



## Remote Learning Daily Procedure Guidelines (Onsite Students)

### ARRIVAL

Before School 8:00am – 8:45am:

- Students can remain in the quadrangle area or move to the library. Supervision in the quadrangle will be provided from 8:30am.
- Students attending the library before school will enter via library foyer area.
- Students will be asked mandatory questions upon arrival.
- Students will use hand sanitiser provided upon entry.
- Students will be seated in Library Area 1. Maximum of 1 student per table. If Area 1 is at capacity, overflow students are seated in Library Area 2.
- At 8:40am, students are directed to Level 2 of Peter Chanel Centre (K Building – Map on next page)

Homeroom Arrival 8:45am:

- Students arrive at Level 2 of Peter Chanel Centre for Sign in (Map on next page)
- Students sign in with supervising teacher and asked mandatory questions (see next page)
- Students will be assigned a desk in K206, K207 or K204.
- After dropping belongings at their desk, students will be directed to wash hands in Wet Sanitation area (maintaining distancing measures)
- Students will then be directed to the Sanitiser station for hand sanitiser before returning to their desk and begin work for P1 – 2

### RECESS

- Students will be directed to the Wet Sanitation area to wash hands (maintaining distancing measures)
- Students will then be directed outside to Aphrasia oval, Yr 7 Basketball court area or Peter Chanel undercroft area
- Yard Duty supervisor will ensure distancing measures. Ball games will not be permitted to reduce risk of potential contamination.

### INTERNAL SUPERVISION STAFF (PERIOD 3&4)

- After recess students will wash hands in Wet Sanitation area (maintaining distancing measures)
- Students will return back to their designated desk and begin work for P3 – 4

### LUNCH

- Students will be directed to the Wet Sanitation area to wash hands (maintaining distancing measures)
- Students will then be directed outside to Aphrasia oval, Yr 7 Basketball court area or Peter Chanel undercroft area
- Yard Duty supervisor will ensure distancing measures. Ball games will not be permitted to reduce risk of potential contamination.

### INTERNAL SUPERVISION STAFF (PERIOD 5&6)

- After lunch students will wash hands in Wet Sanitation area (maintaining distancing measures)
- Students will return back to their designated desk and begin work for P5 – 6

### END OF DAY

- Students will be directed to pack belongings into personal bags and to clean their personal desk space and dismissed at 3:20pm
- Period 6 supervising teacher will sign students out. Students are able to attend the library to continue independent study until 4pm.
- Supervision will be provided in the bus set down area only.

## TOILET BREAKS

Student toilets located on Level 1 of K Building will be available. Upon return, students must attend Wet Sanitation area to wash hands. This must occur, regardless of any previous hand washing.

## OTHER INFORMATION

- Supervisors will **NOT** be insisting or monitoring that students are completing the work being provided by teachers remotely.
- Any student that is unwell, must remain at home.
- If possible, it is encouraged that you take your son's temperature before bringing him to the college.
- Students are asked to only bring what they need for the day, for example:
  - Books
  - Laptops
  - Headphones
  - Food and water (the canteen will not be open)
- Students must stay on college grounds, in the designated areas at all times.
- It is important for students to use headphones/earphones when accessing any teacher provided video content, to ensure a quiet working area for all students.
- While students can enter via all gates, they should only remain in the quadrangle area or library area before school and maintain distancing measures.
- Students will need to take belongings home, as access to lockers in various areas of the college will not be available.
- Each day, maintenance staff will wipe down and sanitise Library desks and desks in K Building.

**We thank our families for their understanding and support in ensuring the safety of all during this time.**

### **Mandatory Questions upon Student Arrival**

1. Have you undertaken international travel or been on a cruise ship in the past 14 days?
2. Have you had contact with a confirmed or suspected case of COVID-19?
3. Do you have a dry cough?
4. Do you have a sore throat?
5. Do you have any shortness of breath / wheeze?
6. Have you had a fever of 38 degrees or more in the past 48 hours?

If a student answers yes to any of these questions they will be directed to reception/first aid area. Student will be assessed and if required, parent will be called.

# COLLEGE MAP OF DESIGNATED AREAS

