

Appendix 11: CECV Return to school planning checklist

This *Return to School Planning Checklist* is provided to support transition to onsite learning in Term 2, 2020.

Immediate planning priorities

- Advise school community about return to onsite schooling and attendance expectations
- Communicate with staff about return to school date
- Ensure adequate cleaning supplies; monitor and reorder proactively
- Seek advice and assistance if unable to source adequate supplies
- Notify and support staff if they want to undertake voluntary COVID-19 testing
- Commence school planning to practise physical distancing

Student program

- Ensure students who are continuing their remote learning from home based on medical advice are supported with learning materials
- Develop onsite schooling timetable
- Continue to provide onsite remote and flexible learning programs for students where required
- Maintain student reporting requirements including attendance and student protection
- Communicate regularly with students and families
- Plan for monitoring and responding to wellbeing concerns

Staff

- Actively manage and allocate teaching and support staff (including ESOs) to support onsite and home-based learning
- Continue to promote and monitor staff wellbeing
- Support vulnerable staff working from home, (where practicable) maintaining regular communication about their wellbeing and work performed at home
- For those staff unable to work from home inform them as to their responsibilities and entitlements (ie leave)

School health and safety measures – COVID-19

- Review your school's safety management plan and contact your local diocesan education office for support
- Ensure unwell staff and students stay away from school
- Maximise fresh airflow indoors
- Use outdoor learning areas where practical depending on weather conditions
- Cancel or defer school camps and excursions
- Continue to notify any suspected or confirmed cases of COVID-19 by contacting the DHHS
- Hold meeting(s) and establish regular communication and consultation with employees. Consider technology so meetings can be held remotely

School health and safety measures – physical distancing and access

- Ensure unwell staff, students, parents and carers remain at home
- Manage access to school site by non-essential visitors and other adults, including parents and carers
- Manage access and physical distancing to school site by contractors
- Advise parents of car park, drop-off and restricted access to school
- Manage and monitor student drop-off and pick-up including supervision at key times
- Maintain physical distancing of adults, including in staff office spaces, where possible
- Display promotional materials promoting hygiene and physical distancing in appropriate locations
- Encourage staff to stagger their break and lunch times where practicable
- Minimise or rearrange gathering points
- Defer or consider using technology for school meetings and assemblies

School health and safety measures – infection control

- Provide facilities for regular handwashing and ensure that hand sanitiser is available in occupied rooms
- Ensure adequate cleaning supplies; monitor and reorder proactively
- Ensure there is no sharing of food and that food-handlers uphold the highest hygiene standards
- Ensure students do not drink directly from drinking fountains
- Prioritise increased cleaning of high-touch areas and shared equipment
- Seek advice and assistance if unable to source adequate supplies

School health and safety measures – psychological wellbeing

- Monitor mental health and wellbeing of staff & students, and ensure they are aware of the tools and supports available to them including those on the CEVN website
- Leadership to prioritise their own health and wellbeing, and access the support services as required

Access to devices

- Plan the management of loaned devices and internet access to students
- Encourage staff & students to download the Covid Safe App on their mobile phone (if they have one), keep the app open and keep their phones with them throughout the day.

School transport

- Communicate with students and families that school transport will continue with enhanced cleaning and physical distancing for adults
- Ensure students practise hand hygiene before and after catching school transport