



## COVID-19 – POLICY REGARDING ENTRY TO KNOX PREMISES

### INTRODUCTION AND PURPOSE

Protecting the wellbeing of our students, staff and the wider Knox community is our priority.

The Purpose of this Policy is to help prevent infection from Covid-19 of staff, students and others from the presence on campus of persons having Covid-19.

### SCOPE AND APPLICATION

This policy is effective from 15 February 2021. It applies to all staff members, tutors, students, contractors, parents, other visitors and members of the public until further notice.

### POLICY STATEMENT:

1. Only staff members, students, and approved and authorised contractors or visitors may enter the School premises until further notice.
2. Members of the public are not permitted to enter upon or pass through the School's grounds without first gaining approval and passing through a sign in process at reception, or in the case of a sports event, a registration process; both processes involving health screening.
3. Staff members, students, and approved and authorised contractors or visitors must not enter the School premises if they:
  - a. Have tested positive to Covid-19 (until they can demonstrate that they have fully recovered and are not infectious).
  - b. Are unwell or showing symptoms – and in particular:
    - i. Have flu or cold like symptoms including a fever, sore throat, dry cough, or
    - ii. are fatigued or having difficulty breathing/experiencing shortness of breath, or
    - iii. have lost their sense of smell or taste.
  - c. Have recently had any of the symptoms noted above – until, before returning, they have provided the School with a copy of a negative test result for Covid-19 (in respect of a test undertaken after the onset of the symptoms).
  - d. Have been identified as a close contact of a confirmed case of Covid-19 (whether known to them or because they attended a close contact location or venue) until they have met the requirements of NSW Health for release from isolation: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/release-from-isolation.aspx>. including having had an initial negative test, after the time of last contact, isolated for 14 days, displayed no symptoms during that time and, tested negative on day 12 of that period and, before returning, provided the School with a copy of their negative test result for Covid-19 from the test carried out on or day 12 of the 14 day period).

- e. Have been in close contact with a suspected case of Covid-19 (until the suspected person has tested negative and a copy of the person's negative result has been sighted by and provided to the School). Household contacts are close contacts.
  - f. Have returned from overseas in the last 24 days unless they have met the requirements of NSW Health for release from isolation and the School has sighted and received a copy of their medical clearance to be released from isolation.
  - g. Within the last 14 days have been at any of the 'casual contact' venues or locations identified by NSW Health requiring testing and self-isolation until a negative test result is received, on the days and within the time periods identified/published: <https://www.nsw.gov.au/covid-19/latest-news-and-updates> until they tested negative after such casual contact, and a copy of their negative result has been sighted by and provided to the School.
  - h. Have been at any New Zealand or interstate location identified through links on the NSW Health website here: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-locations-and-alerts.aspx> unless they have met any applicable advice or requirements regarding isolation and testing.
  - i. Within the last 14 days have:
    - i. been at any of the venues or locations, or on a public transport route,
      - 1. identified by NSW Health, requiring monitoring of symptoms, on the days and within the time periods set out. See: <https://www.nsw.gov.au/covid-19/latest-news-and-updates>,
      - 2. otherwise named as a venue or premise where a person who has tested positive to Covid-19 has been, on the days and within the time periods identified/published; or
    - ii. resided, stayed overnight or worked in an area specified in a Covid-19 Concerns Notice published by NSW Health,

without first notifying the School, and receiving the School's express agreement to be on campus.
4. Other than for sports or other events, all visitors, including parents and contractors, excepting regular cleaning, catering and out of hours care service providers, must report to the main reception at each campus, (or property reception in the case of maintenance and similar contractors, boarding reception in the case of boarders or aquatic centre reception in the case of users of the swimming pool) for approval and screening purposes, before further entry and movement upon the School premises, on each occasion they attend the School. Regular service providers are required to undertake equivalent screening of their own workers.
  5. All persons attending sports or other events must enter through clearly designated entry points on the day of the event for registration/check in, screening and record keeping purposes, before further entry and movement upon the School premises, on each occasion they enter the School.
  6. Each campus is to implement screening procedures at or near the points of entry.
  7. Principal contractors are to be required to implement screening processes covering their staff and any sub-contractors consistent with the School's Policy and related procedures.
  8. Notices and signage in support of this Policy are to be placed in prominent positions outside entries and within the School grounds.

## RESPONSIBILITIES/IMPLEMENTATION

The Heads of each School/campus, or their delegate, are responsible for ensuring the effective implementation of this Policy at their respective campus.

The Media and Communications Manager is responsible for the production of Notices and Signage.

The Operational Services Manager is responsible for the placement, erection and maintenance of Notices and other signage and the arrangements made with contractors.

## RECORDS

Records of actions taken in accordance with this Policy are to be retained in accordance with the School's records management procedures.

## RELATED DOCUMENTS

- Attendance and Arrival Protocols, Guidelines, Processes and Procedures for staff, students and, as applicable, each campus
- Reception area check in and screening processes and procedures including Visitor Form and Questionnaire
- Staff Wellbeing and Safety Statement – Covid-19
- Work Health and Safety Policy

## POLICY CONTACT

**Document Owner:** Operational Services

**Responsibility:** Operational Services Manager

**Phone:** 9487 0121

## DOCUMENT INFORMATION AND CONTROL

This Policy is to be reviewed on a regular and ongoing basis.

### Version/Review History

Version:	1.2 (replacing version 1.1, published 24 July 2020)
Date of Issue:	12 February 2021
Effective Date:	15 February 2021
Prepared/Reviewed by:	Risk and Compliance Manager
Date Approved:	12 February 2021
Approved by:	Headmaster