



COVID-19 RESPONSE PLAN

Rationale

A site based Response Plan has been developed in the event that Allenby Gardens Primary School is notified of a positive COVID-19 case or as directed by SA Health.

Leadership Responsibilities

- Contact the Education Director ASAP.
- Act on official advice from SA Health and Department for Education.
- Adhere to step by step procedures from SA Health and/or Department for Education.
- Monitor personal mobile phone at all times.
- Inform staff of closure by SMS on their personal phone & email.
- Manage response to staff who may have had high contact with the individual.
- Contact services supporting students. (DfE/outside agencies etc)
- Monitor key access areas and direct responsible adults to student collection points.
- If notified during break times, bell sounded for students to return to classrooms.
- Ensure all staff and students have left the site eg check toilets.
- Communicate media responses as directed by SA Health or Department for Education Media Unit.
- Ensure regular communication with the community and staff during the closure.

Out of Hours

- Principal, Deputy & Early Years AP to meet on site to disseminate all messages to the community.
- Assistant Principals to contact all staff from home.

Front Office Responsibilities

- Wait for SA Health or Department for Education direction and then send required script to the school community via Seesaw, Facebook & Instagram.
- Only communicate what has been directed by Leadership (SA Health or Department for Education) to the school community.
- Contact OSHC and canteen to inform of school closure.
- Inform music tutors, external hirers, contractors and cleaners of school closure.
- Check sign in/out iPad for visitors on site and instruct them to leave the school site.
- Direct any contact from media to Leadership and do not engage in conversation.
- Place signs on building entrances regarding site closure.
- Leave site and inform Leadership via SMS.

Teacher/SSO Responsibilities

- Inform the front office immediately if a student has tested positive for COVID-19.
- Inform Leadership if they have COVID-19 or are awaiting a test result.
- Once notified by leadership via SMS/email, check in with other staff in your building via phone, ensuring everyone is informed.
- Specialist teachers return students to their classroom teacher and then report to Leadership who will delegate an alternative role.
- Students collect their school bag and go with teacher to designated pick-up area.
- Staff to wear hi-vis vest.
- Standard COVID-19 practices enforced (physical distancing, hygiene practices etc)
- Classroom teachers maintain duty of care for their students until they are collected.
- Ensure distancing of classes when waiting in their designated area.

- Monitor mobile phone and emails at all times.
- Students to be released as requested by their parents (via Seesaw)
- Send older siblings to the youngest sibling's collection point and mark on roll (not including preschool)
- Teacher to sign off each child as they are collected by parents or before students leave the site to make their own way home.
- Continually monitor Seesaw and emails to receive confirmation from parents about children arriving home safely when making their own way home.
- Inform the Principal of any students who have not arrived home safely within expected timeframes when making own way home.
- SSO team to work alongside any students who may require additional support and maintain contact with classroom teachers.
- Only communicate with families the information that has been directed by Leadership.
- Direct any contact from media to Leadership and do not engage in conversation.
- SMS the Principal when all students have been collected/left the site as directed by parents.
- Take a photo of class list/sign off sheet and SMS to the Principal.
- Gather laptop/learning materials required to be prepared for 2 weeks of remote learning.
- SMS Leadership when leaving the site.

OSHC Responsibilities

- Inform parents that OSHC is cancelled.
- Inform staff members that OSHC is cancelled.
- Inform Principal of attendance list.
- All staff to exit the site and inform Director
- OSHC Director to SMS Leadership when all staff, including self, have left site.

Parent Responsibilities – 1 hour timeframe to collect students once notified

- Inform the front office immediately if your child has tested positive to COVID-19.
- Provide correct and up to date contact information to the school.
- Only 1 parent/authorised adult to collect child or parent must advise teacher of alternative arrangements via Seesaw or consent form (eg giving permission for the child to walk home)
- Collect all children from the youngest child's collection area (preschool not included)
- If you have children in the school and preschool, collect the school children first and then go to the preschool.
- Sign out all child/ren with the youngest child's classroom teacher and leave the site immediately without contacting other adults or children.
- Do not go to the front office or enter any buildings.
- Inform the classroom teacher via Seesaw or email that their child has arrived home safely if made their own way home.
- Advise as many other families as possible as they may not have read their notifications.
- Continually monitor Seesaw & Facebook for communication updates.

Areas for student collection by parent/carer (older sibling(s) to move to youngest siblings collection point – preschool not included, collect school children first and then the preschool)

- Area 1 & 2 – table and chairs sheltered area on the edge of the oval
- Area 3 & 4 – under the verandah of JP block
- Area 5 & 6 – wizzy dizzy area
- Area 8 & 9 – outside Area 9
- Area 10 – outside Area 10
- Area 11 & 12 – out the front of the school in the games & garden area
- Area 13, 14, 15, 16 – out the front of each of their doorways
- Area 17 & 18 – between the learning hub and admin building
- Area 19 & 20 – outside the gym doorway
- Preschool – under the preschool verandah

Other information

<http://www.education.sa.gov.au/our-learning-sa> COVID-19 Hotline – 8226 2000 <https://www.covid-19.sa.gov.au/>



COVID 19 RESPONSE PLAN – CONSENT FORM – 2020

Please return to front office immediately – One (1) consent form PER child

Name of Student _____

Area _____

Youngest Sibling's Name (if applicable) _____

Youngest Sibling's Area _____

Name of Parent/Guardian _____

Parent/Guardian Contact Number _____

By returning this consent form I understand my obligations as a parent or guardian should Allenby Gardens Primary School receive a positive notification of COVID-19 or as instructed by SA Health.

I understand that I have 1 hour to collect my child/ren from when first notified via Seesaw and/or Facebook.

Should I personally not be able to collect my child I give authority for my child to: (please circle)

Walk Home

Be collected by

Address

Name

Should I be uncontactable two emergency contact people are:

1. Name _____ Phone _____

2. Name _____ Phone _____

Signed Parent/Guardian _____ Date _____