

COVID-19 Health & Safety Protocols

Updated October 12, 2020

COVID-19 Health precautions to keep our College and wider community safe We are very fortunate to have a supportive, caring and collaborative College community who has pulled together to keep ourselves and others safe during this challenging time. As the situation continues to evolve, we continue to follow the guidelines from NSW Health. We acknowledge that the information coming from various government departments can be overwhelming, however the NSW Health restrictions still applies as previously communicated:

- stay home if you are unwell;
- get tested if you present with any symptoms;
- self-isolate for 14 days if you have been in a 'hotspot' area (See more details below);
- social distance by staying 1.5 metres apart;
- regularly wash and sanitise your hands;
- cover coughs and sneezes.

In order to make it a little easier, we would like to remind everyone of the protocols we have in place for managing COVID-19 within the College:

- **Kiss, Drop-off/ Collect and Move on** - parents and carers should not alight from vehicles or move around on any of our campuses. Where possible, children should alight from vehicles and parents should stay in their vehicle.
- Where it is necessary for safety reasons, parents should park and walk with their children to the gate, leave them safely on the curb or grass area and return to your vehicle. It is not appropriate for parents to walk with children to their classrooms or stop, speak or gather with other parents.
- If you are waiting to collect your children at the end of the school day, please remain in your car until your child is waiting to meet you. If you must alight from your vehicle, ensure that you comply with social distancing and remain at least 1.5 metres away from others.
- We are working towards reducing congestion in the College car parks and request that parents help by limiting the amount of time they spend in their vehicles at drop off and pick up times. Please consider other families who need to use the drop off/ pick up zone.
- *The only exemption* to this is **Pre-Kindergarten** drop off/ pick-up and **After School Care** collection because there is a legal requirement that parents sign their children in and out of these services. As such parents and carers of Pre-Kindergarten students and those collecting from After School Care will have to enter our campuses. On these occasions, access is limited to one adult (and any other children who need to remain with that adult for safety reasons.) We ask that those entering our campuses for this purpose limit the amount of time that they spend on campus and adhere to social distancing.
- All students will have temperature checks before classes commence until the end of Week Two, Term 4.
- All visitors/suppliers will be asked to present at Reception to be signed in, hand sanitiser used and temperature checks before entering the campus. Contractors must follow the NSW Government protocols for entering schools.

If you need to speak with your Child's teacher or another staff member, we ask that you make contact via phone or email. Parents may only enter the campus in extenuating circumstances and if permission has been sought from the Head of College or Head of Campus.

Uniform Shop orders should be placed online and either collected by your child or shipped to you at home. If it is essential that you attend the Uniform Shop with your child you are required to contact the Uniform Shop by phone or email beforehand and make an appointment. This will enable us to stagger appointments and ensure social distancing guidelines aren't breached by customers waiting to be served.

We have noted the updated guidelines from the NSW Government in relation to education and non-essential travel. We have acted and will continue to ensure that we follow these guidelines. Where changes are made we will update parents and carers.

Attendance at school:

- All Staff, Students and Parents/ Carers must familiarise themselves with and adhere to the directives and guidelines of NSW Health.
- People who may have been in contact with someone who is confirmed to have COVID-19 should self-isolate for 14 days.
- Staff and Students with ANY COVID-19 symptoms (even very mild symptoms) should not attend school or work and are not permitted to enter our campuses for any reason until they have been tested and cleared of COVID-19 and are symptom free.
- Boarding students will follow the same protocol as the rest of the College community, however on some occasions the Health Centre and Boarding staff may have to assist to facilitate travel time for parents who need to come and collect their child.
- Staff, Students and Parents/ Carers who have been in any identified COVID-19 hotspots must not enter the Scots All Saints College Campuses until 14 days after they have returned from their travel to that location. For the purpose of this protocol hotspots are defined in this link: <https://www.nsw.gov.au/covid-19/latest-news-and-updates> under the heading "Latest case locations in NSW" as listed under the sub- heading "Self-Isolate and get tested immediately if you've been to these locations".
- Any student who is currently well, has not been advised by a public health officer to self-isolate, is not awaiting a COVID-19 test result or traveled to a hot spot within the last fourteen days. should attend school as normal.

We understand that this is a difficult time but appreciate your understanding that the health and safety of our community must always come first.

Mr John Weeks

Head of College

Mrs Felicity Brown

**Senior Clinic
Nurse**