download.

Subject to the leave/working arrangements put in place for staff during a school shutdown, we are planning that staff will not be on site, and therefore not able to interact or facilitate online learning.

In the event of school closure, during instructional time, the school will make every effort to provide appropriate instructional materials to minimise disruption to student learning.

Parents can also access resources, activities and information to help your child continue to learn at <https://www.education.wa.edu.au/learning-at-home>

Our teachers have been working really hard to put together a work pack for each year level with activities that will reinforce concepts already taught to supplement the 'Learning at home' resources and the activity grids we have already placed in CONNECT. We have uploaded the work pack that your child can complete into their Connect Library.

If you do not have access to a printer and would like a hard copy of the work pack, please email Melissa in our office at Melissa.devries@education.wa.edu.au with your child's name, year level and class and we will print it for you. Packs will be available for collection the next school day from a table outside the school office. Please take the pack with your child's name. These packs will not be marked or assessed by the teachers.

*If you require support to access CONNECT please email your child's teacher or contact Leanne Santaromita at Leanne.santaromita@education.wa.edu.au

Medication

If we have your child's medication at school and you require it whilst your child is at home please email Chelsea at Chelsea.regan2@education.wa.edu.au and she will organise a suitable time for you to come and pick it up.

Support

Learn the facts

Constant media coverage about the Coronavirus can keep us in a heightened state of anxiety. Try to limit related media exposure and instead seek out factual information from reliable sources such as the Australian Government's health alert or other trusted organisations such as the World Health Organisation.

Keep things in perspective

When we are stressed it is easy to see things as worse than they really are. Rather than imagining the worst-case scenario and worrying about it, ask yourself:

- *Am I getting ahead of myself, assuming something bad will happen when I really don't know the outcome?*
Remind yourself that the actual number of confirmed cases of Coronavirus in Australia is relatively low.
- *Am I overestimating how bad the consequences will be?*
Remember, illness due to Coronavirus infection is usually mild and most people recover without needing specialised treatment.
- *Am I underestimating my ability to cope?*
Sometimes thinking about how you would cope, even if the worst were to happen, can help you put things into perspective.

Take reasonable precautions

Being proactive by following basic hygiene principles can keep your anxiety at bay. The World Health Organization recommends a number of protective measures against the Coronavirus, including to:

- wash your hands frequently
- avoid touching your eyes, nose and mouth
- stay at home if you begin to feel unwell until you fully recover
- seek medical care early if you have a fever, cough or experience breathing difficulties.

Practise self-care

To help encourage a positive frame of mind, it is important to look after yourself. Everybody practises self-care differently with some examples including:

- maintaining good social connections and communicating openly with family and friends
- making time for activities and hobbies you enjoy
- keeping up a healthy lifestyle
- practising relaxation, meditation and mindfulness to give your body a chance to settle and readjust to a calm state

Tips for talking with children about Coronavirus

Children will inevitably pick up on the concerns and anxiety of others, whether this be through listening and observing what is happening at home or at school. It is important that they can speak to you about their own concerns.

Answer their questions

Do not be afraid to talk about the Coronavirus with children. Given the extensive media coverage, it is not surprising that some children are aware of the virus. Providing opportunities to answer their questions in an honest and age-appropriate way can help reduce any anxiety they may be experiencing.

You can do this by:

- speaking to them about Coronavirus in a calm manner
- asking them what they already know about the virus so you can clarify any misunderstandings they may have
- letting them know that it is normal to experience some anxiety when new and stressful situations arise
- giving them a sense of control by explaining what they can do to stay safe (e.g., wash their hands regularly, stay away from people who are coughing or sneezing)
- not overwhelming them with unnecessary information (e.g., death rates) as this can increase their anxiety
- reassuring them that Coronavirus is less common and severe in children compared to adults
- allowing regular contact (e.g., by phone) with people they may worry about, such as grandparents, to reassure them that they are okay

Talk about how they are feeling

- Explain to your child that it is normal to feel worried about getting sick
- Listen to your child's concerns and reassure them that you are there to help them with whatever may arise in the future
- It is important to model calmness when discussing the Coronavirus with children and not alarm them with any concerns you may have about it
- Children will look to you for cues on how to manage their own worries, so it is important to stay calm and manage your own anxieties before bringing up the subject with them and answering their questions

Limit media exposure

It is important to monitor children's exposure to media reports about the Coronavirus as frequent exposure can increase their level of fear and anxiety. Try to be with your child when they are watching, listening or reading the news so you are able to address any questions or concerns they may have.

Seek additional support when needed

Free counselling services available include:

Students

Kids Helpline - 1800 55 1800

Parents and Carers

Lifeline - 13 11 14

Professional support

If you feel that the stress or anxiety you or your child experience as a result of the Coronavirus is impacting on everyday life, a psychologist may be able to help.

There are number of ways to access a psychologist. You can:

- use the Australia-wide 'Find a Psychologist' service gofindapsychologist.com.au or call 1800 333 497
- ask your GP or another health professional to refer you

Taken from the Australian Psychological Society
"Tips for coping with Coronavirus anxiety".
psychology.org.au