Acknowledgement

The information in this document has been adapted from information on the website of the WA Health Department.

Contact the Coronavirus Information Helpline on **13 COVID** (**13 268 43**) for more information or queries.

Introduction

Christ Church Grammar School is committed to ensuring the School is prepared to respond to any case/s of COVID-19 within its school community. The School asks that the school community to follow these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all understand and act responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

COVID-19, a new strain of coronavirus, is very infectious and spreads from person-to-person. This can happen when a person comes into contact with the respiratory secretions of an infected person, for example through coughing or sneezing. Spread of this coronavirus can also occur through touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from an infected person, and then touching your mouth or face.

To stop the spread of coronavirus, everyone must:

- practise good hygiene
- practise physical distancing
- know the limits for public gatherings
- understand how and when to self-isolate if you need to.

Due to the rapidly changing COVID-19 situation, the information in this document is susceptible to change with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

These COVID-19 procedures apply to all employees, students, families and volunteers who physically attend Christ Church Grammar School.

Testing

Staff, students and volunteers who attend Christ Church Grammar School premises are to stay at home and get tested if they feel unwell and/or are presenting mild cold/flu like symptoms.

It can be difficult to tell the difference between a respiratory illness such as COVID-19 and a respiratory illness caused by other viruses based on symptoms alone. If the staff member, student or volunteer has the following symptoms, the School requires they present for COVID-19 testing before returning to campus:

- presenting with a fever (≥37.5°C) OR a recent history of a fever (e.g. night sweats, chills) without a known source OR

- an acute respiratory infection (e.g. shortness of breath, cough, sore throat, runny nose) OR

- acute (sudden or unexplained) loss of smell or taste OR

- they have been given a Presentation for Testing Direction or a doctor's referral to be tested

Suspected COVID-19 cases are referred to as a 'suspect case' until a causative pathogen is identified through diagnostic testing (for example, nose and throat swab collection).

Staff, students, families and volunteers are required to self-isolate in their home (or other suitable accommodation) while waiting for the results of their COVID-19 testing, and inform the Principal's Office accordingly.

Once staff, students, families or volunteers receive a negative COVID-19 test result, they are to inform the Principal's Office and then they may return to normal activities.

Should you receive a positive results, you must follow the directions of the Health Department and the directions as per page 3.

Self-isolation

Self-isolation means you **must stay in your home, hotel room, or other suitable accommodation,** even if you are perfectly well with no symptoms. If you live in a unit or apartment block you must stay in your unit or apartment. **You cannot attend public places such as work, school, shopping centres, or go on a holiday**. Only people who usually live with you should be in the home. Do not see visitors.

You must stay in your place of isolation and **NOT GO OUT**, except to seek medical care. You should call ahead for advice. If you require urgent medical assistance, call 000 and let them know that you are in self-isolation due to COVID-19.

When do I need to self-isolate?

- Have been tested for COVID-19: you must self-isolate in your home (or other suitable accommodation) while you await your result. **You are not required to obtain a medical certificate;**

- Have tested positive to COVID-19: you must self-isolate until you have been told you can be released from isolation;

- Have been in close contact with a confirmed case of COVID-19: you must self-isolate for 14 days after the last contact with the confirmed case;

- Have arrived into Western Australia from interstate by air, sea, rail or road: you must self-isolate in accordance with the Controlled interstate border requirements in place at the time;

- Have arrived into Western Australia internationally by air, sea, rail or road: you must self-isolate for 14 days from the date of arrival.

What does this mean for your family or other people you live with?

Other people who live in your home do not need to self-isolate and can go about their usual activities, provided the above precautions are followed. However, if you develop symptoms and become a confirmed COVID-19 case, your

family may need to self-isolate. Your Public Health Unit will advise you.

Confirmed COVID-19 infection

Close contact with a confirmed case of COVID-19:

If a member of the School community as come into close contact with a confirmed case of COVID-19:

1. The person must immediately notify the Principal's office

2. If the person is at School, the Principal's office will notify the Health Centre to isolate the person concerned, and provide a disposable mask

3. The Principal to notify and seek guidance from the Coronavirus Information Helpline on **13 COVID** (**13 268 43**).

4. If the person is at school, ensure the person has transport to their home or to a medical facility to self-isolate for 14-days

5. The Principal to immediately notify to Chair of Council

6. In accordance with the School's Privacy Policy, the Principal to immediately notify the school community that a member of the school community has been in close contact with a confirmed case of COVID-19, and for them to monitor their health for symptoms of COVID-19

Positive COVID-19 test result/s:

1. If a member/s of the School community has tested positive to COVID-19 and has been on school grounds within the last 14 days, they must remain in their home or accommodation under mandatory isolation until Public Health officers advise that it is safe to return to normal activities

2. The person/s who has tested positive must advise the Principal's office as soon as possible

3. The Principal to notify, seek and follow guidance from the Coronavirus Information Helpline on **13 COVID** (**13 268 43**)

4. The Principal to immediately notify to Chair of Council

5. The Principal to immediately assemble the Critical Incident Team, which includes all members of the Executive Team, Director of Boarding, Nurse Manager and the Risk, Compliance and Safety Officer

6. If the Public Health Officials request for the School to close, the Principal to ensure that parents of day and boarding students are contacted to advise them to collect their child as soon as practicable and the process for doing so

7. If the School is required to close for a thorough clean to make the school safe for the return of staff and students, the Principal to request the School's Senior Facilities and Project Manager close off suspected contaminated areas until the cleaning process has been completed. The School's Senior Facilities and Project Manager to arrange for the necessary cleaning ensure PPE is used when the areas are cleaned and signage is posted to inform that the area is closed for a through clean

8. In accordance with the School's Privacy Policy, the Principal to immediately notify the school community that a member of the school community has been tested positive with COVID-19, and for them to monitor their health

for symptoms of COVID-19

9. The Principal to keep the school community updated on developments and advice from the Public Health officers including information on the use of the school pool and gymnasium

10. The Principal to consider procedures for managing staff and students currently offsite on camps or school trips/excursions

11. The Deputy Principal to organise for class lists to enable contact tracing to commence. If possible, write down where the person was seated in the classroom relative to other students.

12. If required, the Head of Senior School and Head of Prep School will liaise with teaching staff to transition to remote learning. The Heads of School to communicate with the students and their families on the move to remote learning

13. The Director of Finance to advise the support staff of the arrangements (eg key staff required at school or for all staff to work from home)

14. The Communications Team to monitor all incoming communications to ensure all queries and concerns are addressed in a timely manner