



COVID-19 Safety Plan and Guidelines

Al Amanah College

**Effective October 2021
Version 3.0**

Document Control

Preparation

| Action | Name | Date |
|--------------|-------------------|-------------------------------------|
| Prepared by: | COVID Safety Team | September 2020 / July, October 2021 |
| Approved by: | School Board | September 2020 / July, October 2021 |

Version Control

| Version | Date Released | Change Notice | Pages |
|---------|---------------|--|-----------|
| 1.0 | 15/9/2020 | N/A | All |
| 2.0 | 12/7/2021 | <ul style="list-style-type: none">• Updated Guidelines• Updated resources | 3 3-13 |
| 3.0 | 18/10/021 | <ul style="list-style-type: none">• Updated Guidelines | All |

| NSW Health Updates | | | |
|---|--|--|---|
| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
| Location and General Health order Updates | <p>Communicate and ensure staff and teachers are aware of all recent updates</p> <p>Observe NSW government health advice provided at https://health.nsw.gov.au</p> | <p>All staff must monitor the NSW Health website for locations where there may have been exposure to COVID-19 and adhere to the advice as appropriate.</p> <p>All staff must inform and keep in direct contact with the School Principal about their own personal circumstances.</p> | <p>Latest News and Updates</p> <p>ClassDojo and FB posts</p> <p>Staff Memorandums from the Principal and Coordinators</p> |

| Physical Distancing | | | |
|---|---|--|--|
| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
| Location and General Health order Updates | <p>Capacity must not exceed one person per 4 square metres. For clarity, a <i>person</i> includes students and school staff.</p> <p>All staff and students are required to wear a mask indoors, unless exercising, eating and drinking and carry the mask all the time.</p> <p>Masks required indoors for Year 7 and above (unless exercising or eating).</p> <p>Masks recommended indoors and outdoors for primary students Year 3 – Year 6 (unless exercising or eating).</p> | <p>The maximum number of staff in a classroom is 1.</p> <p>Small groups of Year 12 students for classes.</p> <p>Formal examinations conducted in grand the hall.</p> <p>Staggered recess and lunch breaks, start and finish times and drop-off and pick-up points.</p> | <p>Posters positioned throughout the school</p> <p>Distanced examination seats and Teams meetings for school functions</p> |

Attendance At School

| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
|--|---|---|---|
| <p>Location and General Health order Updates</p> | <p>Staff and students should not attend work or school if unwell, even with mild symptoms of COVID-19. Any person with any COVID-19 symptoms should be sent home and should not return until they have received a negative test result and are symptom-free. In circumstances where children have other medical reasons for recurrent symptoms a letter from their GP is sufficient to negate the requirement for a negative test.</p> <p>If parents or carers believe that their child has a condition which means it's not safe for them to return to school, they will need to provide a medical certificate. In this instance schools should encourage these families to speak with their doctor or health care provider to develop an AHPPC COVID-19 Action Plan to support decision-making about their activities, including attendance at school.</p> <p>If a student is absent for more than three days without a medical certificate, this should be recorded as unexplained absence and followed up by the school.</p> <p>In line with the usual practice, whenever possible and appropriate, the school should engage with the students' parents / carers to understand their concerns about their child's medical condition and / or medical testing when it is required.</p> | <p>Teachers are to follow usual application for Leave procedure and evidence for illness</p> <p>Students are to provide medical certificates for all assessment tasks</p> <p>Parents are to explain all absences using the schools Igloo portal.</p> <p>All students should be at school on the date indicated for their year group, unless:</p> <ul style="list-style-type: none"> • they have a medical certificate which says they can't return to school due to a condition or illness • they are currently unwell • they have been asked by NSW Health to self-isolate. | <p>COVID-19 Action Plan</p> <p>ClassDojo posts</p> <p>Emails from school administration</p> |

| | | | |
|--|--|--|--|
| | <p>The principal has a discretion to accept or reject a medical certificate. The College may indicate to parents that the medical certificate will be accepted for a reasonable length of time as an explanation for absence. This period will vary depending on the medical condition referred to in the certificate and the needs of individual students.</p> <p>In order for the school to best meet a student's learning, welfare and wellbeing needs, the College may, at any time, request further and better information relating to a fresh medical diagnosis. This may involve asking parents for copies of medical specialist reports. Parents can also be asked to give consent for the school to contact a medical practitioner.</p> | <p>Close contacts who are fully vaccinated must self-isolate for 7 days (and limit their movements for the next 7 days). Close contacts who are not vaccinated must isolate for 14 days. Specific advice will be provided to individuals identified as close contacts based on their specific circumstances.</p> <p>Casual contacts need to get tested and self-isolate until they get a negative result - even if they are vaccinated.</p> <p>Anyone who has the mildest of COVID-19 symptoms must get tested immediately and self-isolate until they get a negative result - even if they're vaccinated.</p> | |
|--|--|--|--|

| Working and Learning from Home | | | |
|---|--|---|-----------|
| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
| Location and General Health order Updates | <p>All admin staff including Reception, Accounts, Science Lab Technician, Librarian, IT, School Executives, in addition to Primary School Stage Leaders, Secondary School Heads of Departments, Learning Support department, Primary School PE teacher and Maintenance staff will be required to work from school. If any of the above-mentioned staff have any health issues or any concerns, they are to contact the principal directly.</p> <p>All students should be at school on the date indicated for their year group, unless:</p> | <p>- Persons with COVID symptoms will not be permitted to attend on-site and follow the procedure.</p> <p>Where there is a case of COVID-19 in the school community, the school has established systems and protocols with NSW Health to manage and respond accordingly to keep our staff and students safe. These protocols include communication with parents or carers</p> | |

| | | | |
|--|--|---|--|
| | <ul style="list-style-type: none">• they have a medical certificate which says they can't return to school due to a condition or illness• they are currently unwell• they have been asked by NSW Health to self-isolate. | if their child has been in contact with someone who has tested positive to COVID-19 while at school or if the school becomes non-operational. | |
|--|--|---|--|

Hygiene and Cleaning

| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
|--|---|--|---|
| <p>Location and General Health order Updates</p> | <p>All staff and students should:</p> <ul style="list-style-type: none"> • Wash their hands regularly and/or use hand sanitiser throughout the day • Staff should support and encourage students to wash hands regularly • Maintain respiratory hygiene – cover a cough/sneeze and dispose of tissues • Tissues and other personal use items must be disposed of immediately into the bin • Avoid physical contact in greetings, such as shaking hands or hugging • Stay home if feeling unwell with COVID-19 symptoms and get tested. <p>Posters on personal hygiene to be displayed in schools and workplaces.</p> <p>Parents are encouraged to teach hygiene in the home and when leaving the home.</p> <p>Enhanced cleaning arrangements may remain in place such as:</p> <ul style="list-style-type: none"> • Additional cleaning time for the daily clean and major weekly disinfections • Cleaners to wipe down high touch surfaces e.g., handrails, doorknobs etc • Schools to have supplies of hygiene products available for use e.g., sanitisers for classrooms • Ensure bathrooms are well stocked with hand soap | <p>Displays around the school of hygiene and cleanliness</p> <p>Social media posts</p> | <p>Posters positioned throughout the school</p> |

| Student Health and Wellbeing | | | |
|---|---|---------|-----------|
| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
| Location and General Health order Updates | To stay COVID-19 safe, students should practice good hygiene and keep physical distancing , from other people where practicable. | | |

| Staff Health and Wellbeing | | | |
|---|---|--|-----------------------------------|
| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
| Location and General Health order Updates | <p>The PHO is clear that an education and care worker must not carry out relevant work on or after 8 November 2021 unless the worker has:</p> <ul style="list-style-type: none"> a) had 2 doses of a COVID-19 vaccine, or b) been issued with a medical contraindication certificate. <p>To stay COVID-19 safe, everyone should practice good hygiene and keep physical distancing, from other people where practicable.</p> <p>Schools may provide access to Employee Assistance Programs.</p> | Regular staff and Teams meetings for staff check ins | AIS updates and Staff Memorandums |

Parents, Staff and Visitors

| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
|--|---|---|--|
| <p>Location and General Health order Updates</p> | <p>Parents are to remain at the school gate and any pick-up or other services is completed at the school gate.</p> <p>COVID Check-in using the Service NSW QR code will remain mandatory for all workplaces.</p> <ul style="list-style-type: none"> • Staff, parents, visitors, contractors (but excluding students) will need to check-in using the QR code displayed in the office foyer or staff rooms daily. <p>All essential parents/visitors to a school site must comply with sign-in arrangements. Before signing in using the school's sign in process, the parent/visitor should review the COVID-19 requirements for parents/visitors, contractors, and service providers (as documented in the poster) and confirm agreement to the conditions</p> <p>No parent access to school office area/grounds. When students are not in lockdown:</p> <ul style="list-style-type: none"> • All students are to be dropped off in the morning and collected in afternoon from designated pickup point • All payments & enquiries can be made via telephone • Parents are more than welcome to email the school for any information or refer to the school website for the Expression of Interest Form | <p>COVID Check in posters on display at school.</p> <p>Parents and carers must follow their school's advice regarding changes to student drop off and pick up. This includes staying in the car when dropping off and picking up children if it is safe to do so.</p> <p>Adhere to mask-wearing requirements and sign in using the Service NSW QR code when entering the school (only if entry is approved by the principal).</p> | <p>ClassDojo messages</p> <p>Posters at entry points</p> <p>Parents encouraged to communicate directly with the Principal.</p> |

COVID-19 Safety Plans

| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
|--|---|---|--|
| <p>Adherence to safety plans to maintain administrative records.</p> | <p>COVID-19 Safety Plans are required for events and activities as set out in these guidelines, particularly those that involve the school community and gatherings.</p> <p>Schools must comply with the general COVID-19 requirements for school activities.</p> <p>Al Amanah College will keep a digitised record of those in attendance of any events, including a contact number. The record should also include other persons present such as staff, photographers and caterers.</p> <p>When not in lockdown, weekly in-house school sports to continue on school grounds.</p> <ul style="list-style-type: none"> • All external carnivals and visiting off school site sports venues to be postponed until further notice • All assemblies, events and excursions to be postponed until further notice. | <ul style="list-style-type: none"> - Method of collection to be communicated to all guests in advance and instructions made explicit - COVID safety officer at the entrance to ensure precautions are being taken. - A designated greeter will instruct attendees to their allocated seat. | <p>Safety plans released prior to school functions</p> |
| <p>Reporting of cases of COVID-19</p> | <p>All confirmed cases of COVID-19 in a school or school community should be reported to the AISNSW Contacts on the portal in accordance with the NSW Response protocols for the purpose of facilitating support for the school.</p> <p>Further information is available from the AISNSW Contacts on the portal</p> | <p>AISNSW will advise and support schools when contact tracing is required using formal response protocols for confirmed cases of COVID-19 where a person has been infectious while at school.</p> | |

NESA and AIS Guidelines

| COVID-19 REQUIREMENTS | CONSIDERATIONS | ACTIONS | RESOURCES |
|--|--|---|--|
| Responding to frequent updates from key organisations. | Al Amanah College will follow the recommendations of NESA NSW Health, Department of Education and AIS for students learning. | Adjusted in accordance with all government, NESA and AIS requirements | AIS Covid update (Emailed regularly by the school Principal) |