

IGS Campus Entry Guidelines during COVID-19

Introduction and purpose

Protecting the wellbeing of our students, staff and the wider IGS 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 individuals who have COVID-19.

Scope and application

This policy is effective from 29 July 2020. 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, which involves a health screening.
3. Staff members, students, and approved and authorised contractors or visitors must not enter the School premises if they:
 - a. Have had a test for COVID-19 and are awaiting results
 - b. Have tested positive to COVID-19 (until they can demonstrate that they have fully recovered and are not infectious)
 - c. Are unwell or showing symptoms – and in particular:
 - i. i. Have flu or cold like symptoms including a fever, sore throat, dry cough, or
 - ii. ii. are fatigued or having difficulty breathing/experiencing shortness of breath,or
 - iii. iii. have lost their sense of smell or taste.
 - d. Have been in close contact with a confirmed case of COVID-19 (until they have been isolated for 14 days, displayed no symptoms and returned a negative test result at the end of that period)
 - e. Have been in close contact with a suspected case of COVID-19 (until the suspected person has tested negative)
 - f. Have been in Victoria within the last 14 days
 - g. Within the last 14 days have been at any of the venues identified by [NSW Health](#) requiring self-isolation
 - h. Within the last 14 days have been at any of the venues identified by NSW Health, requiring monitoring of symptoms, on the days and within the time periods set out by [NSW Health](#) without first notifying the School, and receiving the School's express agreement to be on campus.



4. All visitors, including parents and contractors (excepting regular cleaning, catering and out of hours care service providers) must report to the main reception (or property reception in the case of maintenance and similar contractors) for approval and screening purposes, before further entry and movement within School premises, on each occasion they attend the School. Regular service providers are required to undertake equivalent screening of their own workers.
5. 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.
6. 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 Deputy Principal Students and Campus Life and Heads of School or their delegate are responsible for ensuring the effective implementation of this Policy at IGS.

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

The Facilities and Maintenance 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 must be retained in accordance with the School's records management procedures.

Related Documents

- Attendance and Arrival Protocols, Processes and Procedures
- Reception area check in and screening processes and procedures including Visitor Form and
- Staff Wellbeing and Safety Statement – COVID-19
- Work Health and Safety Policy.

Policy Contact

Document Owner: Deputy Principal | Student and Campus Life

Responsibility: Deputy Principal | Student and Campus Life

Document Information and Control: This Policy is to be reviewed on a regular and ongoing basis.

Version/Review History

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Prepared/Reviewed by: Deputy Principal Students and Campus Life

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Approved by: Principal