



Pandemic Management Policy and Procedures

Yeshivah – Beth Rivkah Colleges

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PURPOSE

The purpose of this document is to outline how Yeshivah – Beth Rivkah Colleges (The School) will manage the ongoing COVID-19 pandemic and continue to offer our services remotely, on site and/or a combination of both. This document covers the school's operations and education management.

The School will minimise our staff and children's exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government - Department of Health to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (child, educator, staff, parent, visitor or volunteer) that is suspected or has tested positive to having COVID-19, combined with increased hygiene and tightened entry processes.

The School will also offer remote learning to students across all ages.

We will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government, Department of Health and state Ministry of Health about COVID-19 as it becomes available. Recommendations and health measures mandated by the Health Department will be strictly adhered to at all times.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

REMOTE LEARNING

Yeshivah – Beth Rivkah Colleges is aware of the ongoing and evolving threat that COVID-19 poses to the Victorian community. We are committed to having a set of protocols in place that enable students to continue with meaningful learning for the duration of the school closure, or hybrid model of learning.

These protocols have been designed to ensure staff and students are prepared to continue with learning activities.

Broadly speaking, Yeshivah – Beth Rivkah Colleges will run scheduled classes using the MS Teams platform. The meetings can be recorded and stored for later use.

The Yeshivah – Beth Rivkah protocols for using virtual classrooms are described below.

- Yeshivah – Beth Rivkah Colleges will run online classes for the duration of a school shutdown. In the event of a hybrid learning model, online classes will continue as normal and students on site will participate in those online classes as per the same timetable as their peers at home.
- Principals and leadership teams will, with consultation, manage arrangements for teachers, education support and staff working remotely.
- Staff hours-of-work at home will include preparation and follow up of classes, as well as scheduled meetings in addition to the teaching time as per each campus' updated timetables
- Teachers will be asked to conduct their lesson online using MS Teams
- In addition to MS Teams teachers can (and are encouraged to) use other strategies such as online textbooks, previously distributed class handouts, etc. While the use of supplementary technologies is actively encouraged, teachers should not use a different program in place of MS Teams – i.e. the MS Teams portion of a lesson remains compulsory.

- Teachers will be asked to note student online attendance in SEQTA. This will constitute the roll for each lesson. Any participation reports available via the Teams software should also be saved to assist marking attendance in SEQTA.
- Teachers of subjects at all year levels and subjects are required to provide virtual lessons for each face to face timetabled lesson within the new remote learning mode. Students will be expected to complete their own work during specified allocated lessons.
- In addition to the protocols below, Yeshivah – Beth Rivkah Colleges will follow directives given by VCAA in relation to assessments and SACs etc.

The Protocols

IT staff

- IT staff will set usernames and passwords for all teaching staff and ensure that they are all able to access their MS Teams accounts.
- IT staff should be accessible via email during normal school hours to help teachers troubleshoot problems.
- IT staff will create instruction sheets for teachers to access which explain how MS Teams sessions can be recorded and loaded into the LMS.
- The MS Teams capability will be available in staff and student outlook calendars for ease of access in joining a 'meeting'.

Teachers

- Appropriate training will take place at either whole staff professional learning sessions or in smaller, targeted groups.
- It is expected that all students are shown how to access a virtual classroom. This will be completed by classroom teachers, in conjunction with the IT staff to ensure that all students are aware of how to access MS Teams. This will ensure that students feel comfortable to access the classroom, and teachers are able to use IT support to troubleshoot any potential challenges.
- Teachers are asked to make sure they:
 - ▶ have their laptops and chargers with them at home
 - ▶ have working internet and ensure they have access to all of their usual school networks from home
 - ▶ mark the attendance roll for each class. This will allow them to keep track of which students are unable to access the lessons via MS Teams. Where a student is absent from the MS Teams session, the campus will follow up as per their own protocols (unless the teacher has previously received notification from parent that student will be absent, e.g. in the case of student illness preventing them from taking part in the session).
- Where students are unable to access MS Teams lessons, teachers should make note of those students and refer them to SEQTA where all resources will be saved, or Stream for recordings of MS Teams sessions.
- It is expected that teachers are available to teach their class as per the remote learning timetable. Teachers will follow the prescriptive measures and guidelines for structuring their lessons as outlined by their relevant Heads of Teaching and Learning.
- Staff can set up MS Teams to show themselves using the laptop camera or to cast their screen and talk to a PowerPoint if they prefer, or a combination of both.
- The MS Teams session should commence at the scheduled period start time.

- Teachers should be accessible to students via email for follow-up questions during normal school hours (8:30-4:30) or as specified by their campus timetable.
- Where possible, teachers should aim to complete the same content of material that they would normally cover in face-to-face lessons. There are some examples where this will not be possible (e.g. practical classes.), or where there is a need to slow down the pace to assist students. In this case, teachers are to ensure they communicate with their relevant Head of Teaching and Learning.
- Teachers are asked to put an outline of the material being covered on SEQTA. This should cover, at a minimum the upcoming 2 weeks, or as specified by their Head of Campus.
- Teachers are reminded that during a school shutdown, they are working from home and as such are expected to be presented professionally during all MS Teams sessions.
- Should a teacher become unwell during a school shut down, they are asked to contact their relevant Head (as per prior to remote learning) to record their inability to take a MS Teams session on that day. Each campus will define their manner in which to deal with an absent teacher which may include, but not limited to: The teacher setting work and distributing to students via email/SEQTA as per a normal class, but no replacement teacher will be assigned the MS Teams session; a CRT being assigned the class; a pre-recorded lesson which allows learning to proceed in the place of a live class; or the class being rescheduled as opposed to being cancelled.

Aides

- Must ensure they have their Laptops and chargers with them at home.
- Have working internet and ensure they have access to all of their usual school networks from home.
- Aides who teach a individual students or student groups, are asked to make sure they attend the staff professional learning session to understand how to utilise MS Teams.
- It is expected that aides run learning support classes over MS Teams, however these sessions must be recorded and run with a second person logged into the class who be present at any time during the class to act a supervisor.
- Aides who don't teach a specific students or groups should be in regular contact with the classroom teachers of students they support in order to modify work in support of these students.

Student protocols

The aim of learning via a virtual classroom is to replicate the classroom experience as much as possible i.e. in general terms all normal classroom expectations apply. As such, students should sit at a desk, bench, or table. Wherever possible, students should have workbooks and other relevant stationery at hand.

- Students will have access to their daily timetable through SEQTA and are expected to be available to join MS Teams lessons for each of their scheduled classes.
- Students will be expected to have their laptops with them at home, and earphones/earbuds as appropriate.
- For students who do not have access to digital technologies at home, schools will loan existing devices.
- During these lessons, students are asked to set their microphones to silent. Teachers will advise their students how they are to ask questions during the class (e.g. chat box, using a 'raise the hand' feature or wait until the end of the class and allow for students to unmute the session).

- While accessing online lessons, students should avoid other programs and websites that will reduce their concentration. The Yeshivah – Beth Rivkah mobile phone and IT policy should also be followed during MS Teams lessons.
- If a chat box is being utilised, any questions or answers that students type into the “In Meeting Chat” should be relevant and respectful.
- Students are expected to complete class work and any homework tasks in preparation for their next timetabled class.
- Students are expected to participate in any online discussions that take place during the MS Teams meeting.
- Students are expected to dress respectfully given the MS Teams session is a part of a timetabled school day. Whilst not compulsory for students learning at home, school uniform is encouraged as studies have proven that attire impacts on the concentration/focus of a student. Any student attending school and following the YBR@Home learning program from within the school grounds must be in school uniform.

Online submission of work

Wherever possible, students should submit work as instructed within the assessment task or as directed by their campus

Parents

- The parent or carer is responsible for students’ general safety at home or elsewhere.
- Parents are asked to monitor their child’s access to MS Teams and highlight to classroom teachers or their child’s tutor if they are having trouble accessing online lessons.
- Parents should continue to access their child’s teacher(s) and/or convenor for feedback about their child’s progress.
- Parents are asked to help with the management of their child’s timetable. Parents have access to student timetables through SEQTA and are asked to ensure their child is participating in scheduled classes at the appropriate times.

Guidelines for the Use of Digital Resources

This section should be read in conjunction with the school’s mobile phone and IT policies.

Mobile Phones/devices must be on silent or off where students are studying or in the online class environment.

General Guidelines

- Online communication (through online platforms, email, social media, SMS etc.) must be done in a way that is ethical, lawful and respectful.
- Students must never photograph or record any person without their permission.
- Distribution, by forwarding, posting or sharing, of another person’s images, video and/or personal information must not occur without their permission.
- It is a criminal offence to use a mobile phone or other devices to menace, harass or offend another person. It is not a matter of the intention of the perpetrator, but the perception of the recipient as to whether something is menacing, harassing or offensive.
- If restorative action undertaken by the school is deemed ineffective, the Principal may consider it appropriate to involve Victoria Police.

Appropriate Use of Technology

- Respectful and safe use of technology is required. Students are expected to access and use technology in a manner that aligns with Yeshivah – Beth Rivkah’s commitment to respectful relationships.
- Any student who uses vulgar, derogatory, or obscene language while using any online forum or their mobile phone will face disciplinary action as sanctioned by the Principal or his delegate.
- Students may not engage in personal attacks, harass another person, or post private information about another person using any online platform and/or by SMS messages, taking/sending photos or objectionable images, and phone calls.
- Students using any online platform and/or mobile phones to bully other students will face disciplinary action as sanctioned by the Principal or his delegate.

The Principal and teachers will endeavour, with due regard to practical considerations, to:

- follow procedures for fairness and due process where there is an alleged misuse or breach of this policy including investigating any reported misuse and, where possible, accurately retracing misuse to the offender.
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff members or students.

Communication

- Staff will be given clear information about how and when they are expected to deliver their classes
- Students and parents/families will be given clear information about how and when they will receive learning materials and feedback.
- The School will communicate a schedule or calendar that shows what is expected of students in relation to the completion of learning tasks via the School App/Email or Online LMS (SEQTA).
- Students or their carers are expected to check email at least twice a day when Remote Learning is occurring.

Importantly, our steps are always in the interest of the safety and welfare of our school community and our ambition of trying to minimise / slow the spread of the virus where possible.

1. Consequently, the following services will be altered:

- ▶ All school incursions and excursions have been cancelled until further notice
- ▶ All on site co-curricular activities have been cancelled until further notice. Those activities which can be maintained in an online mode will continue
- ▶ Parent teacher meetings will now occur via phone or online meetings at a time determined by the campus

2. In order to ensure clear communication between the school at this stage:

The school will reach out to all parents via the regular school app / email and the school's Learning Management System (SEQTA):

3. If you wish to communicate or discuss any concerns with the school:

Beth Rivkah Primary: brp@ybr.vic.edu.au or 9522 8227

Beth Rivkah Secondary: brs@ybr.vic.edu.au or 9522 8242

Yeshivah Primary: yp@ybr.vic.edu.au or 9522 8220

Yeshivah Secondary: ys@ybr.vic.edu.au or 9522 8223

Phones are manned M-Th 8.30 – 4.00 and Friday 8.30 – 2.45

4. Specific queries and contacts could also be provided and directed accordingly:

A subject, assignment or resource	Student's Teacher
A technology-related problem or issue	Help desk on 02 8880 6732
A personal, academic or social-emotional issue	Campus Head of Student Wellbeing or Year Level Convenor
Other issue related to remote learning	Head of School or Teaching and Learning

5. Important links to encourage parents to stay informed via official information and avoid social media misinformation:

- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://www.health.gov.au/resources/publications/australian-health-sector-emergency-response-plan-for-novel-coronavirus-covid-19>
- <https://www.dhhs.vic.gov.au/coronavirus>
- <https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19>

ON-SITE LEARNING

On-site learning will be provided only under the conditions as currently specified by the Victorian Government as follows;

- a. Children on days when they are not able to be supervised at home and no other arrangements can be made. This will be available for children of parents who cannot work from home, and vulnerable children, including:
 - children in out-of-home care
 - children deemed by Child Protection and/or Family Services to be at risk of harm
 - children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service and children with a disability).
- b. For learning requirements that cannot be conducted via distance, and considering operational requirements set out below, small groups of VCE and VCAL students are permitted to attend school, with appropriate physical distancing and hygiene measures in place.

On-site provision

- a. On-site provision will be available, but only for students in the categories listed above, for the purpose of providing continuity of teaching, learning and support.
- b. When on-site learning is provided, hand sanitiser will be available at the entry points to classrooms and education will be provided on hand hygiene. Physical distancing will be implemented in classrooms to the extent feasible and unwell students will be excluded from attending.
- c. The learning program delivered on-site will be the same as the learning program delivered to students undertaking remote learning. Students learning on-site will be supervised by an on-site teacher but follow the teaching and learning program provided by their classroom teacher.
- d. Class sizes must be no more than a ratio of 1:10 with provisions made to ensure staff are available to assist their colleagues with breaks, relief and other support where required. This staffing ratio can include the use of appropriate support staff.
- e. The school will consult with staff to identify those willing and able to work on-site, either on an ongoing or rostered basis.
- f. When determining the working arrangements that enable the transition to flexible and remote learning, the consultative arrangements in place at each school will ensure staff are consulted on, and have input into, the ways that work may be organised and allocated.
- g. Staff who are medically vulnerable or live with a medically vulnerable person must not work on-site. Staff should seek their own medical advice to determine if they are medically vulnerable.
- h. Students attending on-site will be supervised at all times by staff with either current Victorian Institute of Teaching (VIT) registration or by Education Support Staff. All supervisors will have a Working with Children Check.
- i. To ensure consistency with physical distancing measures, students and families will not be permitted to congregate at the school gate before or after school and will be required to maintain 1.5 metres between persons as far as is practicable on entering and leaving the school grounds.

Staff access to school sites

Meetings involving school staff should be held remotely. Staff, who are on site for the specific purpose of supervising children in attendance must follow these guidelines:

- a. Avoid sharing office space.
- b. Use hygiene supplies and continue to practice good hand washing and cough-sneeze hygiene.
- c. Unwell staff members must remain or return home.
- d. Windows are open to promote air flow where possible.
- e. Physical distancing of at least 1.5 metres is followed.

Minimising the transmission of COVID-19

Yeshivah - Beth Rivkah Colleges has implemented risk management planning to identify any possible risks and hazards to our learning environment and practices. Where possible, we have eliminated or minimised these risks as is reasonably practicable.

Hygiene practices

Yeshivah – Beth Rivkah Colleges will ensure signs and posters remind employees and visitors of the risks of COVI19 and the measures that are necessary to stop its spread

including hand washing and hand rub procedures and information about COVID-19. These will also be communicated to families through email, newsletters and social media.

Alcohol-based hand sanitiser will also be available for students and adults to use. Any parent who does not wish their child to use the alcohol based sanitizer must notify the School so as alternative measures can be taken. Our Service will supply disposable tissues and have bins available with plastic liners available in several locations for disposing used items.

MEASURES TO KEEP STAFF, STUDENTS, PARENTS AND VISITORS SAFE:

Staff, families and visitors will comply with the following:

Exclusion/ Self-isolation/ Self-quarantine

- any person visiting our Service must sign in, confirming that they are well, they have not come into close contact with anyone with a positive COVID-19 in the past 14 days or travelled interstate in the past 14 days.
- effective 28 March 2020, any person entering Australia from any destination will be required to undertake 14-day quarantine at designated facilities (Australian Government)
- parents to agree to have their child's temperature taken by a staff member prior to entry to the School. Parents are to wait in their cars at the school until their child is confirmed as being able to enter the school grounds.
- parents agree to have their child excluded if their child's temperature is above 37.1°C
- any person who has been in close contact (as defined by DHHS) with someone who has a positive diagnosis must self-isolate for 14 days
- household members of a person who has a confirmed case (including children) of COVID-19 must also be isolated from the School and general public
- families must immediately advise the School if they, or anyone in their family, develops any symptoms of the virus or receives a positive result of the virus whilst in isolation
- any person (employee, enrolled child, parent, caregiver, visitor or contractor) who is displaying symptoms such as: fever, coughing, sore throat, fatigue or shortness of breath, must seek urgent medical attention to determine if they need to be tested for COVID-19 and not attend the school **under any circumstance**. They will not be allowed to return to school without medical clearance, which may be either a medical certificate or a Corona test result. This would also apply to siblings / immediate household family members, or any potential close contacts.
- Any student who begins to display any of the above symptoms will be immediately isolated and the parents / guardian contacted to collect the child. Children **MUST** be collected within a maximum of a half hour of the parent/guardian being contacted by the school. The student will not be permitted to return to school without clearance from a medical practitioner.
- Management reserves the right to request employees to self-isolate if they suspect they have come into contact with someone who has a confirmed COVID-19 infection.

Implement effective hygiene measures

The national campaign *Help Stop The Spread and Stay Healthy*, launched by the Australian Government has emphasised that effective handwashing is a vital strategy to help reduce the spread of the COVID-19 virus. Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet is recommended.

The School will ensure:

- all employees, parents, children and visitors must wash their hands with soap and water or use the alcohol-based hand sanitiser provided upon arrival to the School
- hands must be thoroughly dried using air dryers (where available), disposal paper and disposed of in the bin provided
- disposable tissues must be used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands should be washed following the use of tissues
- hands must be washed thoroughly using soap and water before and after using the toilet
- cough and sneeze etiquette must be used- cover your cough and sneeze into your elbow
- educators will wash their hands or use alcohol based sanitiser, before wearing gloves and wash their hands after wearing gloves
- educators and staff will clean and disinfect surfaces and equipment (such as toys, puzzles, outdoor toys, etc)
- equipment, resources and surfaces including high-touch surfaces- taps, door handles, light switches, and toys will be cleaned more frequently as required using detergent and water followed by disinfectant
- Students using play equipment will be required to sanitise / wash their hands prior to and immediately after using the equipment
- cleaning contractors hygienically clean the Service to ensure risk of contamination is removed as per [Environmental Cleaning and Disinfection Principles for COVID-19](#)
- Contracted cleaners will maintain a cleaning register of all surfaces and equipment cleaning that has been conducted
- washroom facilities for employees have adequate supplies of soap, toilet paper and alcohol-based sanitiser

Social distancing

Social distancing is important because COVID-19 is most likely spread from person-to-person through close contact with a person while they are infectious, close contact with a person with a confirmed infection who coughs or sneezes or from touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your nose or mouth. (source: Australian Government Department of Health. Coronavirus disease)

Social distancing does pose greater challenges for younger children and the School will implement measures to minimise the risk of exposure as reasonably practicable.

To reduce the spread of COVID-19 parents are reminded of the following:

- if your child is sick, do not send them to School
- do not visit the School if you or another family member is unwell
- sanitise your hands at regular intervals throughout the day
- avoid physical contact with other people who may be sick- such as older people and people with existing health conditions
- clean and disinfect high touch surfaces regularly (door handles, car seats, mobile phone, toys, dummies)
- promote strictest hygiene measures when preparing food at home and at the Service

To minimise the risk of exposure to COVID-19 the School will:

- only allow entry to students whose parents have completed the necessary pre-registration forms
- restrict the number of visitors to our Service (including: students, delivery of goods)
- restrict the number of family members visiting our School by imposing the following
 - parents not coming into the grounds at all – all parents are to drop off according to the directions provided to them by the school at their appropriate

- locations and are to call using mobile phone to alert the school that they have arrived and are ready to collect children
- install signage and markings on the floor near the front entry indicating a 1.5 metre mark for students/parents/families to use
 - Separate desks as much as possible to ensure 1 child per 4sqm
 - Reduce mixing of children by separating cohorts (including staggering meals and play times)
 - where possible, outdoor play will be promoted to provide children with additional personal space
 - large groups will be monitored to provide flexible learning to ensure groups are smaller in both the indoor and outdoor environment
 - increase ventilation within the School
 - avoid any situation when children are required to queue- waiting their turn to use bathroom for handwashing or toileting, waiting their turn to use a piece of equipment etc.
 - contact parents of children who have chronic medical conditions or immunosuppression as they may be at an increased risk of disease and require additional support/care
 - cancel all group outings to public places (excursions to local shops, schools, libraries, aged care facilities)
 - cancel large group celebrations