



Melbourne Montessori School

STAFF RETURN TO WORK PACK

Objective

To provide all staff with some information which will allay concerns and fears associated to the return to work and the provision of face to face teaching or supervision.

Will the school provide me with a safe workplace?

In accordance to our obligations under the Occupational Health and Safety legislation, the School is legally required to provide a safe working environment and as such will strive to do so. Accordingly, issues surrounding Health and Safety, inclusive of those related to COVID-19 should be brought up in the normal manner.

DURING ONLINE WEEKS - please see ESW Protocols for students and staff on campus

Drop offs and pick ups

As part of the government recommendations to enable physical distancing in schools and immediately outside school grounds, the following arrangements will take place:

- 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.
- ESW children will arrive at 8.30am and leave at 3pm

Out of Hours School Activities

Afterschool and before school activities will not take place on either campus. Some online activities eg: Montessori Sports or Fitness with Kim may be offered online.

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DURING FACE-TO-FACE WEEKS

Staggered Start and Finish Times

As part of the government recommendations to enable physical distancing in schools and immediately outside school grounds, the following arrangements will take place:

Brighton Cycle 1 - Drop offs and pick ups

- 3 year olds will arrive at 8.15am and be picked up at 12 noon
- 4 year olds will arrive at 8.30am and be picked up at 12 noon or 2.45pm as applicable
- Prep children will arrive at 8.45am and be picked up at 3pm

Assistants are allocated to collect children from the gate in the mornings as they have done since 25 May 2020. The Teachers will be allocated to deliver children to parents at the gate for pick up.

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 front gate which will be propped open.
- Students will arrive at 9am for Advisory
- Students will finish the day at 4pm

Junior School (Caulfield Campus) - Drop offs and pick ups

- Year 1 and 2 children will arrive at 8.15am and be picked up at 3pm
- Year 3 and 4 children will arrive at 8.30am and be picked up at 3.15pm
- Year 5 and 6 children will arrive at 8.45am and be picked up at 3.30pm
- Children in Belinda Rodrigues' class will enter through the Side Gate (where there is access to the bike rack) closest to their classroom and enter via the garden and back door of their class. Belinda will take their temperature.
- Children in Oli Ryks' class will enter through the Front Gate, then the gate to their garden and enter via the garden and back door of their class. Oli will take their temperature.
- All other children will enter via Reception and have their temperature taken by two assistants and from there will go to their classrooms.
- Classes will effectively finish at 3pm as teachers will work in conjunction with a buddy in their cycle to supervise children in class and at the Front Gate. The youngest group of children ie. Year 1s, Year 3s and Year 5s respectively will wait in the front area to be picked up as usual.
- Year 2s, Year 4s and Year 6s will spread out up and down the street with supervision by teachers and Admin Staff to allow the children to be picked up by parents

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Classroom Assistants are allocated to support the arrival to school process and supervision in the classroom until the program commences at 8:45am. Classroom Teachers are allocated to support the departure process from the room or street as noted above from 3pm.

Do my hours change?

Some Classroom Assistants hours have changed, but not all. Most Classroom Assistants will work from 8am to 1:30pm each day, unless they work across fewer days of the week or there is a different arrangement in place. If hours have changed Assistants will not be available at student departure times.

Classroom Teachers hours have not changed.

Has the timetable and teaching program changed?

The teaching program will continue to be as timetabled, with the exception of an early departure for Cycle 2 and Cycle 3 timetable and altered lunchtimes. We understand that classroom routines will be slightly modified to allow children to be safely collected for pick up and cleaning to take place during the day.

Additional gate duty monitors will be assigned as well as an employee allocated to support traffic control.

Gate Duty & Traffic Support

We are aware of an increased presence outside the School gates to support the changes in drop off and limited visitor access on School grounds at both campuses.

To support this, we will allocate additional gate duty monitors as well as an employee allocated to support traffic control. The person assigned will be noted in the Duty Roster that is being prepared.

Yard duties

- 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
- Cycle 3 from 12.30pm to 1.15pm.
- Children will still have one hour playtime for lunch but some of that will be inside.
- Yard duty timetables will be issued as needed.

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Before School Care supervision – Caulfield Monday to Friday 8am-8:30am

We will provide Before School care supervision each school day as normal and the staff allocated for this supervision will be communicated in the Duty Roster (same document that Yard Duty roster will be shared).

Additional gate duty monitors will be assigned as well as an employee allocated to support traffic control.

After School Activities – Caulfield and Brighton

From 9th June until otherwise confirmed, the only After School program running at either campus is the Montessori after school program that Jip Bartels runs.

At Brighton this is Tuesdays and Thursdays 3pm-4pm

At Caulfield this is Mondays, Wednesdays and Fridays 3:30-4:30pm

GENERAL INFORMATION

Physical Distancing Staff

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.

- 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)
- 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 etc
- 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
- All rooms will have a notice outside outlining the maximum number of people in that room.
- Parent information sessions and interviews will meet physical distancing requirements of 1.5 metres between adults, or else be replaced with virtual alternatives.

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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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Cleaning protocols

MMS has a bulk supply of the following for your use:

- 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.

You will need to disinfect regularly (after each use or regularly throughout the day – approximately each hour):

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

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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

This will take you longer in any day than previously. This is understood and it is acceptable that some of your previous teaching time will be taken up with cleaning. This is still important, and we are relying on you to help keep our staff and students as safe as possible in our care.

See reference links at the end of the document.

Personal Hygiene

- 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.
- 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

See reference links at the end of the document.

Student, Staff unwell or COVID-19 case reported

The matter is reportable to necessary government departments and as such the MMS internal procedure will be as follows:

For Staff from June 9th:

- If you feel unwell at home, please follow the usual MMS relief protocol notifying absentee mobile HR (Archana Satpute) on 0490 254 546 so that leave and replacement staff can be organised
- Upon suspected or confirmed case of staff illness related to the COVID-19 symptoms, please notify HR (Jess and Archana) and Business Manager (Mario) for an alternative process to be initiated
- All unwell staff must stay at home and not attend any campus

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- Anyone who becomes unwell at School needs to return home or will be isolated in the Sick Bay and collected as soon as possible
- As per EBA, Personal Leave is available to use in case of any absences

For Students:

- Student absence related to general unwell symptoms will be communicated in normal procedures
- Students with suspected or confirmed illness related to COVID-19 symptoms – if you are informed by the parent, please report this to Business Manager immediately

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

- Immediately advise the School, get tested, stay home, do not go shopping etc and isolate until the test results are received.

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.
- Mario will 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.

See reference links at the end of the document.

Other

- We strongly encourage staff to use the COVIDSafe App and have it turned on at School.

Will there be any camps/excursions/Incursions?

None are planned in Term 3 at the moment. We are awaiting more information about Term 4.

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What is the protocol surrounding visitors and deliveries?

All visitors to the school will be required to sanitize their hands on arrival and observe social distancing protocols.

We will be requesting all deliveries to be contactless and all goods will be held in isolation for 24 hours (min) and be sprayed with disinfectant.

The location of the holding spots and cleaning protocols are still being devised.

Mental Health suggestions from our HR Dept.

We are aware that returning to campus learning is a new adjustment, and in a short timeframe of adjusting to remote learning. It has been an incredible year so far, especially Term 2, as the micro and macro levels of challenges are faced related to COVID-19. They have impacted our operations, our MMS community, our society, and the world.

If you are aware of post-traumatic growth (PTG) you may take comfort that even through/from considerable adversity can eventually experience positive change. The positive changes that result from PTG manifest in a variety of ways, including an enhanced sense of appreciation in life, a renewed feeling of personal strength, and a deeper sense of meaning both in relationships and in life in general. There are other bigger existential realizations that are core to PTG, that can be read about. But we take the opportunity to offer that things like PTG crystallizes one's sense of personal agency, making clear what we are able to control and what we cannot in a way that strengthens self-responsibility and the understanding of how our behaviour creates life consequences.

There are many ways we encourage you all to take care in these challenging times, including the following reminders:

- meditation (Loving-Kindness Meditation has great reviews)
- self-compassion
- reflect and offer suggestions how you/we/the school can support you or others
- try and sleep well
- maintain a balanced diet (lets share some recipes around of your favorite health kicks)
- Employee Assistance Program (EAP) provider is Alma Road Family Therapy, (03) 9500 2411.

The Board, management team and our colleagues are working together to find solutions to any issue that arises. As we adapt, and grow, we offer our assurance that we are here to support you all individually and as a whole school.



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Take a moment to remind yourself of Melbourne Montessori Schools values and connect to how we can nurture ourselves, indeed our students and each other <https://melbournemontessori.vic.edu.au/about-us/philosophy-of-the-school/>

Please continue to offer suggestions on how we can work with you to respond to changing times.

References:

- [Australian Health Protection Principal Committee \(AHPPC\): Advice on reducing the potential risk of COVID-19 transmission in schools](#)
- https://is.vic.edu.au/wp-content/uploads/2020/03/Roadmap-to-Return_Version19.4.docx
- <https://is.vic.edu.au/wp-content/uploads/2020/03/return-to-school-ops-guide.pdf>
- https://education.vic.gov.au/school/Pages/stagedreturn_actionsforschools.aspx#link4
- https://education.vic.gov.au/school/Pages/stagedreturn_advicetoschools.aspx#link1
- <https://education.vic.gov.au/childhood/Pages/coronavirus-advice-early-childhood.aspx>
- <https://education.vic.gov.au/about/department/Pages/coronavirus.aspx>