



Melbourne Montessori School

Protocols for Coronavirus Supervision for Cycles 2-5

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
- 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 a school 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. Physical distancing is most important between adults.

- Green dots will be spaced outside the campuses to help maintain social distancing of adults and at other locations of high use eg. sinks and photocopiers
- Mixing between different cohorts (cycles or campuses) will be reduced 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
- Mixing of staff and students between rooms will be avoided where possible

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The following recommendations have been made by the Australian Government Department of Health:

- Where possible, avoid close-proximity queuing and encourage increased space between students, for example, by placing markings on the floor
- Encourage students to maintain 1.5m distance when entering or leaving a classroom
- Cancel school excursions, assemblies and other large gatherings
- Suspend group work if the activity cannot be modified to avoid close physical proximity (1.5m)

Arrival Reception

- The **entrance gates** will be propped open, **Reception door + classroom doors** will be propped open while students arrive or depart
- Supervisors need to wear gloves and maintain social-distancing from all adults
- As students arrive at School, they will have their temperature checked in the Brighton Hall, Caulfield Reception, Oli Ryks' classroom or Belinda Rodrigues' classroom. Government DHHS advice is that anyone reading 37.5 degrees Celsius is considered sick and must not be at School. They will be put in the Sick Bay and the parent called to collect them.
- **All adults and students to undertake 20 second washing of hands on arrival**

Classroom supervision and activities

- All staff and students 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
- The setup of the room and the placement of the activities will be considered to spread students out and limit the number of whole group activities
- Students moving to another classroom or specialist room will be reminded to keep social distancing
- Wherever possible (weather dependent) we will be operating an outdoor program for the full day/ part of the day. This naturally provides for more space for the students and the setup of more activities for students to engage in
- All rooms will have a notice outside outlining the maximum number of people in that room. Eg. Cycle 5 kitchen
- Windows should be open during the day to promote air flow where possible
- Students need to be outside any room unless a staff member is present so that cleaning can be adequately maintained eg. FFW Computer Lab
- Students will need to bring their own personal pencil cases and writing/colouring pens etc
- No lockers in Senior School - Students will use their bags for the foreseeable future.



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- Travel to shops Senior School – Students will be allowed to go to the shops as long as they meet the 1.5 m requirements of social distancing and go in small groups of 2 -3 students. Cycle 4 students will be allowed during 12.15pm – 12.45pm and Cycle 5 students allowed to go from 12.45pm – 1.15pm.
- Bag areas in Junior School – children will need to be sent out to their bags in small groups so they can maintain spacing.
- ART ROOM, PERFORMING ARTS - Hand hygiene (washing of hands or hand sanitizer if soap is not available) needs to take place immediately before and after use of shared equipment. Risk can be further minimised by users of high-touch shared equipment wiping items down where appropriate, for example using a disinfectant/detergent wipe or cloth.
- The Caulfield Art Room will be accessed from the Soccer Pitch NOT past the photocopier.
- Lisa's classroom will be accessed from outside near the sandpit.
- Parent information sessions and interviews will meet physical distancing requirements of 1.5 metres between adults, or else be replaced with virtual alternatives

Playground Supervision

- Supervisors need to monitor students during non-class times to ensure they are maintaining 1.5m physical distance
- Separate lunch play times have been organised for Cycle 2 and Cycle 3 for example, which avoids overcrowding. Cycle 2 will be outside from 11.45am to 12.30pm and Cycle 3 from 12.30pm to 1.15pm. They will still have one hour playtime for lunch but some of that will be inside.
- Ensuring students wash their hands with soap and water (or apply alcohol-based hand rubs) before and after using play equipment
- PHYSICAL EDUCATION will continue, but should take place outdoors or in large gymnasiums or covered areas where physical distancing can be maintained
- Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment
- Caulfield play equipment to be put into the bubbler sink for disinfecting after use

Senior School - Drop offs and pick ups

- All students and staff will arrive at Brighton and enter via Reception so that they can go into the Hall to have their temperature taken before continuing to their class.
- They will exit at 4pm by the normal gate which will be propped open.

Senior School from Tuesday 9th June

Students will arrive at 9am for Advisory

Students will finish the day at 4pm

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Cleaning

Routine environmental cleaning has been extended, 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

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

We will disinfect regularly (after each use or hourly):

All door handles

Table tops

Light switches

Kitchen area

Montessori equipment used by students

Phones and mobile phones

Taps

Cupboard handles

Chair backs

Laptops, iPads, keyboards, screens, mouse

Sinks, basins and toilets

Photocopiers

Remotes

- 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

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Food, drink, snacks and lunchtimes

- Supervisors may need to remind students about 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 students' water as no bubblers will be available
- Snack and lunch times will be staggered so students are spread out at tables, or in the playground.
- All students need to be social distancing to eat their snack/lunch
- Tables need to be disinfected before the next students 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

The following items will have disinfectant wipes placed next to them and will need to be wiped prior to use and after use and the wipe used to open bins (which can be closed with your foot!)

- Photocopiers
- Printers
- Guillotines and other equipment in Material Making areas
- Kettles
- Coffee machines
- Refrigerators

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 students are being supervised as normal.

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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
- Fever over 37.5 degrees Celsius
- 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.
- Please let us know if you have been in contact with someone who has symptoms compatible with Coronavirus (COVID-19).

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. Australian Health Protection Principal Committee (AHPPC)

[Advice on reducing the potential risk of COVID-19 transmission in schools](#)

2. The Education State - Roadmap to return

[Roadmap to Return to on-site Teaching and Learning](#)

3. State Government - Education and Training - Return to School

[Return to School Operations Guide](#)

4. State Government - Education and Training

[Health and Safety during the staged return to on-site schooling](#)

Dated July 21 2020