



Melbourne Montessori School

Protocols for Coronavirus Supervision in Cycle 1

General Overview

- All unwell adults and students must stay at home and not attend any campus
- Anyone who becomes unwell at School needs to return home
- All staff and children will have their temperature taken on arrival
- No-one will be allowed on campus other than those supporting essential service operations. No parent, grandparent, carer or visitor can come onto the MMS campus
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers)
- All children and young people with a health care plan should ensure that this is up-to-date and that, if required, it provides additional advice on monitoring and identification of the unwell child in the context of the COVID-19 pandemic
- Coughs and sneezes need to be covered with the elbow or a tissue and place used tissues straight into the bin
- Children and adults will be reminded to avoid touching eyes, nose and mouth
- Regular washing of hands will be required with soap and water for 20 seconds ([see video](#)) or using hand sanitiser, initially when entering School, and then at regular intervals throughout the day as it is seen as one of the best ways to prevent infection.

Social distancing in an early childhood setting

These guidelines recognise that the general advice for the Victorian public to maintain a physical distance of 1.5 metres from others will not always be practical in education settings, notably settings that work with younger children.

The following actions have been agreed by the Department of Health and Human Services (DHHS) and aligns with Physical distancing and other transmission reduction measures - coronavirus (COVID-19)

- Staff and children should be encouraged to keep as much distance as possible and developmentally appropriate between each other. This includes when they are eating, noting that some children will require assistance with feeding.

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- It is desirable that group sizes are configured to enable four square metres of space for each educator and child in the room, noting that children and educators will move freely around this space. (For example, in a room of 100 square metres, it is recommended there are not more than 25 children and educators in total.)

Arrival

- The **entrance gate, Reception door, Hall doors** will all be propped open + **classroom door** will be propped open while children arrive or depart
- Supervisor needs to wear gloves and maintain social-distancing from all adults
- As children arrive at School, the parent will farewell their child at the gate and an assistant will take them into the Hall (likely in groups of four or so). In the Hall, there will be a table where two assistants are standing to take the temperature of each child. Government DHHS advice is that anyone reading 37.5 degrees is considered sick and must not be at School
- Supervisor to sign in child in correct sheet/classroom sign-in book for each classroom
- Another assistant will take the children in groups of four or so to the classrooms where classroom teachers will be supervising
- **The teachers will then supervise 20 second washing of hands in classrooms**

To clarify: Assistants 1 and 2 will receive at the gate and bring into the Hall, Assistants 3 and 4 will take temperatures and sign children in, Assistant 5 will walk the children to Classroom teachers who will be in the classroom supervising all children but FIRST with hand washing.

Classroom supervision and activities

- All staff and children should undertake regular hand hygiene, before and after eating, after blowing their nose, coughing, sneezing or using the toilet and before using any Montessori equipment or any other shared equipment
- Windows should be open during the day to promote air flow where possible
- The setup of the room and the placement of the activities will be considered to spread children out and limit the number of whole group activities
- Rather than having group times where everyone is sitting on the mat, informal opportunities to engage with the children/read books/do storytelling with one or two small children at a time will be organised throughout the day
- Small group play, staggered mealtimes and indoor/outdoor play opportunities will be preferred
- Reduced mixing between different age or room groups will be preferred as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on-site

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- Wherever possible (weather dependent) we will be operating an indoor/outdoor program for the full day/part of the day. This naturally provides for more space for the children and the setup of more activities for children to engage in
- Students moving to another classroom or specialist room will be reminded to keep social distancing
- PHYSICAL EDUCATION may continue, but non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment
- Students will need to bring their own personal pencil cases and writing/colouring pens etc
- Parent information sessions and interviews will meet physical distancing requirements of 1.5 metres between adults, or else be replaced with virtual alternatives

Staggered drop offs and pick-ups

These are guidelines only, as some parents will be collecting two or more children at different times or campuses.

Brighton Cycle 1

- 1st year children will arrive at 8.15am and be picked up at 12 noon
- 2nd year children will arrive at 8.30am and be picked up at 12 noon or 3pm as applicable
- Prep children will arrive at 8.45am and be picked up at 3pm

If your child is being picked up at 12 noon, the assistants will bring them to Hawthorn Road for collection. They will be spread down the pavement in sections in the following order: Katherine's class, Jenn's class, Niamh's class will be outside the new gates, then Manojini's and Amira's will be outside 737 Hawthorn Road.

If your child is being picked up at 3pm the teachers will take your children out to Hawthorn Road for collection. They will be spread down the pavement in sections in the following order: Katherine's class, Jenn's class, Niamh's class will be outside the new gates, then Manojini's and Amira's will be outside 737 Hawthorn Road.



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Windscreen notice to streamline pickup

When picking-up your child, please fix a clearly printed sign to the inside of your windscreen which says:

- surname
 - number of children
- eg. **JONES**
 Brighton x 1
 Caulfield x 1

Cleaning

Routine environmental cleaning has been extended at MMS, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.

MMS has a bulk supply of:

- Soap in all toilets
- Soap in every classroom
- Toilet paper
- Tissues for every classroom
- Disinfectant wipes in every classroom
- Hand sanitizer outside the front door
- Disinfectant for cleaning of play equipment (soccer balls/skipping ropes etc) after playtime and other shared equipment

*We have sourced the most environmentally friendly products possible as we want to keep students and the environment as safe as possible.

We will disinfect regularly (after each use or regularly throughout the day):

All door handles
Cupboard handles
Table tops
Chair backs
Light switches
Laptops, iPads, keyboards, screens, mouse
Kitchen area
Sinks, basins and toilets
Montessori equipment used by students
Photocopiers
Phones and mobile phones
Remotes
Taps

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- Clean and disinfect frequently used, high-touch surfaces such as benchtops, desks, doorknobs, taps, and hand rails at regular intervals throughout the day with a detergent solution or detergent/disinfectant wipes
- Clean and disinfect frequently used objects such as computers, photocopiers and sports equipment with detergent solution or detergent/disinfectant wipes
- Mobile phones are regularly touched and breathed on. Where mobile phones must be used, they should be cleaned regularly and not shared
- It is important to follow situationally appropriate environmental cleaning. For example, if anyone spreads droplets (by sneezing or coughing), clean surfaces with disinfectant wipes immediately
- Provide bins in every classroom for used tissues, and empty them regularly throughout the day

Disinfect after use in bubbler sink: Play equipment used outside eg soccer balls, skipping ropes etc

End of the day, Vinnie (cleaner) will disinfect:

- Big play equipment outside eg. slide, monkey bars etc
- High frequency touch points

Food, drink, snacks and lunchtimes

- Supervisors are to monitor hand washing before and after snack/lunch
- No heating of food, cooking of food, making toasties etc.
- No sharing of food, even for birthdays
- Drink bottles must be used for children's water as no bubblers will be available
- Snack and lunch times will be staggered so children are spread out
- All children need to be separated to eat their snack/lunch
- Tables need to be disinfected before the next children use any table
- Adults need to follow the same directions as above
- No person will share any crockery, cutlery, utensils, placemats etc either in classrooms or in staffrooms

First aid

- Supervisors will always wash hands with soap and water or use a hand sanitiser before and after providing first aid
- Standard precautions will be adopted when providing first aid, e.g. gloves and apron to use when dealing with blood or body fluids/substances.
- MMS policies will be followed for administering First Aid or Medication etc.
- Pink Folders, Action Plans and all emergency medication will be kept in the classrooms where the children are being supervised.

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What is a sick child or adult?

- Persistent runny nose (more than one hour)
- Upset stomach
- Sore throat (red on examination) or unusual cough
- Has vomited in the last 24 hours
- Has had diarrhoea in the last 24 hours
- Required a painkiller before attending School for a headache, sore throat, body aches and pains or fever
- All unwell students need to be collected from School within a reasonable time frame (within half an hour of being called). If this is impractical, please make arrangements with your emergency contacts so that they can collect students.

Management of an unwell child, or staff member

- Staff or children experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible
- In this situation, where staff or children are experiencing compatible symptoms with coronavirus (COVID-19), important actions to take include hand hygiene, physical distance, face mask, gloves and apron
- Supervisors will follow cleaning guidance according to the situation of the case. If a child spreads droplets (e.g. by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant
- Parents/carers of children with complex medical needs should seek medical advice from the child's medical/health practitioner to support risk assessment and informed decision making regarding the suitability of continuing education and care at this time

What if you believe you have been in contact with a suspected case of COVID-19?

- Please let us know if you have been in contact with someone who has symptoms compatible with Coronavirus (COVID-19).

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What if you believe you have been in contact with a confirmed case of COVID-19?

The Department of Education and Training has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.

- Contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case.
- Department of Health and Human Services defines 'close contact' as someone who has either:
 - had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
 - shared a closed space for more than two hours with someone who is a confirmed case.

Unless there is a student or staff member in one of the two above categories, there is no need to take further action, unless we are directed to do so by DHHS.

Face Covering

In line with the new directive from the Victorian government, from Thursday 23rd July, students and adults in the Senior School, and adults in the Junior School, need to wear a face covering when you arrive at School or leave School.

Senior School students should wear a face covering during classes onsite, but teachers are not required to. Please see the instructions for how to remove a face covering effectively at the link below.

[DHHS guidance for taking masks on and off safely](#)

References regarding face coverings:

[Updated Restrictions - July 22 2020](#)

[The Premier - Face coverings mandatory for Melbourne and Mitchell Shire](#)





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References

1. State Government - Education and Training - Health and Safety Advice

[Health and safety advice for early childhood education and care services in the context of coronavirus \(COVID-19\)](#)

2. Department of Health and Human Services

[Physical distancing and other transmission reduction measures - coronavirus \(COVID-19\)](#)

Dated July 21 2020