



Covid Safe Directives

Version D22/07

[Updated: 17 November 2022]

Health and safety measures will be regularly reviewed in line with the updated advice from the Department of Health and Independent Schools Victoria. All staff, parents and carers are required to read and implement the content of this Directive for their safety and the safety of others.

Student Attendance

All students are expected to attend onsite. Parent preference is not an approved reason for students to be absent due to COVID-19.

Students who are required to isolate should be supported in the same way as students with an extended absence due to illness or injury, with learning materials provided to support their continued learning through **Schoolbox** and the **Weekly Work Schedule**.

Online Classes for Students Enrolled in VCE Units 1-4 While in Mandatory Isolation

A student who is in isolation and is enrolled in a Unit 1, 2, 3 or 4 subject will be permitted to join live-streamed classes for these units remotely, if the student is well enough to participate. This includes Year 10 students who are enrolled in the Year 10 VCE Accelerated Program. Teachers of these units are requested to run their classes in a hybrid manner via MS Teams, only if they are informed of a student in their class who is in **mandatory isolation**. No other levels / reasons are approved to run classes remotely.

Rapid Antigen Testing

Free rapid antigen tests will be made available for all staff and students in Victorian schools for term 3 and 4.

Testing schedule

Category	Rapid antigen testing schedule
Primary and secondary school students	Mondays and Wednesdays
School staff	Mondays and Wednesdays before 6:30am (including part-timers)

Reporting a positive test result

Students and staff will do the tests at home and must report any positive test results to their school and to the Department of Health.

Positive Case Isolation Requirement as per School Policy

Students

As per the school's policy, a student who tests positive must isolate for a minimum period of 5 days. If they are asymptomatic on day 6, they may return to school, otherwise they should remain at home until symptoms are resolved.

Parents of students who are symptomatic will be asked to collect their child from school and to keep them home until they are no longer symptomatic.

Protocol for Student Isolation During Exam Week Only

The only exception to the isolation requirement is during the Secondary Examination Week between Monday 5 December – Thursday 8 December. If a secondary student is well enough to attempt an exam, they will be permitted to attend school during Exam Week only as per the following conditions:

1. The parent must contact the reception in advance alerting them that their positive child will be attending the exam.
2. The student will be placed in a sperate venue to complete the exam and will not be permitted to leave the venue until they are picked up.
3. Wear a K95 facemask while on school premises.
4. The student must be picked up soon after the final exam of the day is completed.

Staff

A staff member who tests positive must isolate for 5 days. However, if the staff member is asymptomatic and is fit to work, they may attend to school provided the following conditions are adhered to:

1. Inform the Case Officer on the day they test positive.
2. Wear a K95 facemask on school premises during teaching and non-teaching periods for a minimum period of 5 days from the date they tested positive.
3. Always maintain physical distance between students and staff.
4. Avoid public spaces, including staff tea rooms, PDs / meetings, the mosque, etc.
5. Refrain from attending school from the onset of symptoms.

Contact details to report a positive rapid antigen test result

School Contact Details	Department of Health
<ul style="list-style-type: none">▪ Students (or their parents) must report a positive result to their school, either by:<ul style="list-style-type: none">- calling the school's covid hotline during working hours on: 0401 302 216, or	<p>If staff or students receive a positive test result at any time, they must report this through the Department of Health system via the COVID-19 Positive Rapid Antigen Test Self-Reporting Form</p> <p>or</p> <p>via the Department of Health coronavirus hotline at 1800 675 398.</p>

- sending an SMS stating the child's name, class, and date of positive result to the above hotline.

This is necessary so the school can support them, record that they will be absent while in the 5 days isolation and for other students and staff to monitor for symptoms.

- **Staff** must report a positive result to the school's Case Officer on the day they receive a positive test result by emailing the Case Officer directly their name and date they tested positive.

All students and staff who return a positive result from a rapid antigen test should also follow the latest advice at <https://www.coronavirus.vic.gov.au/rapid-antigen-tests>.

Information about how to do a test, including a how-to video translated into 33 languages, is [available online](#).

Management of Suspected Cases of Covid-19 in Schools

A 'suspected' or 'symptomatic' case means a person who displays any [COVID-19 symptoms](#).

The staff member or student who is symptomatic will be asked to undergo testing for COVID-19. Parents of students who are symptomatic will be asked to collect their child from school and to keep them home until they are no longer symptomatic.

A staff member who tests positive will be asked to return home immediately.

Isolation Room

An ill student must be sent to the Isolation Room immediately, excluding those with physical wounds, etc. **The staff member who observes an ill student or is informed by a student about their symptoms must contact the school nurse to accompany the student to the Isolation Room and to contact their parent for pick up.** If the nurse is not available, the staff member attending to the ill student must observe all PPE protocols.

Please refer to **Key Protocols for Isolation Venue** displayed in the Isolation Room which sets out actions required to safely isolate individuals prior to being collected and returning home.

If a staff member is ill and needs to be picked up, they must be isolated as per the same isolation protocols outlined above, otherwise the staff member must leave immediately and inform the Daily Organiser.

Management of Confirmed Cases at School

Updated approach to managing a confirmed case of COVID-19 in schools

Students

1. Parents/carers should complete the : [COVID-19 Positive Rapid Antigen Test Self-Reporting Form](#) if a student tests positive to COVID-19 (via a PCR or rapid antigen test).
2. Students who report a positive result must isolate for 5 days and not attend school during that period.

Staff

Staff must report the result of a positive test to the Case Officer and must isolate for five days and not attend school during that period. However, if the staff member is asymptomatic and is fit to work, they may attend school provided the stipulated conditions are adhered to.

Examples of Scenarios		
Scenario	Required actions for the student/family / staff	Required actions for the school
A student tests positive to COVID-19, either through RA test or PCR test	<ol style="list-style-type: none">1. Isolate at home for a minimum of 5 days (inclusive of weekends) and do not attend school during this period.2. Inform the school, that they have tested positive to COVID-19.3. Students who leave isolation after 5 days are required to undertake rapid antigen testing in the days (min 2 days) following their isolation and test negative before attending school and to wear a mask in indoor settings and outdoors where they cannot physically distance.	<p>Staff members must report a positive test result to the Case Officer and submit a leave request. Staff members will also complete the RA Test portal if a rapid antigen test was used.</p> <p>The school will notify the relevant contacts that there has been a case at the school.</p>
A staff member tests positive to COVID-19, either through RA test or PCR test	A staff member who tests positive must isolate for 5 days. However, if the staff member is asymptomatic and is fit to work, they may attend to school provided the following conditions are adhered to:	

Examples of Scenarios		
Scenario	Required actions for the student/family / staff	Required actions for the school
	<ol style="list-style-type: none"> 1. inform the Case Officer on the day they test positive; 2. wear a K95 facemask on school premises during teaching and non-teaching periods for a minimum period of 5 days from the date they tested positive; 3. always maintain physical distance between students and staff; 4. avoid public spaces, including staff tea rooms, PDs / meetings, the mosque, etc. and 5. refrain from attending school from the onset of symptoms. 	
<p>A student or staff member is a household contact or house-like contact*.</p> <p><i>You have spent more than four hours with someone who has COVID-19 inside a house, accommodation, or care facility.</i></p> <p><i>Contact at school is not included in this definition, unless contact has occurred in a school-based residential setting, e.g. school camp or boarding school.</i></p>	<ul style="list-style-type: none"> • Undertake daily rapid antigen testing 5 times within the 7 days; <p>They are recommended to avoid interaction with people at higher risk of severe disease from COVID-19.</p>	No further action.
A student or staff member has been in contact with a case of COVID-19, including at school or at work.	<p>If asymptomatic, students and staff should continue to attend school and monitor for symptoms.</p> <p>If symptomatic, students/staff must stay/return home, take a rapid antigen test, or get a PCR test if a rapid antigen testing kit unavailable.</p>	No further action.

Examples of Scenarios		
Scenario	Required actions for the student/family / staff	Required actions for the school
	On receipt of a negative test result, and if well enough, the student/staff member can return to school.	

Visitor Access

- Visitors to the school premises are permitted on a needs basis and must comply with all relevant policies. Wearing a face mask is strongly recommended.
- All visitors **MUST** register using the school's visitor's registry.
- Visitors to the school grounds must maintain physical distancing as far as practicable.
- Visitors must refrain entering the school buildings or attending school events if they are unwell.

Face Masks

In accordance with our school's risk management plan and as per the recommendation received from the Department of Health, staff and students who wish to wear a face mask will be supported to do so, and schools should continue to make face masks available for staff, students and visitors.

The Department of Health recommends that masks should be worn by a person who is a close contact of someone who has tested positive for COVID-19 when leaving home.

Additionally, the Department of Health recommends that masks should be worn by a person who has COVID-19 for 10 days after a positive test when they need to leave home.

Infection prevention and control

- All staff, students and visitors to schools should practise good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students where required.
- Staff will be required to complete online eLearning modules relevant to infection prevention and control.

Air Purifiers

All classrooms have been fitted with air-purifiers.

Form teachers are responsible to:

- switch the air-purifiers on in the morning during form time; and
- open the windows of the classroom.

The last period teacher is responsible to switch the purifiers off after student dismissal and close the windows.

For information about maximising ventilation in schools, including the appropriate use and placement of air purifiers, please see the Department's Ventilation and Air Purification policy and the How to use an air purifier fact sheet.

Hand Hygiene

- Hand sanitisers are located around the school buildings for the easy access of students and staff.
- Posters have been placed around the school reminding students and staff of recommended hygiene practices.
- Sharing of food is not permitted.