



# **COVID-19 Safety Plan and Guidelines**

## **Al Amanah College**

**Effective February 2022  
Version 5.0**

# 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"><li>• Updated Guidelines</li><li>• Updated resources</li></ul>	3 3-13
3.0	18/10/2021	<ul style="list-style-type: none"><li>• Updated Guidelines</li></ul>	All
4.0	18/1/22	<ul style="list-style-type: none"><li>• Updated Guidelines</li></ul>	All
5.0	28/02/22	<ul style="list-style-type: none"><li>• Updated Guidelines</li></ul>	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 <a href="https://health.nsw.gov.au">https://health.nsw.gov.au</a></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 limits do not apply to the school setting. However, advice is for all staff and students to maintain a reasonable and safe distance.</p> <p>All staff and students are no longer required to wear a mask indoors.</p> <p>Masks recommended indoors for all staff and secondary students.</p>	<p>Morning assemblies will be held at 8:15am daily.</p> <p>Private bus students to leave by 3:10pm.</p> <p>Secondary classes to remain in their allocated classroom for the day unless moving for elective subjects.</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 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"> <li>• they have a medical certificate which says they can't return to school due to a condition or illness</li> <li>• they are currently unwell</li> <li>• they have been asked by NSW Health to self-isolate.</li> </ul>	<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>Household contacts (both staff and students) are to complete a Rapid Antigen Test each morning before coming to school. Upon testing negative, attendance is as per usual.</p> <p>From Monday 28 February, students and staff will only need to test if they are displaying COVID-19 Symptoms.</p> <p>Staff or students who test positive are to abide by the current guidelines which is a 7-day isolation period.</p>	
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## Working and Learning from Home

COVID-19 REQUIREMENTS	CONSIDERATIONS	ACTIONS	RESOURCES
<p>Location and General Health order Updates</p>	<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> <ul style="list-style-type: none"> <li>• they have a medical certificate which says they can't return to school due to a condition or illness</li> <li>• they are currently unwell</li> <li>• they have been asked by NSW Health to self-isolate.</li> </ul>	<p>- Persons with COVID symptoms are required to take a Rapid Antigen test.</p>	

## 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"> <li>• Wash their hands regularly and/or use hand sanitiser throughout the day</li> <li>• Staff should support and encourage students to wash hands regularly</li> <li>• Maintain respiratory hygiene – cover a cough/sneeze and dispose of tissues</li> <li>• Tissues and other personal use items must be disposed of immediately into the bin</li> <li>• Avoid physical contact in greetings, such as shaking hands or hugging</li> <li>• Stay home if feeling unwell with COVID-19 symptoms and get tested.</li> </ul> <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"> <li>• Additional cleaning time for the daily clean and major weekly disinfections</li> <li>• Cleaners to wipe down high touch surfaces e.g., handrails, doorknobs etc</li> <li>• Schools to have supplies of hygiene products available for use e.g., sanitisers for classrooms</li> <li>• Ensure bathrooms are well stocked with hand soap</li> </ul>	<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 <b>physical distancing</b> , 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"> <li>a) had 2 doses of a COVID-19 vaccine, or</li> <li>b) been issued with a medical contraindication certificate.</li> </ul> <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>All essential parents/visitors to a school site must comply with the school’s procedure.</p> <p>No parent access to school office area/grounds. When students are not in lockdown:</p> <ul style="list-style-type: none"> <li>• All students are to be dropped off in the morning and collected in afternoon from designated pickup point</li> <li>• All payments &amp; enquiries can be made via telephone</li> <li>• Parents are more than welcome to email the school for any information or refer to the school website for the Expression of Interest Form</li> </ul>	<p>COVID Check in is no longer required and this will be communicated to all staff and parents.</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>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>When not in lockdown, weekly in-house school sports to continue on school grounds.</p> <ul style="list-style-type: none"> <li>• All external carnivals and visiting off school site sports venues can be held under covid safety procedures.</li> <li>• All assemblies, events and excursions can be held in person in accordance with the school's covid-19 guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>- Method of collection to be communicated to all guests in advance and instructions made explicit</li> <li>- COVID safety officer at the entrance to ensure precautions are being taken.</li> <li>- A designated greeter will instruct attendees to their allocated seat.</li> </ul>	<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)