



COVID-19 Safety Plan

Port School is dedicated to the health, safety and wellbeing of all staff, students and their families, as well as contractors, visitors and community members.

This Safety Plan follows the current Department of Education guidelines and outlines how Port School operates in a COVID-safe way. It applies to all areas of the Port School campus located at 60a/b and 62 Wheeler Road, Hamilton Hill WA 6163.

Schools in WA continue to operate under the Phase 4 Operating Guidelines and there is no health advice that prevents parents/families of students from entering school grounds, including classrooms.

Attendance Records and Visitors on Campus

- Daily attendance on campus is recorded and stored electronically for all staff and students.
- Visitors to all campus areas must register at the main school reception on arrival, logging their arrival and departure times, contact number and which department/staff member they are visiting. This applies to:
 - Parents/carers of students (does not apply to school drop-offs and pick-ups)
 - Agency representatives
 - Volunteers
 - Contractors
 - Community members
- For special and official events being held on campus (eg: NAIDOC celebrations), visitors are asked to scan in using the SafeWA App, or to sign the mandatory COVID-19 Contact Register.
- All records are maintained in accordance with relevant privacy obligations.

Physical Distancing

As per Phase 4 Operating Guidelines for schools:

- Physical distancing measures of one adult per 2 square metres and the maintenance of 1.5 metres between adults still applies, where possible. Children do not apply to this equation.
- Staff and students are advised to stay at home if they are unwell.
- Parents/carers will be contacted to collect their student from the school if they are displaying cold or flu-like symptoms and/or have an elevated temperature.

Hygiene

Good hygiene practices are promoted and maintained.

- Soap is supplied in all bathrooms and staff and students are encouraged to wash their hands with soap and water, lathering for at least 20 seconds.
- Alcohol-based hand sanitiser is located at all receptions and in all offices, classrooms and learning spaces.
- Shared devices (laptops), high-touch hard surfaces and bathrooms are regularly cleaned.
- Procedures are in place for the cleaning of school vehicles.
- Posters raising awareness of the importance of good hygiene can be clearly seen around the school.

This plan is reviewed regularly to ensure it reflects the current processes and procedures as per the WA Department of Education, as well as current legislation requirements and public health directives.