

# Horizons College

## Novel Coronavirus (COVID-19): Prevention and Control Policy

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### Purpose

Horizons College is committed to ensuring the health and safety of all employees, students and their families.

The purpose of this policy is to outline the strategies and actions that Horizons College will take to prevent the transmission of novel coronavirus (COVID-19) or control transmission of the virus when a case is identified.

This policy will be made available on the school website to ensure that it is made available to persons to whom this policy applies. It will also be made available to employees of Horizons College on the internal google drive where policies and procedures are accessible.

### Scope

This policy applies to all employees (including full-time, part-time, permanent, fixed-term and casual employees), students and parents/caregivers/families as well as all visitors including contractors, volunteers and people undertaking work experience or vocational placements.

Given that this novel coronavirus (COVID-19) is new and that we are still learning about it, this policy is subject to change at any time. Changes to the policy will be communicated via a number of communication channels including text messages, emails, letters and posts on the Horizons College website and Facebook page.

### References

Australian Government Department of Health - Coronavirus (COVID-19) health alert  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Queensland Government Department of Health - Novel coronavirus (COVID-19)  
<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus>

<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b>	9 March 2020
<b>Policy Owner:</b>	Principal	<b>Review Date:</b>	16 June 2020

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### **Definitions**

#### **Novel Coronavirus (COVID-19)**

The novel coronavirus (COVID-19) is a new strain of coronavirus affecting humans.

Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

This novel coronavirus is still new and as such we are still learning more about it.

A number of clinical symptoms have been reported in identified cases of novel coronavirus. These symptoms include:

- fever
- a cough
- sore throat
- fatigue
- shortness of breath

#### **Self-quarantine**

Self-quarantine is one of the most effective ways to prevent coronavirus (COVID-19) from spreading.

Self-quarantine means staying in your home, hotel room or provided accommodation, and not leaving for the period of time you are required to isolate for.

Only people who usually live in the household should be in the home. Do not allow visitors into the home.

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### Policy

#### Practicing good hygiene

All staff and students at Horizons College are encouraged to practice the following basic protective measures:

- washing hands frequently and thoroughly with soap and water
  - after coughing or sneezing
  - before, during and after preparation of food
  - before eating
  - after toilet use
  - when hands are visibly dirty
- avoiding touching eyes, nose and mouth
- covering mouth and nose when coughing or sneezing with flexed elbow or tissue
- disposing of used tissues immediately
- not spitting in public
- maintaining social distance with anyone who is coughing and sneezing (i.e. staying more than 1.5 metres from people)
- staying at home if unwell

#### Self-quarantine advice

As at the date of this policy, the **Queensland Government Department of Health** advises the following:

**If you have been overseas in the last 14 days and are feeling unwell, see a doctor immediately.**

**If you have been in, or transited through, mainland China, Iran, Italy or South Korea**

You need to self-quarantine for 14 days from the date you departed mainland China, Iran, Italy or South Korea.

If you begin to feel unwell and develop a fever or shortness of breath, a cough or a respiratory illness during your period of self-quarantine you should seek immediate medical attention. Call ahead to your GP or emergency department and mention your travel history before you arrive.

If you experience any other symptom during your period of self-quarantine you should also seek immediate medical attention. Call ahead to your GP or emergency department and mention your travel history before you arrive.

**If you have been in close contact with someone who already has novel coronavirus**

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You need to self-quarantine for 14 days from the last date of contact with the confirmed case.

If you begin to feel unwell and develop a fever or shortness of breath, a cough or a respiratory illness during your period of self-quarantine you should seek immediate medical attention. Call ahead to your GP or emergency department and mention you've been in contact with someone with novel coronavirus infection before you arrive.

If you experience any other symptoms or illness, perhaps due to chronic disease, during your period of self-quarantine you should also seek immediate medical attention. Call ahead to your GP or emergency department and mention you've been in contact with someone with novel coronavirus infection before you arrive.

Please check the Queensland Government Department of Health for updates.

### **School request to not attend school after travelling overseas**

In addition to the self-quarantine advice of the Queensland Department of Health, the Principal and Board of Directors for Horizons College have made the decision that:

**All staff and students are not to attend school for a period of 14 days if they have:**

- **travelled overseas in the last 14 days, irrespective of the country that has been visited; or**
- **been in close contact with anyone who has travelled overseas in the last 14 days (including but not limited to members of their household); or**
- **been in close contact with a confirmed case of COVID-19 (novel coronavirus)**

**In addition to this, all staff and students are required to stay away from school for a period of 14 days after they, or any member of their household, returns to Australia from any overseas travel from the implementation date of this policy.**

Please note that this directive applies to **all overseas travel**.

The decision to include all overseas travel has been made for the following reasons:

- the student and staff hygiene facilities at Horizons College are centralised and accessed by the whole population
- many people who have tested positive for the virus have presented as asymptomatic, i.e. not presenting symptoms of disease
- a school closure would significantly disadvantage those students who do not have access to a computer and the internet as most of the learning would be provided online
- Horizons College has as strong commitment to the health and safety of its employees and students and their families

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This directive to not attend school after travelling overseas applies until further notice but at least until the next review date for this policy.

### Visitors to Horizons College

All visitors to Horizons College, including parents/caregivers, contractors and volunteers will be required to sign-in at administration and complete a declaration regarding their recent travel and health on arrival at the school.

Visitors who have travelled overseas in the last 14 days will be asked to leave the premises.

### School Closure

Horizons College will close in the event that any staff or student is tested positive to novel coronavirus (COVID-19).

### Communication with parents/caregivers

**Parents/caregivers will be informed immediately of a school closure (and subsequent re-opening) via text message.**

Notices will also be communicated by email, letter and on the Horizons College website and Facebook page.

During the period of school closure, parents/caregivers can contact the school via text message or email [admin@horizonscollege.qld.edu.au](mailto:admin@horizonscollege.qld.edu.au).

### Student learning

In the event of a school closure, student learning will be provided online via **Google Classrooms** where possible. Hard copies of learner guides will be provided via mail to those students who do not have access to a computer or the internet.

**For students in years 7 to 9**, learning will be provided for the core subjects of Mathematics, English and HASS/Science.

**For students in years 10 to 12**, learning will be provided for all subjects including certificate courses, keeping in mind that a large portion of vocational education requires student demonstration of practical competence.