



# Coronavirus:

## Term 2 Requirements for Tasmanian Schools

24 APRIL 2020

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As the impacts of COVID –19 continue to evolve, maintaining the health and wellbeing of our students, staff and school community remains a priority. The current situation and measures we have in place will continue to be reviewed. We know that right now the best thing we can do to support Tasmania's response to this crisis is to where possible keep our children at home and support their learning. We will focus on the next three weeks continuing as Learning at Home, noting that nationally things will be reviewed in the week of the 11 of May. Public Health will continue to provide advice and we will follow this. Supporting our Learners and our staff is our number one priority, any decisions will be made with a focus on their best interest.

## Attendance and Roll –marking

In Term 2 2020, Tasmanian state schools will have a different approach to recording student attendance.

New arrangements for recording attendance for learning at home will be in place over this period.

A [COVID – 19 Recording Student Attendance Flowchart](#) will assist with this process.

More information and Frequently Asked Questions will be available here (DoE Intranet link) from Tuesday 28 April 2020 to further support schools with the new requirements.

Supporting students to participate in learning activities and wellbeing check-ins, will help them to stay connected with friends, teachers and the school community.

As is normally the case with attendance and engagement it is critical that schools maintain contact with students and families to maintain your obligations in relation to mandatory reporting.

## Environmental Cleaning

Schools should implement the following enhanced cleaning measures:

- School cleaning should prioritise those areas in use by students and staff, with extra attention to high touch point surfaces such as door handles, light switches, desks, toilets, taps and sinks.
- Clean and disinfect frequently used objects such as computers, photocopiers and sports equipment with detergent/disinfectant wipes
- Clean and disinfect play equipment that has not been closed at the end of recess and end of the day
- Clean toilets after recess and at the end of each day
- Increase the amount of fresh air available indoors by opening windows or adjusting air conditioning

Please continue to order liquid soap and sanitiser through your normal channels. Schools that require additional cleaning supplies, soap, sanitiser, hand towel and toilet tissue should contact [procurement@education.tas.gov.au](mailto:procurement@education.tas.gov.au) or phone 61 65 6228. Facilities Services will periodically survey SBMs on schools levels of supplies.

## First Aid

It is important that first aid officers continue to provide first aid on all our sites. First aid officers must continue to adhere to first aid procedures and pay special attention to maintaining personal respiratory and hand hygiene, including handwashing before and after treatment and the use of gloves as applicable.

Once initial first aid has been provided, the unwell person should be supervised from an appropriate social distance, and, if applicable, arrangements should be made for the unwell person to be collected from the school.

All schools will be provided with a non-touch thermometer as a supporting piece of equipment for schools to use in their provision of first aid. Support and guidance on how these are to be used will be provided to schools through the School Health Nurse Program. Schools should not conduct wide-scale temperature checking of students as there is limited evidence to demonstrate the value of such checks.

Schools that are unable to source PPE supplies can contact [procurement@education.tas.gov.au](mailto:procurement@education.tas.gov.au) or phone 61 65 6228.

## Handling of materials

There are a range of actions that schools and colleges can adopt in relation to the handling of books and other materials that may come back to our schools from home. These can also be used for learning materials in the classroom. The current advice is:

- Staff and students should observe good handwashing procedures when handling items that have been received from outside the school and frequently used classroom learning materials.
- Limiting the number of people handling learning materials or items received from outside the school
- Benches / desks should be wiped down with alcohol based wipes/sprays, 2 in 1 cleaner/disinfectants or existing detergent and diluted bleach products
- Book covers should be wiped down and any soiling removed (with alcohol based wipes as above)
- Staff must not touch their face whilst processing / handling items

## Hygiene

Schools should continue to implement good hygiene practices for staff, students and visitors. Everyone must practice good hygiene to protect against infection. Good hygiene practices include:

- Students and staff who are unwell to be advised they must not attend school
- adopting strict hand washing protocols
- reminding people to use their elbow to cover their nose and mouth when they sneeze
- cleaning hard surfaces in classrooms, such as door handles, keyboards and desks.
- Cleaning high touch point surfaces
- Not sharing food or drink or personal items such as pens and pencils
- Avoid people touching their eyes, nose and mouth
- The use of PPE is not required to provide regular care for children and young people that are well, unless such precautions are usually adopted in the provision of routine care.

## Hygiene support for students

A [resource](#) has been developed to provide schools with some practical ideas for working with students learning at a school or ECIS site (including those who may require educational adjustments and/or additional health support) around hygiene. It draws on public health advice, existing DoE guidance and experience implementing good practice in schools, and includes links to additional resources. This document is an additional support – it does not

replace existing DoE procedures (eg [Administration of Student Medication Procedure](#), [Specific Health Issues, Information and Contacts Procedure](#) and [the First Aid Procedure](#)).

## IT Support for Students

With the increased focus on Learning at Home, many teachers have been required to adjust the way they teach. This has resulted in the use of technologies that, in some cases, are new and unfamiliar.

When teachers and students encounter technical issues, students can become isolated, frustrated and this can impact on their work and learning.

The teacher or school should determine when the student or their parent contacts the school if it is

- a Teaching and Learning issue eg How do I had in my assignment in Canvas – which the teacher is best placed to assist
- a student well being issue which the school is best placed to assist
- a technology issue which IT Services can assist with

In order to assist students, Information Technology Services have focused on implementing accessible, available and reliable IT Support for both teachers and students. The school's local IT support staff member will still be attending the school on their standard rostered days and can provide assistance as they normally do. If they are not rostered at your school on the day IT support is required, then below are some available options.

### Accessing Student IT Support

- [Service & Help Centre](#)
  - » Publicly available Self service via the [Self Help](#) section for guidelines, how to's and FAQ's
  - » Request local IT Support through the [Service and Help Centre portal](#) or non-urgent issues
  - » The local IT Support person can be contacted directly if urgent and when rostered on site
  - » Transfer, with handover, the call to the Learners Help Centre on 6270 5400
    - More details can be found here through the [IT Support for Students Learning at Home flowchart](#)

### Supporting students

IT Services can assist with DoE loan device technical issues, internet and applications such as Office365, Teams and Canvas issues. If the technical issue is for software purchased by the school then the school will need to assist as they normally would.

Re Student BYOT devices, IT Services can only provide general remote assistance in regards to the student connecting to the internet. ITS support staff are not allowed to remotely connect to the device. The student or their parent / carer is responsible for making sure the device is physically working correctly.

Further information will be available regarding further IT updates next week.

## Learning at Home

Our school sites remain open for those children and young people who cannot be supervised and supported to learn at home. Students may be learning on school sites or at home both online and offline.

Where students are learning at home, the parent or carer is responsible for the student's safety and wellbeing at home or elsewhere.

## Mobile Phones

The Off and Away All Day policy which requires students to have their phones off and away while at school has been well received by school communities. This policy will still continue to be implemented as planned. As we know phones are not hygienic, we touch them with our fingers and put them close to our mouths, making it even more important at this time that they are off and away.

## Relief Arrangements

To support schools with their initial response in Term 1 to the staffing challenges created by COVID-19, temporary relief arrangements were implemented. It is acknowledged that additional relief support will continue to be required and given the ongoing nature of the pandemic, revised parameters for this are currently under development. To provide greater certainty for planning and decision making it is intended that the revised arrangements will be put in place for the balance of the 2020 school year. The consultation process for this involves consideration by the Principal Advisory Group on Monday 27 April, with the intention of confirming the revised model during week 1 of term 2.

Until advised further the arrangements currently in place for utilising relief are to continue.

## Responding to a suspected or positive case

If there has been a positive COVID-19 test result in a school, a temporary school site closure will most likely occur to allow time for assessment and contact tracing. This decision will be made in consultation with Public Health. A thorough school clean will also be carried out to make the site safe for the return of students and staff.

Principals will receive direct advice and support regarding the closure process from the Director Operations, Learning Services. Materials to support principals in the event of a positive case can be found [here](#)

A range of materials have been developed to support principals manage a notification about a suspected case onsite. These materials can be found [here](#)

If someone alerts you that a staff member/student may not be complying with self-isolation or social distancing requirements, they can complete the [Reporting Non-Compliance form](#) to have their concerns investigated.

## Social Distancing

Schools should continue to implement recommended social distancing measures and good hygiene practices for staff, students and visitors. The Australian Health Protection Principal Committee has recently updated their advice to schools in this area and this has been taken into account in the updated factsheet.

Schools should undertake a range of actions to further reduce the risk of COVID-19. These should be considered in each school's context and should include:

- Avoid sharing small office spaces
- Where possible adhere to social distancing of at least 1.5 meters, including staffrooms and other shared spaces

- Staggering the school day, including recess and lunch times to enable staff and students to maintain appropriate distancing
- Maintaining smaller classes where this is operationally feasible
- Encouraging parents to keep a distance from the school wherever possible and discourage the congregation of students and families in areas around the school – particularly at the start and end of the school day. Consider using kiss and drop approaches and encourage parents and carers to contact the school via email and phone as required.
- Eliminating non-essential gatherings in the school including assemblies
- Where groups of staff are required to meet on the school site, social distancing of at least 1.5 meters should be observed
- Using technology for gatherings and staff meetings
- Re-arranging classroom furniture to leave as much space as possible between students

## Teaching and Learning

On-site classes will be available for all students attending school.

Equitable learning opportunities must be available. Teachers will consider how they can offer the same essential content for all students no matter their learning location or access to technology, making adjustments where reasonable.

Knowledge of students and prior learning will assist teachers to design learning tasks that will meet the needs of students and that can be adjusted for the mode of delivery and a home environment.

Teachers will plan engaging learning opportunities that are aligned to the relevant curriculum framework. The *Learning Area Planning Guides* and further resources are available on the Learning at home webpage on the [Teaching and Learning Centre](#) and the [Year 11-12 website](#) to support planning and assessment.

Ensure that the learning opportunities integrate a balance between online and offline learning including regular breaks throughout the day.

The following information on daily times for learning activities is a suggested guide for schools and has been communicated to parents. The durations provided refer to the time estimated for a student to undertake the activity (the lesson duration may be shorter) each day:

	English/Literacy	Maths/Numeracy	Other	Physical activity/Play
<b>Kinder</b>	Up to 2 hours per day			Regularly through day

<b>Prep-Year 2</b>	30 – 40 minutes	30 – 40 minutes		Regularly through day
<b>Year 3-6</b>	45 – 60 minutes	30 – 45 minutes	60-90 minutes	Up to 1 hour
<b>Year 7-8</b>	45 – 60 minutes	30 – 45 minutes	60 – 90 minutes	Up to 1 hour
<b>Year 9-10</b>	Up to 60 minutes	Up to 45 minutes	Up to 90 minutes	Up to 1 hour
<b>Year 11-12</b>	Approximately 4 – 5 hours per week per course / line			Up to 1 hour

Schools should decide which curriculum areas will be covered in the time for other learning areas (such as Science and HASS) for Years 3-10 students, including how often these areas should be alternated.

Schools should communicate directly with students and their parents/carers about how and when they will receive learning materials and teacher feedback. This should include clear and consistent advice about what is expected of students to complete the learning tasks – for example through a weekly schedule.

Feedback methods and monitoring of student progress for Term 2 will be adjusted by teachers to reflect the nature of learning over this time. The Department will provide further advice regarding feedback and assessment from week 3 of term.

Teaching and learning resources to assist teachers to deliver remote learning continue to be updated at the [Learning at home](#) page on the Teaching and Learning website.

The Department has also liaised with [ABC TV](#) to have weekly schedules of educational programs with learning activities linked to the Australian Curriculum, available for learners.

The Department's [Learning at Home](#) page for parents is available on the DoE public website and has additional activities and information to assist families with their child or young person at home. This includes information about Learning at Home in Term 2 that may be a useful reference for schools to support communications with families.

- [Learning at Home in Term 2 – Primary Schools](#)
- [Learning at Home in Term 2 – Combined Schools](#)
- [Learning at Home in Term 2 – Secondary Schools](#)

## Working from Home

As has been conveyed by Public Health and the Australian Health Protection Principal Committee schools are safe places for our staff and students to be. DoE staff are classified as “essential workers” as we are crucial to supporting student learning. Students continue to be front and centre of our considerations as we work through these challenging times. The flexibility that our schools and staff have demonstrated in recent times is a great example of everyone putting Learners First – Every Learner, Every Day.

From the commencement of Term 2, essential staff in schools are expected to come to work, with the exception of those who are in the vulnerable/high-risk categories. A [flowchart](#) has been developed to assist principals in assessing Working from Home requests from vulnerable staff. The [WFH Guidelines](#) have been updated, to provide greater clarification on these arrangements. In addition to this, a [WFH Vulnerable Employee Options](#) table provides suggestions on tasks that could be undertaken by a vulnerable employee required to work from home.

The [flowchart](#) for considering general working from home requests is also now available.

A [WFH Agreement Form](#) has been developed and should be completed. This will ensure that the arrangements you put in place with your staff are documented, and provide a basis on which you can review arrangements as operational needs change. All approved WFH arrangements will require a completed Agreement in addition to the [WHS&IT Checklist](#).

The [HR FAQs](#) contain a section on WFH arrangements, which provides further information on a range of scenarios. These FAQs will continue to be updated.

For further advice on WFH or other employee work-related queries, please contact the HR COVID-19 Hotline on (03) 61 65 5649 or [HRCovid-19@education.tas.gov.au](mailto:HRCovid-19@education.tas.gov.au).