



This version has significant alterations to the previous version in relation to the removal of the PHO. These alterations require the attention of staff. Some sections have been moved, other sections have been changed (highlighted blue) and sections no longer relevant have been marked as deleted,

Please contact your HR Supervisor for clarification or for further information.

PART A CONTEXT

1 RECOGNITION AND THANKS

After two years of COVID-disruption to our lives and our School community, the School acknowledges the extraordinary work of every member of staff in accommodating additional expectations and requirements and investing so heavily in our students and their families. So too, the School is thankful for our students and their families, who have been very accommodating and cooperative. Implementing these Plans requires teamwork and that is what we have seen so far and what we are confident of seeing throughout the remainder of 2022.

2 INTRODUCTION

Schools have an obligation to take all reasonably practicable steps to protect the health and safety of all employees and students. Independent schools make decisions about these measures for themselves, using all available advice. The number of externally imposed regulations that apply to schools is decreasing, however the advice to schools emphasises each school's obligation to plan for business as usual in a COVID-safe way by implementing school-based risk assessment processes and risk mitigation to enable continuity of education and to support wellbeing.

3 PURPOSE

Staff, parents and students must accept that in coming on campus, commuting to School or attending any School event they, and/or members of their family, may be exposed to COVID-19. This document outlines the approach our School will take in managing this ongoing risk. It contains policy decisions, a rationale for those decisions, guidelines for staff and other contextual information. The approach outlined is compliant with all relevant legislation, has been devised with relevant risks in mind and has been informed by advice from NSW Health, the NSW Department of Education and Training, and the Association of Independent Schools NSW. In most cases our approach will meet or exceed community standards and expectations.

4 DURATION

This version of the School's COVID-Safety Plan will remain active until an update is issued, the document is completely replaced by a new version or the document is withdrawn and not replaced.

PART B RISK ASSESSMENT

5 GENERAL PRINCIPLES

At BMGS, operational decisions are made with an awareness of COVID-related risks. The School's approach in deciding whether a safety measure is reasonably practicable depends on the likelihood of a negative consequence deriving from the risk, the severity of the consequence, the state of knowledge on measures to address the risk, the suitability and availability of measures to address the risk, the School's capacity to implement those measures and the cost of doing so. The School's assessment of risks may change when new information arises or when new advice is provided. The School may change its mitigation strategies at any point at the Headmaster's absolute discretion and the management prerogative of Business Manager and Heads of School. It should be noted that the aforementioned staff are not doctors and rely on the knowledge of a lay person with the advice of NSW Health to reasonably interpret all relevant information.

6 AISNSW ADVICE

AISNSW has provided comprehensive advice in relation to the factors that ought to be considered in various types of risk assessment and planning processes. The Business Manager and Heads of School will factor these principles in as they advise staff in their risk assessment and planning processes.

7 EMPLOYEES WORKING FROM HOME

Where possible, the School would like employees to work on campus. Those who by necessity have been approved to work from home are required to provide their HR Supervisor with a completed BMGS Working from Home Self-Assessment Checklist. This will be forwarded to the Headmaster's Assistant and placed on their employment file.



PART C VACCINATIONS

8 PERSONAL HEALTH DECISIONS

The School understands that each person's health requires personal and family decisions. For this reason, the School does not require members of its community to be vaccinated for COVID-19.

9 REQUIREMENTS OF STAFF

9.1 Legislation

From Midnight on 13 May 2022 education and care workers will no longer be required to be fully vaccinated. For the purposes of this plan you are fully vaccinated if you have had two doses of an approved COVID-19 vaccine.

9.2 Risk-Based Decision-Making

The School has implemented a risk-based approach to vaccination, under Work Health and Safety and other relevant legislation. This means that the School will still request that its workers provide evidence of their vaccination status. Where a worker declines to provide evidence of their vaccination status they will be deemed an unvaccinated worker.

9.3 Demonstration of Worker Vaccine Status

In order to implement a risk-based approach the school will continue to collect and store vaccination records. The School will keep each person's medical information confidential and only share individual personal information as required with relevant members of the School Executive for risk assessment and planning purposes. We will securely dispose of the information provided when no longer legally permitted to keep it or when it is no longer required.

For this reason, employees are expected to email (medicalinfo@bmgs.nsw.edu.au) a PDF or scanned copy of one of the types of evidence specified below.

- Evidence from the Australian Immunisation Register that they have received two doses of a COVID-19 vaccine.
- A valid Medical Contraindication Certificate in a format approved by the NSW Chief Health Officer (see NSW Health website).

Please note that this information is not collected for the sake of compliance as an end, but to inform decisions about how to keep staff and students as safe as possible.

10 THE SCHOOL'S RESPONSE

The School's response has been designed in the light of the BMGS COVID-19 Vaccination Policy.

10.1 Employment Practices

The School anticipates that COVID-19 may be present in the community for some time to come and that the NSW Government will impose Public Health Orders in future on the occurrence of a further outbreak of COVID-19 or another dangerous communicable disease. To facilitate the safety of the School community into the future and to facilitate effective future planning the School requires new employees to provide one of the following types of documentation:

- Evidence from the Australian Immunisation Register that they have received two doses of a COVID-19 vaccine.
- A valid Medical Contraindication Certificate in a format approved by the NSW Chief Health Officer (see NSW Health website).

10.2 Fully Vaccinated Staff

Fully vaccinated employees are permitted to work on site without a risk assessment.

10.3 Partially Vaccinated and Un-Vaccinated Staff Without a Medical Contraindication Certificate

Partially vaccinated and unvaccinated employees are legally permitted to work on site where a risk assessment has been completed, the employee agrees to abide by any additional controls and the risk assessment does not determine that the employee's presence on site poses an unacceptable risk.

10.4 Risk Assessment

Where staff are not fully vaccinated, the School will undertake a risk assessment to determine the best strategies available to fulfil its duty of care and meet its Work Health and Safety obligations to its employees. If these risks are considered manageable, the School will then do what is reasonably practicable to manage the risks it has identified. Risk management strategies will be documented in a COVID-19 Risk Management Plan using the following process.

10.4.1 HR supervisor and employee meet for employee to provide their perspective.

10.4.2 HR Supervisor drafts COVID-19 Risk Management Plan.

10.4.3 HR supervisor and Headmaster meet to review and finalise COVID-19 Risk Management Plan.

10.4.4 Headmaster, or delegate, meets with employee to outline COVID-19 Risk Management Plan

10.4.5 COVID-19 Risk Management Plan made active.

The School will assess the magnitude of risks by considering the severity of the likely outcome and its best estimate of the probability of that outcome coming to pass.

- 10.4.6 The most likely outcome of contracting COVID-19 is mild illness, however serious illness is a possibility for some individuals. The following factors can increase the seriousness of the illness incurred or increase the likelihood of it being serious. For this reason, the School will consider them in its risk assessments.
- Vaccination, or previous incidents of COVID-19, are considered protective factors.
 - Advanced age can present additional vulnerabilities.
 - Underlying health conditions can also present additional vulnerabilities.

- 10.4.7 The probability of contracting COVID-19 or passing it on to others at BMGS is impacted by:
- the incidence of the virus in our community;
 - the amount of space on our campus – it is noted that BMGS has plenty of free space and fresh air;
 - a wide range of lifestyle factors (who we live with, our hobbies, etc).

COVID-19 Risk Management Plans may include, but are not limited to:

- 10.4.8 agreeing that the employee to work from home if the role can be performed remotely and this meets the needs of the School,
- 10.4.9 requiring the employee to work in isolation when at School,
- 10.4.10 limiting movement whilst at School,
- 10.4.11 the use of PPE, hygiene and physical distancing whilst at School,
- 10.4.12 limiting the exposure of the employee to ensure they do not contact Year 12 or HSC students or vulnerable / high-risk persons.

With the ongoing contributions of the employees concerned, Plans will be reviewed and updated regularly.

10.5 Unacceptable Risks

Should the School form the view that allowing an unvaccinated employee to come on site poses an unacceptable risk, the School will assess whether the risk to the employee, other staff and students can be managed through reasonably practicable strategies and if not, whether the staff member can meet the inherent requirements of their role.

11 STUDENT VACCINATIONS

Vaccination of students (where available to them) is strongly encouraged but not mandated by NSW Health. Schools are legally able to impose a vaccination mandate for both current students and as a condition of enrolment, however BMGS does not require its students to be vaccinated.

Whilst parents cannot be required to provide vaccination status information about their children, schools may request it in the same way that they require information about other vaccinations. The School has elected not to do this unless required. Examples where this is required is where a student wishes to play ISA Sport. It may also be required where a student wishes to interact with other schools in any number of other ways or to attend certain excursion or sporting venues, or to attend certain campsites.

The School is unlikely to permit NSW Health, or any other provider, to operate a student COVID-19 vaccination program on our campus. In the event that a vaccination program is implemented for children and/or young people on our School campus, informed consent will be sought from parents or carers before any vaccine is administered.

12 PARENT VACCINATIONS

Parents are now permitted on site for certain events with or without vaccination.

13 VOLUNTEER VACCINATIONS

Volunteers, including parent volunteers, are permitted onsite with or without a vaccination. Where volunteers are in close contact with students the relevant Head of School will perform a risk assessment to determine if an unvaccinated volunteer will present and unacceptable risk. Where an unacceptable risk is identified this will be discussed with the Headmaster to determine appropriate additional controls or the implementation of a requirement for the volunteer to be vaccinated.

14 OTHER WORKER VACCINATIONS

Workers that are not formally employees, such as Board Directors, contractors, peripatetic tutors and coaches, will be permitted on site with or without vaccination. Where volunteers are in close contact with students the relevant Head of School will perform a risk assessment to determine if an unvaccinated volunteer will present and unacceptable risk. Where an unacceptable risk is identified this will be discussed with the Headmaster and to determine appropriate additional controls or the implementation of a requirement for the other worker to be vaccinated.

15 VISITOR VACCINATIONS

The School does not exclude visitors, including parents, from campus on the basis of vaccination status.

PART D PREVENTING ILLNESS DURING WINTER

16 TAKE PERSONAL RESPONSIBILITY

All students, staff and their families are asked to follow NSW Health's advice to reduce the risk of not only COVID-19, but also other illnesses, such as the flu, that may affect themselves and others in the School community this winter. Among the strategies community members are considering are:

- having a flu vaccine;
- remaining fully vaccinated for COVID-19;
- stay home if unwell and test for COVID-19;
- practise good hand hygiene by washing regularly with soap and water.

17 SYMPTOMATIC TESTING

The NSW Government's program of 'symptomatic testing' commenced on 28 February 2022 and will remain in place throughout Term 2.

17.1 Household Contact Testing

School staff and Senior School students are expected to undertake a RAHT prior to attending School for five (5) school days.

17.2 Symptomatic Testing

School staff and students are expected to participate in the NSW-wide program of symptomatic testing that involves the use of RAHT kits when individuals feel that, due to the presence of COVID-related symptoms or for any other reason, they wish to ensure they have not contracted COVID-19 and are safe to mix in public.

17.3 Who is Included?

The School encourages staff and students to participate in the program of symptomatic testing in order to minimise the incidence of COVID-Positive people interacting with others in our community.

Regular casual staff are invited to participate and be supplied with an allocation of RAHTs. Other casual staff may be provided with a single RAHT Kit and asked to use it prior to any BMGS work day. On this day they will be given another RAHT kit. Otherwise, they will be asked if they have any symptoms as a condition of employment.

Peripatetic music tutors are not offered Government supplied RAHT kits since they are not employed by the School. They are expected to not hold lessons with students if they have any form of COVID-related symptoms

17.4 Distribution

This program is supported by the NSW Government's provision of additional RAHT kits to be used by Household/Close Contacts, and otherwise at the discretion of staff and parents, for the remainder of Term 2.

- Staff members have been given a personal supply RAHT kits. When this supply runs out, staff should approach one of our School receptionists to receive further kits.
- Families who wish to participate have been given a supply of RAHT kits for student use. When this supply runs out families will be advised to approach a School receptionist to access further kits.

HR Supervisors will determine whether casual staff require RAHT kits and will provide those kits to those individuals. HR Supervisors will liaise with the Administration Manager to access a supply of RAHT kits.

17.5 Administration of RAHTs

School staff will not typically administer RAHTs to students or each other. Kits will be sent home and they will be administered there.

17.6 COVID Testing on Camps

If RAHTs are required on camps, staff will assist students, with advice only, in self-administration. Participation in this measure will be a requirement for all persons that attend the camp. Parents will provide permission for participation on the camp permission form.

17.7 Requirement to Report

Current Public Health Orders require that when an individual tests positive to COVID-19, whether through a PCR or RAH test, it is reported to Service NSW and their school. It should be noted that these notifications are particularly critical if they impact school operations. Responsibility for these notifications lies with the individual. There is no expectation that schools will ask or follow up.

17.8 Reporting a Positive Test to the School

Staff are expected to contact their HR Supervisor as for any illness or absence.

Where a student returns a positive test, parents are expected to email the relevant campus with the result.

- Junior School Springwood – absencejss@bmgs.nsw.edu.au

- Junior School Wentworth Falls – absencejs@bmgs.nsw.edu.au
- Senior School – absencess@bmgs.nsw.edu.au
- The following information must be included in the email:
 - Student Name
 - Student Year Group (eg Year 3)
 - Type of Test (RAHT or PCR)
 - Date of Test
 - Test Result

17.9 What About Negative Test Results

There is no obligation to report negative test results in NSW.

PART E HOUSEHOLD/CLOSE CONTACTS

18 REGULATIONS REGARDING HOUSEHOLD/CLOSE CONTACTS

18.1 Close Contacts

A close contact is someone who has been formally notified by NSW Health that they are a close contact.

18.2 What is a Household Contact?

A household contact is a person who has not tested positive for COVID-19, but lives with someone who has. Such a person remains a Household Contact for 7 days from the last time someone in their household tested positive for COVID-19. This is a significant change from the previous definition.

18.3 Household Contacts who recently had COVID

In the 12 weeks after a person has been cleared from being COVID-19 Positive they cannot become a Household/Close Contact. The criteria for Household/Close Contacts, and the requirements imposed upon them, again apply after this 12 week period elapses.

18.4 What does the Government Require of Household/Close Contacts?

Household/Close contacts were once required to isolate for 7 days. This is no longer required. NSW Health advises that, where practicable, Household/Close contacts work or study from home to help reduce the spread of COVID-19. In addition, NSW Health requires that all Household/Close Contacts take the following precautions.

For a period of 7 days, and preferably for a further optional 7 days, Household/Close contacts are required to:

- wear a mask in indoor settings outside of the home (over 12 years of age)
- undertake daily RAHT before coming into contact with people outside the home
- avoid contact with the elderly/immunocompromised
- not visit aged care, hospitals, disability and correctional facilities unless an exemption applies

19 SCHOOL MEASURES FOR HOUSEHOLD/CLOSE CONTACTS

Despite loosening the constraints on the community, the NSW Government's priority remains the reduction of the spread of COVID-19. In order to achieve this, they are placing much of the responsibility for sensible risk-based decision-making on individuals and organisations. They have, however, kept some requirements in place, including the wearing of a mask when indoors. Our School has chosen an approach that focuses on masks and sensible social distancing as the key criteria in deciding whether a student can attend School whilst a Household/Close Contact.

19.1 Students in Pre-K to Year 2 Who Are Household/Close Contacts

The School knows that young students cannot, or do not, effectively wear masks or socially distance themselves from others and therefore cannot cater for the safety of themselves or those around them. For this reason, when a student enrolled in Pre-Kindergarten, Kindergarten, Year 1 or Year 2 becomes a Household/Close Contact:

- The family must inform the School as soon as they become aware by emailing the relevant campus.
- The student is required to learn from home for five (5) school days whilst complying with the NSW Health precautions above.

19.2 Students in Year 3 – 12 Who Are Household/Close Contacts and Unable to Wear a Mask

When a student in Year 3 – 12 who is exempt from wearing a mask or unable to effectively wear a mask has become a Household/Close Contact:

- The family must inform the School as soon as they become aware by emailing the relevant campus.
- The student is required to learn from home for five (5) school days whilst complying with the NSW Health precautions above.

19.3 Students in Year 3 – 12 Who Are Household/Close Contacts and Able to Wear a Mask

Senior School students who are able to wear a mask and who become a Household/Close Contact are permitted to attend School. The following conditions will apply for the five (5) school days they are considered a Household/Close Contact.

- The family must inform the School as soon as they become aware by emailing the relevant campus.
- The student must receive a negative RAHT result each day before attending School.
- The student will effectively wear a mask indoors.
- The student must accept a range of other risk-based constraints imposed upon their classroom and/or cocurricular engagement. This is likely to include not attending any School camps. A member of School staff will make these expectations clear to both the student and other relevant staff.

19.4 Staff Household/Close Contacts

BMGS employees who become Household/Close Contacts must notify their HR Supervisor and plan to come to work as usual. The HR Supervisor will assess the situation and consult the Headmaster. Together the HR Supervisor and the Headmaster will make a risk-based decision about any precautions that will be applied in addition to the NSW Health precautions above. The HR Supervisor will explain these principles and the decision to the employee and, where necessary, put plans in place for the employee to continue in their role on campus. The employee may only attend work after their HR Supervisor has provided their approval. Additional precautions are likely to be that for each of the five (5) school days they are considered a Household/Close Contact (and preferably until Day 10 as recommended by NSW Health):

- prior to coming to school, administer a RAHT and receive a negative result (staff need no longer notify the School of the outcome of each test);
- wear a mask when indoors; and
- minimise non-essential contact with people at School (in consultation with HR Supervisor); and
- abide by any other risk-based constraints advised by the School.

If an employee becomes a Household/Close Contact and does not wish to attend work they should immediately speak with their HR Supervisor to discuss:

- the possibility of working from home (applies to some Support staff only);
- any provisions the School could put in place to overcome the challenge; or
- the employee taking any leave available to them.

20 **INFORMING THE SCHOOL**

When a family must inform the School that a student is a Household/Close Contact they should use the following addresses.

- Junior School Springwood – eborros@bmgns.nsw.edu.au
- Junior School Wentworth Falls – karrell@bmgns.nsw.edu.au
- Senior School – seniorschool@bmgns.nsw.edu.au

PART F WHAT IF SICK?

21 **COVID-LIKE SYMPTOMS**

Anyone with even the mildest cold or flu symptoms is expected to stay home and be tested for COVID-19.

21.1 First Aid

Students or staff that are unwell or injured must immediately make their way, to the nearest First Aid facility (sick bay). The attendant will wear a mask or, for extra protection if they deem it necessary, a face shield.

21.2 Underlying Conditions

Any person with an underlying illness that gives rise to COVID symptoms must initially provide the School with a doctor's certificate (or other suitable evidence as determined by the School) that describes the symptoms and assures the School the symptoms are not evidence of COVID-19 or any other transmissible infection.

21.3 Obvious Symptoms

Staff with ANY cold or flu symptoms not related to a School-approved underlying condition who feel that they are able to work must speak with their HR Supervisor who will make a risk-based decision in relation to their attendance on campus.

Students presenting with ANY cold or flu symptoms not related to a School-approved underlying condition will be immediately sent to sickbay and isolated in a separate room/space until they are able to go home. Parents will be asked to ensure that someone is available to pick up their child at short notice to reduce the risk to BMGS First Aid staff under such circumstances.

21.4 Returning to School

When no cold or flu symptoms exist and a negative RAHT is received staff and students are free to return to School.

22 CONFIRMED CASE OF COVID-19

22.1 The Individual's Responsibilities

Any employee or student who tests positive to COVID-19, using a RAHT or from a PCR, is required to follow NSW Health requirements under the Public Health Order for testing positive and self-isolation. Currently, the requirement is to:

- report any positive COVID test (PCR or RAHT) to the relevant School reception.
 - Junior School Springwood – absencejss@bmgns.nsw.edu.au
 - Junior School Wentworth Falls – absencejs@bmgns.nsw.edu.au
 - Senior School – absencess@bmgns.nsw.edu.au
 - The following information must be included in the email:
 - Student Name
 - Student Year Group (eg Year 3)
 - Type of Test (RAHT or PCR)
 - Date of Test
 - Test Result
- report positive RAHTs to Service NSW;
- cease using RAHTs for the period of their isolation and for a further 28 days;
- isolate for 7 days following the positive test;
- leave isolation after 7 days unless they have symptoms;
 - if there are symptoms after 7 days, including a sore throat, runny nose, cough or shortness of breath, then remain in isolation until 24 hours after symptoms have resolved;
 - if symptoms persist, leaving isolation after 7 days is only permitted with a medical clearance;
- after the isolation period they can immediately return to School.

Where a student receives a negative COVID-19 Test but continues to present with symptoms (e.g. where an individual experiences hay fever), they may be required to provide a medical certificate that demonstrates a non-infectious underlying condition. Staff documentation will be forwarded to the Headmaster's Assistant and placed on file.

23 COMMUNICATION

23.1 Specific Employees and Families

Where individuals request it, the School will send details regarding the numbers of people in our School community impacted by COVID-19. A daily email will be sent in the format below.

"There are currently 2 persons on campus who are household contacts but exempt from the requirement to isolate. The cohorts/classes impacted by these persons are _____.

There are also 6 persons isolating due to being household contacts and 3 persons isolating due to a positive COVID-test. The cohorts/classes impacted by these persons are _____."

23.2 All Staff and Families

Regular communication to our community about the presence and impact of COVID-19 are made on a weekly basis in Pulse. It will state:

"The levels of COVID in our School community are [insert level]"

23.3 School Response to a Positive Case

Where there are specific instances that increase the risk of contraction for specific segments of our community, relevant families will receive a targeted email. It will most likely read something like this.

Dear parents and carers of [specify class/cohort and campus],

I am writing to inform you that ...

... there is a confirmed COVID-19 case amongst the [Stage 1 Dolphins] who may have been contagious whilst your child was at School. The student is now isolating at home.

OR

... there is currently a member of Junior School staff on campus who is a household contact and is exempt from the requirement to isolate. This person may come into contact with your child during the course of their duties.

Please ensure that you monitor your child for symptoms and use a RAHT kit if at all unsure, as part of our combined effort to ensure no further COVID-positive individuals are on campus. If a positive result is detected, please inform

NSW Health and the School, in accordance with the COVID-Safety Plan published by the School and undertake the other tasks also outlined in this Plan.

23.4 Privacy

Under the NSW Health Records Act the identity of any person who has disclosed to the School that they have tested COVID positive can only be discussed with the minimum number of people needed to assist with identifying contacts and cannot be shared with anyone else. Staff must not share this knowledge with others whether it has been obtained formally or otherwise.

23.5 Reporting

The School will report to SafeWork NSW any occurrence where a worker contracted, or is likely to have contracted, COVID-19 in the workplace and resulted in an illness in which in-patient treatment in a hospital would be required.

PART G WHO IS PERMITTED ON CAMPUS?

24 VISITORS PERMITTED ON SITE

24.1 All Visitors

All visitors (whether vaccinated or not) are now permitted on Campus, as long as they are not Household/Close Contact, however they are required to:

- sign both in and out at one of our receptions or in the Maintenance area (unless dropping off at the start of the day or picking up at the end of the day);
- declare that they are not a Household/Close Contact;
- adhere to all COVID-19 Safety requirements as articulated in this document and in any other communication;
- attend to the instructions of School Staff both prior to events and whilst on campus;
- whilst not usually required to wear a mask, be prepared to do so when advised by the Event Supervisor.

24.2 Parents

Parents (whether vaccinated or not) are now permitted on Campus under the conditions that apply to all visitors.

24.3 Volunteers

As workers, external providers and volunteers, including parent volunteers, are required to comply with the same rules as School employees in order to support school operations or fulfil specific roles, such as helping with activities or conducting reading groups.

PART H PERSONAL & COMMUNITY HYGIENE

25 SOCIAL DISTANCING

Individuals are expected to make their own risk-based decisions in relation to social distancing. Event Supervisors must design events to afford individuals this opportunity.

26 FACE MASKS OR COVERINGS

26.1 Masks Typically Not Required

Masks are not typically required for staff or students, however individuals may choose to wear a mask.

26.2 When are Masks Required?

All adults and Senior School students are still expected to wear a mask when attending School as a Household/Close Contact, when on a bus or train and in any public venue where the proprietor requires them to do so.

26.3 Masks May Be Required

The School may choose to require masks be worn as a risk mitigation strategy for certain School events or activities. In such cases the wearing of masks would be a condition of participation.

26.4 Visitors

Visitors to the campus and School events are not required to wear masks unless Event Supervisors require it as a condition of participation.

27 PERSONAL HYGIENE

All persons on campus are expected to:

- 27.1 cough or sneeze into their elbow; and
- 27.2 dispose of tissues and other personal use items immediately into the bin.
- 27.3 wash their hands regularly and/or use hand sanitiser throughout the day.

- At the beginning of each lesson, teachers will publicly sanitise their hands and ensure students do the same.
- At key locations, such as entry and exit points of spaces, the School will provide hand sanitiser.

28 EQUIPMENT HYGIENE

- 28.1 School cleaners will sanitise high touch surfaces each evening, after the school day concludes.
- 28.2 Senior School students will continue to sanitise relevant surfaces and resources when they enter and leave a space.
- The School will provide surface cleaning resources in each classroom.

29 ROOM VENTILATION

Where possible, the School will take measures to maximise ventilation and airflow in rooms. This will make it more difficult and, in some cases, impossible to cool classrooms. All staff and students should dress appropriately based on the temperature. Where this will require a departure from the staff and/or student dress code, approval must be sought from the relevant HR Supervisors. The following specific measures are to be followed.

29.1 Operations Manager

The Operations Manager will ensure the following tasks are undertaken:

- regularly inspect, maintain and clean heating, ventilation and air conditioning systems;
- ensure that all windows open and close easily, specifically marking windows not to open;
- advise the Business Manager where spaces cannot be ventilated to a satisfactory level. The Business Manager, in consultation with the HOS, will put administrative measures in place, most likely the reduction of the COVID-capacity of the space or the temporary closure of the space.

29.2 Users of Spaces

- Users of spaces must open all doors and windows (with a green sticker) when they enter and keep them open whilst they remain, unless the windows are specifically marked to be kept closed (with a red sticker);
- If having open windows and doors will impact learning in a classroom, the issue should be raised with the Operations Manager who will appraise the matter and determine an alternative approach if necessary;
- Users will close doors and windows to spaces when leaving a space for the last time in a day;
- Heating and cooling systems are to be used in fan only mode, unless specifically required to keep equipment cool (ie server room where doors must be kept closed);
- Where fans are used, avoid directing fans towards people, especially their faces;
- Exhaust fans should be used when available.

29.3 Monitoring Ventilation of Spaces

The Maintenance team has already checked the ventilation of rooms. They have used CO₂ monitors to identify areas that lack sufficient ventilation and have made adjustments as appropriate. They will regularly use CO₂ monitors to check areas identified. Any member of staff who wishes to check their own workspace may access a CO₂ monitor from each reception area. The procedures are as follows.

- The monitors provide an indication of the level of CO₂ in the air which provides a good assessment of the adequacy of ventilation in the space.
- The measure of CO₂ is the large number at the top of the display. Avoid inaccurate values by placing the device away from strong electromagnetic fields.
- Outdoor CO₂ levels are 250-400ppm whereas indoor levels are expected to be between 400-1000ppm.
- Any CO₂ levels above 1000ppm are an indication of inadequate ventilation and must be rectified.
- To remedy the situation open windows and doors.
- If this does not reduce levels over time contact the Operations Manager immediately.
- Holding the side button for 3 seconds turns the display on or off.
- Return the CO₂ monitor to reception once taken a reading.

PART I LEARNING ACTIVITIES

30 FACE-TO-FACE LEARNING AND COCURRICULAR ACTIVITIES

There are no constraints on classroom learning activities. Higher risk activities, such as singing, will be undertaken subject to consideration of COVID-19 risk mitigation and the ratio of risk to 'reward'.

31 ONLINE TEACHING AND LEARNING

Teachers will provide work for students attempting to learn from home for COVID-related reasons.

31.1 Junior School

The nature of the provision of online learning for Junior School students temporarily learning from home for reasons relating to COVID will be determined by the age and capability of the students concerned. Teachers will consult with the Head of JS as necessary. As a general rule:

- Teachers will provide work for students at home via Google Classroom or Class Dojo;
- Teachers will ensure work provided for at-home learners is meaningful and reflects some of the content covered in class, though not the exact same content as being covered in class as on-line learning and face-to-face learning are very different for Junior School students;
- Learning Enrichment Educators will negotiate times with parents for Zoom calls or phone calls to check in and connect with students at home.

31.2 Senior School

Senior School students temporarily learning from home for reasons relating to COVID will access all lesson content and resources via Google Classroom.

32 EXCURSIONS

Excursions, carnivals, field trips and camps are all permitted as normal.

- The following statement will be included in all permission notes
"I acknowledge that this event will be held in accordance with any current NSW Health COVID-19 Public Health Orders and the School's policies and COVID-Safety Plan. I acknowledge and accept that there is a risk that my child may be exposed to COVID-19 whilst attending and participating at this event. I confirm that my child will not attend if displaying any symptoms of illness, and/or if directed to isolate under any Public Health Order."

PART J SCHOOL SPORT

33 GENERAL PRINCIPLES FOR SPORT

All sporting events and activities return to normal with the following constraints.

- 33.1 Anyone with even the mildest cold or flu symptoms is expected to stay home and be tested for COVID-19.
- 33.2 Third party providers are allowed to support school sport if they are fully vaccinated.

34 GOING OUT FOR SPORT

The School may travel to external venues for sport in line with community settings.

- 34.1 Where communal transport is required, adults and Senior School students will wear masks.
- 34.2 We will comply with the entry requirements of public indoor recreation facilities and, where required, provide evidence that all staff and students aged 16 and older are fully vaccinated.
- 34.3 Where participating in Community sport, the School will comply with any conditions of participation.

35 ISA SPORT

There are no longer any spectator limits and masks are no longer required. We believe that this is the case at all ISA schools.

- 35.1 BMGS affiliated persons including all staff, students and parents are asked to abide by all ISA policies, the host school's COVID-19 Safety Plan, the instructions of any COVID-Safety Marshalls and the requests of any BMGS staff or formal volunteers.
- 35.2 The protocols associated with ISA Sport are negotiated between participating schools as a condition of participation and may change from time to time. There will be variation between school policies and whilst we will attempt to communicate these to families, this will not always be possible

PART K MISCELLANEOUS

36 COMMUNAL TRANSPORT

36.1 Buses and Trains

In relation to communal transport:

- Senior School students must, and Junior School students will be encouraged, to wear masks;
- all students are asked to be conscious of social distancing and personal hygiene while using communal transport and should sanitise their hands upon entry and exit.

37 UNIFORM SHOP

The uniform shop has returned to normal operating procedures.

38 MANAGING ABSENCES

38.1 Staff

We anticipate higher than usual levels of staff absenteeism in Term 2. To cater for heightened levels of absenteeism we will consider:

- engaging casual teachers (we have been extending our list of casual staff);
- using available on-campus staff, including combining classes;
- allocating work to under-load teachers and extras to teachers up to their expected quota;
- allocating support staff to supervise students;
- placing students under minimal supervision (the larger the numbers the larger the space);
- engaging suitable volunteers (including parents);
- implementing a hybrid learning model.

38.2 Students

If a student is absent from school due to testing positive for COVID or being subject to isolation requirements their absence from school may be recorded in one of the following ways.

- If the student is unwell, the absence should be recorded as sick leave using the 'S' code.
- If the student is well enough/able to engage in learning from home, the absence may be recorded as flexible learning using the 'F' code.
- If the student is not unwell and is not engaging in learning from home, the school may record the absence as approved leave using the 'L' code.

STAFF INFORMATION ONLY