



Staff Attendance and Arrival Guidelines during COVID-19

Purpose

The purpose of this Protocol is to seek to prevent staff having or possibly having COVID-19 from entering any areas of the School.

Scope and Application

This protocol is effective from 29 July 2020. It applies to all IGS staff until further notice is given. The Protocol applies, and is to be read, in conjunction with the IGS Campus Entry Policy during COVID-19.

Responsibilities

All staff members of International Grammar School (IGS).

Protocol

Consistent with the School's Entry Policy:

1. As a staff member, you must not enter the School premises if you:
 - a. Have been tested for COVID-19 and are awaiting results
 - b. Have tested positive to COVID-19 until you are:
 - i. assessed by a doctor to be fully recovered and not infectious and
 - ii. cleared by the doctor to return to work.
 - c. 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 your sense of smell or taste.
 - d. Have recently had any of the symptoms noted above – until you have been seen (including via video/tele health link) by a doctor and cleared by the doctor to attend the School.
 - e. Have been in close contact with a confirmed case of COVID-19 (until you have been isolated for 14 days, displayed no symptoms and returned a negative test result at the end of that period).
 - f. Have been in close contact with a suspected case of COVID-19 (unless and until the suspected person has tested negative).
 - g. Within the last 14 days, have been:
 - i. in Victoria;
 - ii. at any of the places identified by NSW Health requiring self-isolation
 - iii. at any of the venues or premises:
 - identified by NSW Health, requiring monitoring of symptoms, on the days and within the time periods set out by [NSW Health](#)
 - 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, without first notifying Staff Services and co-operating with the School in assessing and addressing risk to your own and others health and safety, which may include working from home for a period of time and/or being tested for COVID-19.



2. Each day, prior to arriving at School, or attending any school event, you are to:
 - a. assess if you have any of the following symptoms:
 - A sore throat or dry cough
 - A fever or chills
 - Shortness of breath/difficulty breathing
 - A loss of your sense of smell or taste.

3. If you are unwell or showing any of the symptoms noted above or your temperature is higher than 37.5 degrees, you are to:
 - a. Remain at home and seek medical advice.
 - b. Advise Staff Services immediately.
 - c. Stay at home and not return to work until you have consulted a doctor and been cleared to return to work.
 - d. Update Staff Services after you have consulted a doctor on the advice they provide you.
 - e. Follow the advice of your doctor.
 - f. If you are tested for COVID-19, inform Staff Services of your test result as soon as practicable after you receive it. The medical advice you receive will outline whether you can return to work or additional steps you may need to take before you return to your campus.

Assurance

By attending the School or any school event, at any location, you are providing the School with an assurance that you are not unwell or showing any of the symptoms noted above and are not excluded from entry to the School/should remain at home under the application of the School's Entry Policy and this Protocol.

Date

These Guidelines are effective from 29 July 2020.