

Your essential information for the full-time return to on-campus learning

School readiness checklist

Below is a checklist and links to key resources and advice to help you deliver quality education and connect students in a safe environment.

Staffing

- All staff should be back at work except for staff in the categories defined in the AHPPC guidelines as vulnerable
- You should have heard about your allocation from the Employment Guarantee for Casual Teachers
- You can hire additional casuals if required through the normal process

Supporting collateral

- 🔗 [Return to work fact sheet](#)
- 🔗 [Employment guarantee for Casual Teachers](#)

Cleaning

- Enhanced cleaning processes will be in place on top of normal before and after school cleaning
- Schools will also receive an additional day-clean every school day
- You can discuss your local cleaning support with your asset management team

Supporting collateral

- 🔗 [Cleaning fact sheet](#)
- Contact your Asset Management team if you wish to hire additional services**

Supplies

- The first package of additional supplies including hand sanitiser and soap should now be with you
- A one-off package of PPE for your first aid room should now be with you
- Additional packages of PPE will be sent to SSPs and schools with Support Units
- How to use guides for PPE are available
- Schools are responsible for ongoing sourcing of hygiene products through EdBuy or locally using their PCards.
- If you are getting low on supplies, contact your Asset Management team or COVID-19@det.nsw.edu.au

Supporting collateral

- 🔗 [Supplies fact sheet](#)
- 🔗 [How to use supplies guide](#)
- 🔗 [Infection control posters](#)
- 🔗 [PPE Videos](#)
- 🔗 [Email COVID-19@det.nsw.edu.au for critical supplies](mailto:COVID-19@det.nsw.edu.au)

Safety & Hygiene

- Notify all incidents and injuries to the Incident Report & Support Hotline 1800 811 523
- All staff should be back at work except for vulnerable workers and approved staff
- Specialist support will be provided for any suspected or confirmed case of COVID-19
- Adults need to practice physical distancing
- Please follow existing infection control procedures
- Encourage good hygiene measures
- Make sure you have a first aid officer or first aider on site
- You should not routinely check children's temperature
- Display provided hygiene posters

Supporting collateral

- 🔗 [Physical distancing guidelines](#)
- 🔗 [Infection control fact sheets](#)
- 🔗 [Infection control posters](#)
- 🔗 [Administering medication and support to use PPE](#)
- 🔗 [First aid](#)
- 🔗 [Contacting the Health & Safety Directorate for advice and support](#)

Key messages for schools and the community

- the best outcome for students is that they are back at school
- schools continue to be safe and operations are in line with AHPPC guidelines
- all students are expected back at school unless they have a medical certificate to support their absence or they are unwell

Key resources for school operations during Term 2

- 🔗 [Return to full-time face-to-face learning guidelines](#)

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School readiness checklist

Below is a checklist and links to key resources and advice to help you deliver quality education and connect students in a safe environment.

Curriculum & Student Management

- Schools are continuing with NESA approved curriculum
- All students are expected to attend school unless they are unwell or have a medical certificate to say that they are unable to attend due to chronic or long term illness
- If a student does not attend school without a medical reason, this will be recorded as an unauthorised absence and followed up by the school in line with normal practice.
- Schools are required to provide a simplified written report to parents/carers about students' learning in Semester 1.

Supporting collateral

- [Student Attendance Policy](#)
- [Face-to-face learning guidelines](#)

What you can do

- School assemblies should not be conducted unless there is no other option to deliver critical communications. If conducted they should be short, sharp and preferably outside.
- Provide library access in a managed way ensuring supervisors/staff maintain physical distancing.
- School sporting activities will recommence in stages. In this first stage schools can recommence activities where there is no contact with others
- Schools can recommence the use of local external sporting grounds where they are available.
- Year 11 and 12 students may attend classes/ activities relating to subjects only available on other campuses

Supporting collateral

- [Canteen reopening guidelines](#)
- [COVID-19 poster placement guidelines](#)
- [Practical guide for sport](#)

What you can't do

- School incursions and excursions are on hold
- Work experience is not to occur. The department will reassess in Term 3 2020
- Students cannot attend TAFE for study but may continue to learn online
- No inter-school activities (debating, inter-school sport)
- No in-school activities requiring volunteers (e.g. SRE, reading support etc)
- No hydrotherapy pools
- No school camps

Supporting collateral

- [Face-to-face learning guidelines](#)

Help for students and for teachers

- Refer staff to EAP services including casual staff 1800 060 650
- Promote 'Being Well' for staff wellbeing support
- Report risk of significant harm concerns to the DCJ or the Departments child wellbeing unit
- If students cannot be contacted follow the normal attendance policy and processes

Supporting collateral

- [Employee Assistance Program \(EAP\)](#)
- [Being Well](#)
- [Communities and Justice or the Department's child wellbeing unit](#)
- [Student Attendance in Government School Procedures](#)

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Key resources for school operations during Term 2

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