



Student Induction Booklet

Term 2, 2020

St Patrick's College Boarding



ST PATRICK'S COLLEGE
BALLARAT

Welcome Note from Director of Boarding, Mike Silcock

For over thirty years I have been involved in Boarding. In that time, I could never have envisioned what we have all experienced over the past number of weeks. I would never have imagined 'closing' Boarding. It therefore comes with great pleasure that we are now in a position to reopen Boarding, in accordance with State guidelines.

I have heard many speak of returning to 'normal'. To begin with this has been immediately criticised, believing that it would be both negligent and naïve to think that we can be ignorant of all that we have lived through in this period of COVID-19. For me, my dismissal of this notion of 'returning to normal' stems from our wish to create a new 'normal'. This will be a 'normal' where we do maintain all that made our Boarding experience what it was, but now embrace what we have learnt and worked through for the last number of weeks.

I have spoken to you all about how proud I am of our Housemasters who I believe have never known our Boarders' academic needs as they do now and I know I have never been more connected with our families and the wonderful people who support our Boarders. I am firmly committed to ensuring that this becomes part of our

new 'normal'. Lastly, our new 'normal' must be strengthened with a heightened sense of respect and trust. These have been pillars of our Boarding program for a while now, but when I consider the measures, some short term, some that will be here for a longer time, that we must adopt in our Boarders' safe return to Boarding, they will succeed or fail on our Boarders' respect for each other, for us as staff and for our broader community and a trust that must be unequivocally exist between us and our Boarders.

I know that we will all continue to grow together, journeying into this new horizon, with many unknowns, safe in the knowledge that adversity has been faced, we have all shown our capacity to adapt and demonstrated a fierce resilience.

Welcome back to you all – please read the information in this booklet carefully and do ask any questions you may have. I wish us all a safe and successful conclusion to Term (2) and positive onwards journey into Semester (2).



General Information for the Reopening of Boarding



** Please note, the COVID-19 Pandemic is a fluid and dynamic situation, requiring information to be readdressed frequently. With all the information contained in this booklet, please understand that the focus has been centred around the safety of students and staff in both the SPC and wider communities.*

Boarding Precinct Entry and Exit

Entry and exit from the Boarding Precinct will only occur via the door next to the staff office. All other doors will remain locked.

Where appropriate, this door will be chocked open to minimise the use of a shared contact point.

Upon entering and exiting the Boarding Precinct, hands must be sanitised using the sanitiser provided.

Academic Day Operations

All Boarders will follow the day-to-day running of the standard College routine. All Boarders need to attend every class.

Boarders will not be allowed to return to the Boarding Precinct between the hours of 8.50am and 3.25pm.

Full Winter College uniform must be worn during class times and Boarders are asked to return to the Precinct each afternoon with their appropriate study material.

Leave Arrangements

All approved on-site and off-site leave is permitted between 3.35pm and 5.00pm weekdays, allowing Boarders enough time to prepare for supervised study.

Boarders must continue to abide by the established signing out procedure including speaking with a member of the Boarding Staff and documenting leave on REACH.

It is expected that all on-site and off-site leave will abide by the physical distancing requirements and the following limitations will be added to ensure we are meeting all current guidelines as set out by the Australian Health Protection Principal Committee (AHPPC):

- Any off-site leave approval must be given by a Housemaster
- Off-site essential leave includes IGA and Coles Service Station on Pleasant St ONLY
- Off-site essential leave is limited to 30 minutes
- Groups must not exceed more than two (2) Boarders for off-site essential leave
- Off-site exercise leave includes Lake Wendouree and Victoria Park
- Off-site exercise leave is limited to 60 minutes
- Groups must not exceed more than two (2) Boarders for off-site exercise leave
- Off-site weekend leave for Full Boarders will be negotiated with and approved by the Director of Boarding
- On-site leave will be approved on a case by case situation with limitations and expectations being explained at the time.
- On-site leave includes St Patrick's College ovals, the WT O'Malley Sports Centre and the weights room.

Weekend Leave

Due to the current AHPPC Policies, weekend leave for Full Boarders is limited to only returning home. Weekly Boarders are only to return home and Flexi Boarders are only to return home upon the conclusion of their flexi nights.

Boarders can leave on Friday afternoon, no earlier than 3.30pm, but will need to return by 8pm Sunday evening, in preparation for the week ahead.

Boarders not being transported to the train station by the Boarding Bus are only allowed to leave with their parents/nominated carer, who must remain in their vehicles within the Boarding Carpark.

Public Transport can be used for weekend leave; however, it is an expectation that Boarders continue to use good hygiene practices and ensure their hands are properly washed and sanitised during this time.

Upon returning from Weekend Leave, Boarders need to present to the staff office and complete the wellbeing questionnaire.

Personal Transport

Boarders who have obtained their drivers licence and completed the relevant documentation for Boarding and College records can utilise their vehicles for approved leave. As per the regular expectations, keys must be handed in to a member of the Boarding Staff upon returning from leave.

Personal vehicles will not be used throughout the week for any circumstances, unless approved, in writing, by the Director of Boarding.

Personal Hygiene – Hand Sanitiser and Precinct Signage

The Boarding Precinct will be equipped with a number of hand sanitising stations in key locations. All Boarders will be continually reminded of the need to wash their hands and sanitise on a regular basis. Additionally, the Boarding Precinct has been decorated with a number of key signs in relation to COVID-19 including hand washing, personal hygiene, cough etiquette and social distancing.

Water bottles

Bubble taps will no longer be available throughout the College campus, so all students are encouraged to bring their own water bottles to use throughout the day. It is important that these are clearly labelled, not shared amongst others and are cleaned regularly.



Revised Boarding Daily Routine

Morning

7:15am	Boarders wake up and shower.
7:45am	Breakfast begins
8:30am	Boarders ensure room is neat and tidy (<i>surfaces clear, blinds up, windows open, clothes away in wardrobes or dirty clothes bags</i>)
8:40am	Boarders to complete Health Check with Boarding Housemaster
8:45am	Boarders depart for school

Afternoon

3:25pm	Boarders return to Precinct
3:25pm	Boarders return to own rooms, change out of school uniform, ensure it is put away appropriately.
3:30pm	Free time commences
5:00pm	Boarders return to own room to commence study
5:45pm	First dinner setting commences (Group 1)
6:15pm	First dinner setting concludes and Group 1 returns to own rooms to continue study
6:30pm	Second dinner setting commences (Group 2)
7:00pm	Second dinner setting concludes and Group 2 returns to own rooms to continue study
8:00pm	Study concludes. Rooms are wiped down and inspected by Boarding Staff
8:15pm	Free time commences. No off-site leave permitted.
9:15pm	Nightly routine begins. Boarders shower and prepare for following day.
10:30pm	All lights out

Updated Procedures within the Boarding Precinct

Following is a comprehensive list of procedures that have been updated to ensure the wellbeing of all within the Boarding Precinct as well as the College and wider Communities.

It is important that Boarders and their families familiarise themselves with these changes before returning to the Precinct.

Such is their importance; each updated procedure has been allocated its own page to ensure that it is easily accessible and there is no confusion around the new expectations.

- Bathroom Procedure
- Bedroom Procedure
- Common Areas Procedures
- Servery Procedure
- Dining Room Procedure
- Kitchenette Procedure
- Laundry Procedure



Bathroom Procedure

Each Boarding Student will be supplied with a personal 'Shower Etiquette Pack' or S.E.P. This will be used to wipe down their individual shower stall and should remain in their rooms at all other times.

- Physical distancing must be adhered to as much as possible while in the bathroom areas. Please use common sense and do not enter if the space is already being used.
- Bathroom entry and exit doors are always to remain open to minimise the use shared contact points.
- Boarders are requested to utilise their assigned shower stall only.
- Boarders are required to take their dirty clothes bag into the bathroom to ensure that clothes are not left on the floor or in stalls.
- Prior to entering the shower stall, Boarders are reminded to collect their S.E.P and ensure a **wipe down*** is completed at the end of their shower.
- Boarders are reminded that they should be fully clothed when exiting the shower stall.
- Boarders must wipe down the basin after use, including the surrounding areas, especially after brushing their teeth
- Appropriate footwear must always be worn when entering and exiting the bathrooms.
- After any bathroom use, Boarders must always wash their hands and follow respectable hygiene practices and good bathroom etiquette.

*Wipe down Process

1. Wipe down tiles with pressure packs and clothes.
2. Squidgy glass doors to remove water.
3. Clean touch points (handles of taps and door) with pressure packs and clothes.
4. Clean basin floor with pressure packs and clothes.
5. Dispose of clothes in contained (w/lid) bins.
6. Leave Pressure Packs in the external shower point



Bedroom Procedure

Boarders will each be in an individual room for the duration of this phase of the of the COVID-19 pandemic. This is to ensure that Boarders not only have their own learning environment, but also to reduce the risk of possible transmissions.

- Bedroom doors must always remain open. Boarding staff will close all doors during the nightly check and reopen during wake up.
- Boarders will be asked to ensure that all dressing and changing, to the accepted degree of decency, is conducted in their allocated bathroom stall.
- Boarders will refrain from entering one another's rooms. All broader gatherings should take place in common areas.
- Boarders are to ensure their room is always neat and tidy to allow cleaners clear access. This includes all desk and floor areas, as well as their wardrobes and drawers.
- All clothes must be placed in wardrobes or drawers, not hanging on chairs, or on the floor.
- When possible, windows will be open to encourage airflow throughout the day.
- Boarders are encouraged to wipe down surface areas after use, including desks, devices and chair armrests.
- All rubbish must be disposed of immediately into corridor bins.
- Due to the sensitivity of the fire alarms, a reminder that no aerosol sprays are permitted in the Boarding Precinct. These include deodorants, sanitisers, and air fresheners.

Common Areas Procedures

Physical distancing must be respected in all Boarding Common areas.

Boarding Courtyard

- Boarders can utilise the Boarding Precinct Courtyard if physical distancing is respected.
- Boarders can use the single outdoor seats if they remain 1.5m apart.
- The outdoor couch is not to be used.
- Basketball and other games may be played if physical distancing is respected. This may mean a modification is required to the game to ensure no physical contact between players.
- Boarders must sanitise their hands when they return to the Precinct.

Loungerooms

- The lounge rooms throughout the Precinct have been set up in a manner that observes appropriate physical distancing.
- The lounges/seats are not to be moved under any circumstance.
- If all seats are taken, Boarders are asked to move to a different area.
- If there is a large number of Boarders wanting to watch TV, Boarding Staff will then allow the use of the TV in the activity area and the Dining Room if needed.
- The TV and remotes will be wiped down daily.

Activities Room

- Boarders will be able to use both the Pool Table and the Table Tennis Table as long as physical distancing measures are observed.
- After each use, Boarders are responsible for wiping down the Pool Cues, Pool Table Edges, Chalk, Table Tennis Table, Paddles and Table Tennis Balls.
- If a large number of Boarders want to utilise this area then the Boarding Staff will introduce a nightly roster to ensure everyone has an equal opportunity.



Servery Procedure

During this stage of reopening, dinner service will be conducted over two separate sittings to ensure we are abiding by physical distancing protocols. Lunch will be supplied as a take-away pack, prepared by Chartwells and collected by Boarders during breakfast service. Breakfast will continue as normal, however strict enforcement of the physical distancing protocols will be used at this time.

- Hands must be sanitised prior to entering the servery area.
- Boarders must wait on designated marked points when entering servery and will be invited in by Boarding or Chartwells Staff when appropriate.
- Current physical distancing regulations will allow three Boarders in the servery at any one time. Please use common sense when entering the servery area.
- The use of tongs, spoons and scoops when accessing items in the servery is compulsory.
- Bread must be removed from packaging with the use of tongs.
- Sauces and other condiments will be served by Chartwells or Boarding Staff as required.
- Hot meals will be pre-plated by Chartwells Staff and will be collected by Boarders from the bench areas.
- At no point, will access into the servery be allowed via the dining room door.
- Instructions given by Chartwells Staff must be acknowledged and followed immediately at all times and will be enforced by Boarding Staff
- Boarders must not enter the servery at any time, unless supervised by Boarding Staff.



Dining Room Procedure

- The dining room will now have a maximum number of occupants which will need to be observed at all times.
- Dinner service will now be spread across two sittings to ensure this number is observed.
You will be notified of which group you are in.
- There will now be a maximum of four (4) people to a table with the chairs spread evenly around. Under no circumstance are you to move these chairs or have more than 4 to a table.
- Breakfast will operate as normal. If there are too many students in the dining room then you will be asked to wait. We encourage Boarders to be mindful of the amount of time spent in the dining room so all can be served promptly.
- Lunch will now be collected each morning and had at school. No one is to return to the Boarding Precinct at lunch time. It is our intention that when all Boarders return then our lunch service will return to normal.

Kitchenette Procedure

Due to the high risk associated with the use of kitchenettes, strict adherence to the below procedure is expected. Failure to do so, will result in the immediate closure of the kitchenette. Boarding Staff will ensure that a thorough clean of this area is conducted twice a day, however, it is the responsibility of Boarders to clean up after themselves, after every use.

- Hands must be cleaned prior to and immediately after accessing the kitchenette.
- Physical distancing must be adhered to when using the kitchenette and common sense must prevail when accessing this area.
- The Kitchenette use will be restricted to that within the dining room and only after approval from Boarding Staff.
- All food and drink must be consumed within the dining room area.
- All used utensils and crockery must be directly placed in the cleaning buckets provided in the dishwashing area.
- Rubbish must be disposed of immediately in the bin provided.
- Any items that are required in the Kitchenette must be collected by Boarding Staff. Boarders are not permitted to enter the servery area unless supervised by Boarding Staff.
- The Kitchenette will only be opened between 3.25pm and 5pm and again from 8.30pm until 10pm each weekday. The Kitchenette will be opened over the weekends as needed.

Laundry Procedure

Due to the high risk associated with the use of kitchenettes, strict adherence to the below procedure is expected. Failure to do so, will result in the immediate closure of the kitchenette. Boarding Staff will ensure that a thorough clean of this area is conducted twice a day, however, it is the responsibility of Boarders to clean up after themselves, after every use.

- Your Laundry including sheets will be done once a week according to your rostered day.
- During Boarding hours the Laundry will remain locked at all times.
- Boarders who wish to use the Laundry during Boarding hours need to ask the Boarding Staff so it can be unlocked and locked following use.
- Use Gloves.
- Use of the Laundry must be completed by 10pm each night, including both the washing and drying of items.



Frequently Asked Questions

What happens if I exhibit symptoms of a cold, the flu or COVID-19?

As you can imagine, this is a primary concern for the College and our Community. If you display any symptoms associated with the above ailments, you will be sent to Health First Medical for further tests. If our GP deems your symptoms to be possible related to COVID-19, you will be quarantined initially in the Boarding Medical Bay, pending further testing. We will then follow advice from the Victorian Department of Health, in association with your parents/nominated carer, to ensure your safety.

Can I use the O'Malley Sports Centre and weights room?

Yes. While the Sports Centre and some of the weights room may be open, the times will be restricted and revised. There will also be a number of strict guidelines implemented and observed. This may also change. Information to follow.

Can I exercise?

Of course. All Boarders will be encouraged to spend time outside of the Boarding Precinct and continue with their fitness programs. On returning from exercise, Boarders are asked to immediately shower, following the bathroom procedure and then continue with any required recovery.

Can I go and visit friends at their house?

Unfortunately, not just yet. You will be able to see your friends, from a safe distance, during the day at school, however, to minimise risk, you will not be allowed to visit at their house. Leave will be restricted to off-site essential and exercise leave and parental leave.

Are the counselling services still available?

Yes. If you would like to speak with a counsellor, an appointment can be arranged.

Can I go to KFC or McDonalds?

Unfortunately no. Due to the current AHPPC guidelines, fast food restaurants are operating as drive thru or delivery only. There may be circumstances over the weekend period when delivery services may be utilised. This must be discussed and approved by Boarding Staff before ordering.

What about study?

Study will continue to operate Sunday – Thursday evenings. Study will now operate in individual rooms within the Boarding Precinct with Boarding Staff moving throughout to offer any assistance required. Times will vary slightly, due to the two dinner settings however Boarders will be informed of this when they return.

Do the same rules apply to haircuts and personal grooming?

Yes. When you return, you must have an acceptable haircut. For all classes, as per normal, you will be well-dressed and cleanly shaven.

Will there be weekend activities planned?

Yes and no. With the current restrictions still in place, weekend activities will be limited to approved areas. The safety of our Boarders is of the upmost importance so no unnecessary risks will be taken for weekend activities. As more information is released and announcements are made, this may change over the coming weeks.

Will we attend Mass on Sundays?

No. Under the current AHPPC guidelines, places of worship are limited to pre-arranged worship or small religious ceremonies of up to ten (10) people.

