



# RYVA ACADEMY OF LEARNING

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## COVID-19 POLICY

### **1. Responsibilities**

This policy shall apply to all employees, contractors, sub-contractors and anyone visiting the school. No personnel shall be exempt from testing procedures.

Every employee, contractor and visitor must report any case of suspected COVID-19 if they have had close contact with a suspected or confirmed COVID-19 case.

#### Close contact is defined as:

Being within approximately 1.5 metres of a person confirmed as having a positive case of COVID-19.

A person can be contagious 48 hours before the symptoms show up as well as after symptoms are present.

#### Close contact can occur while:

Caring for, living with, visiting, or sharing a room/health care waiting area;

Having direct contact with infectious secretions of a COVID-19 positive case e.g. being coughed on, etc.

Personnel that have any symptoms related to the virus, a temperature of 37.4°C or over, fever, dry cough, sore throat or respiratory issues shall self-isolate and not come to the workplace. They shall inform the Headmaster/headmistress and local health authorities for advice.

All personnel shall follow fundamental controls e.g. regular handwashing, no physical contact and follow the 1.5 metre physical distance (social distancing) rule to minimize close contact. If any symptoms develop, personnel must self-isolate.

### **2. Context**

The coronavirus (COVID-19) is a rapid evolving respiratory virus. Symptoms range from a mild cough to pneumonia. Some people recover easily, others may get very sick, very quickly. It is highly contagious and there is evidence that it spreads from person to person.

#### People with coronavirus may experience:

Fever;

Flu-like symptoms such as coughing, sore throat and fatigue;

Shortness of breath.

As a preventative measure the school shall have in place a formal, proactive testing procedure. Temperature screening shall ensure that personnel with a fever (37.5°C or more) are restricted from entry into site operations and buildings. Temperature screening is proposed as a pre-requisite to enter the school and school property.

A copy of this policy will be distributed to all school staff, contractors & sub-contractors.

### **3. Preventative Controls and Best Practices**

#### Personal Hygiene

Be socially responsible and practice good personal hygiene habits. Following the below recommendations can drastically reduce risk exposure.

Wash hands with soap for at least 20 seconds each time:

Before and after preparing food;

After going to the toilet;

Before and after eating;

After coughing and sneezing;

After removing personal protective equipment (PPE) such as masks and disposable gloves.

Use hand sanitizers if soap and water is NOT available.

Maintain good indoor ventilation.

Avoid contact with live animals including poultry and birds, and consumption of raw and undercooked meats.

Avoid crowded places and close contact with people who are unwell or showing symptoms of illness.

Avoid sharing food, cutlery, crockery, utensils, school equipment, toys, books & stationery and other personal hygiene items.

Avoid physical contact such as shaking hands, kissing and avoid touching your face or rubbing your eyes.

Wear a surgical mask at all times, or as per Health Department guidelines.

Cover your mouth with a tissue when coughing or sneezing and dispose of the soiled tissue in the rubbish bin immediately and wash hands.

Seek medical attention promptly if you are feeling unwell.

Avoid unnecessary public gathering (i.e. sports practices).

Clean using alcohol-based sanitisers, your screens, keyboard, mouse, phones, chairs and arm rests before usage.

Clean and disinfect frequently touched objects and surfaces using detergents or disinfectants.

Maintain at least 1.5 metres distance between yourself and anyone who is coughing or sneezing.

Open windows if possible.

Do not come to work if you are unwell.

Avoid organising gatherings at school unless it is critical to do this.

#### **4. COVID-19 Testing Personnel**

Appropriate staff testing materials shall be available. No testing shall take place where this is not available. It is the responsibility of the school to have adequate and suitable materials available at points of use.

All thermo-testers shall have the following available at the point of use. Where stock is depleted during testing the task will stop and replenishments completed.

##### **Cleaning / Decontamination:**

Appropriate items for cleaning staff shall be made available. No cleaning shall take place where this is not available. It is the responsibility of the school to have adequate and suitable materials available at points of use.

For all suspected or preventative environmental cleaning, the procedure shall be appropriate to reduce risk to both staff and workers, to:

- Exposure to microorganisms;
- Exposure to cleaning chemicals (e.g., disinfectants);
- Reduce the spread of microorganisms from one staff to the other within the area.

Cleaning should be performed by well trained staff, using the proper materials. The following items are suggested for use when cleaning facilities likely to be contaminated by COVID-19:

- P2 dust disposable mask;
- Other masks (according to SDS) will be used only if disinfecting is to be performed;
- Goggles or face shield;
- Disposable long-sleeved coveralls or wear log sleeve top;
- Disposable chemical gloves.

Best practice for cleaning staff is as follows:

- Perform hand hygiene immediately before putting gloves on and directly after removal;
- Train cleaning staff on appropriate use, application of required materials for all environmental cleaning procedures and tasks for which they are responsible;
- Keep sleeves at or above the elbow to not interfere with glove use or hand hygiene;
- Wear rubber-soled closed toe shoes or boots (i.e. not sandals), to prevent accidental injury (e.g. slips and falls) and exposure to cleaning chemicals, dirt, or bacteria;
- Remove wristwatches and hand jewellery before starting cleaning tasks – these items can tear gloves and can also harbour microorganisms;
- All reusable and disposable materials should be in good supply, well-maintained (good quality, appropriately stored stocks), cleaned before use and in good repair;
- Use chemical-resistant gloves (e.g. nitrile, latex) for preparation of cleaning chemicals.

#### **5. Disposal of Contaminated Materials**

Disposable materials should be treated as potentially infectious material and disposed in accordance with national rules. The use of disposable or dedicated cleaning equipment is recommended; non-single use PPE should be decontaminated using the available products.

When other chemical products are used, the manufacturer's recommendation should be followed, and the products prepared and applied according to them. When using chemical products for cleaning, it is important to keep the facility ventilated (e.g. by opening windows) in order to protect the health of cleaning personnel.

## **6. Management of Potentially Soiled Laundry**

Wear disposable gloves when handling dirty laundry from an infected person and discard after each use. If using reusable gloves, they should be dedicated for cleaning and disinfection of surfaces for COVID-19, should not be used for other household purposes and should be washed with soap and water before being removed. Wash hands immediately after gloves are removed.

Avoid shaking dirty laundry to minimize the possibility of dispersing the virus in the air;  
Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely;  
Dirty laundry from an infected person should not be washed with other laundry, and segregation of laundry is recommended;  
Clean and disinfect laundry container as per surface cleaning procedures. If possible, consider placing laundry in a liner bag that is either disposable or can be laundered with the clothing in it, as this minimizes contamination potential.

All contaminated bedding and clothing must be treated as potentially infectious material. All bedding and clothing must be removed from all locations. Laundries exposed to contaminated bedding must be decontaminated in line with the abovementioned recommendations.

## **7. Social Distancing**

### Social Distancing:

Maintain at least 2 metres distance between yourself and anyone who is coughing or sneezing (although the minimum recommendation is 1.5 metres, personnel should practice a 2 metre rule to avoid close contact).

Why? When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain the virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing is infected.

### Avoid touching eyes, nose and mouth:

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

### Practice respiratory hygiene:

Make sure you and the people around you follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands

Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

## **8. Testing Process**

### Arrivals:

An arrival is deemed as any employee, contractor, sub-contractor, parent, learner, government official or any other person not covered in the list.

Travel between the school and any other location shall be deemed as a NEW arrival and be subject to re-testing.

### Temperature Testing:

Testing must be done using non-touch infrared thermometer. Social distancing requirements must be strictly observed by the screening personnel using the non-touch infrared thermometer. A minimum distance of 2 metres must be maintained.

Temperature screening of people with elevated temperatures must be conducted daily & at each and every entry to the school location. After testing is conducted, each inspected employee test must be marked as “completed” and, if applicable, have a temperature recorded. Testing will be conducted at the entrance to the school property and will be conducted using thermal scanners requiring no skin contact. For ease of screening, consider reducing the number of access and entry points to the location. 24-hour screening must be in place where necessary.

If the scanner’s reading result is within the normal range of body temperature (equal to or less than 37.3°C) then it is considered safe to allow access to the location. If a person’s temperature is equal to or in excess of 37.5°C, the designated screener must follow the procedure to manage a person with symptoms and the person will not be allowed to enter the location to commence work. The person shall be placed in an approved location until reassessment occurs.

### Re-testing time frames:

Temperature reading equal to or >37.5°C shall be subject to further testing after a period of every 4 hours; Temperature reading after 4 hours equal to or >37.5°C will require a further 24- hour isolation; Temperature reading equal to or >37.5°C for more than 24 continuous hours will be subject to further testing and the site-specific emergency response shall be enacted, and quarantine actioned for a period of 14 days.

In case of visitors or contractors, access to a location will not be allowed if the thermal scanner shows a temperature equal to or higher than 37.5°C. Assistance if required will be provided.

Note: Where national or local authorities recommend action to be taken on detection of a lower temperature than 37.5°C, this shall be complied with.

## **9. Response to High Temperature Reading at School Entrance**

If the high temperature reading was taken at the school entrance, the screening personnel will complete the Temperature Screening Log. Ask the person to wear a face mask and wait off site in isolation for 1 hour before a second temperature check is conducted. A minimum distance of 2 metres must always be maintained between the person and all other people.

If the second temperature check returns a temperature below 37.5°C, the person can enter the school.

Should the second temperature check return a temperature of 37.5°C or more, the person will be asked to be isolated off site. A face mask should be worn whilst in. The person should remain isolated for 1 hour and monitor their symptoms.

After 1 hour of isolation, if the third temperature check returns a temperature below 37.5°C, the person can return to the school (with approval from management) for their daily responsibility.

Should the third temperature check return a temperature of 37.5°C or more, the person will be asked to return home. A face mask should be worn whilst leaving the premises. The person should remain self-isolated for 14 days and monitor their symptoms.

Should symptoms match those of COVID-19 (see above), the person should contact their state health department for further advice.

[https://www.health.gov.au/sites/default/files/documents/2020/03/covid-19-national-health-plan-primary-care-central-patient-covid-19-triage-hotline\\_2.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/covid-19-national-health-plan-primary-care-central-patient-covid-19-triage-hotline_2.pdf)

Further updates can be found here: <https://www.health.gov.au/news/health-alerts>

#### **10. Quarantine of Personnel in Remote Locations (minimum 14 days)**

Personnel are not permitted to be demobilised from a work site without prior approval from regulators. All personnel suspected of or testing positive to COVID-19 must remain quarantined at their place of residence.

Hand hygiene and other preventative measures shall be enforced during quarantine. Anyone in contact with a person having suspected or confirmed case of COVID-19 should wear gloves and clean their hands often. Hands can be washed with disposal gloves on and again when the gloves are removed, to reduce the potential for contamination when removing the gloves.

The infected person should eat/be fed in their isolation/quarantine place of residence. Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. Anyone in contact with the infected person should clean their hands after handling used food service items.

If possible, dedicate a laundry container for the infected person. Use gloves when removing rubbish bags, handling, and disposing of rubbish. Wear gloves and wash hands after handling or disposing of potentially contaminated rubbish. Securely dispose of potentially contaminated rubbish in accordance with local health authority guidance.

Prior to entry or progressing an employee must complete a Self-Declaration.

#### **11. Response to High Temperature Reading ON SITE at the School**

The school shall act immediately if a high temperature reading is reported to them, and site emergency response plans must be initiated.

The person with the high temperature is to be advised that they will not be reporting/returning to work. In the case of onsite testing, all persons that may have been in contact with this person should be identified and temperature checked.

Where personnel are suspected to be COVID-19 positive and require medical intervention, procedures shall be initiated and evacuation steps taken. All steps shall be taken to reduce exposure to all personnel and the general public. There must be no interactions with any personnel during the isolation and evacuation process.

Personnel suspected of being COVID-19 positive shall not be allowed to return to the workplace to stem the spread of the virus.

A copy of this guideline must be emailed to the person who has a high temperature so they can review the guideline and procedure.

To manage the COVID-19 crisis, sensitive health information and other personal data will need to be collected to take protective measures (e.g. symptoms, positive for COVID-19, personal travel).

However, this sensitive information is subject to data privacy and protection laws around the world. Data regulators of over 20 countries have issued COVID-19 statements reminding companies to protect the privacy of this information. This collected data must:

- Only be collected if necessary, to manage the COVID-19 crisis;

- Be strictly access-controlled and provided only to people with a need to know the information;

- Be secure, in line with state and local regulation;

- Be maintained in the strictest confidence;

- While a positive employee's identification may necessarily need to be disclosed to some people when performing contract tracing, such people should be reminded of the importance of confidentiality.

## **12. Return to Work**

A person may only return to work once their temperature readings are below 37.5°C for a period of two consecutive days and no other symptoms of COVID-19 are present.

If a person has tested positive for COVID-19 by a medical professional, they must not return to the school site/work until they produce a negative test result. A person confirmed with COVID-19 will be monitored by state health authorities during their isolation period and should follow the guidelines provided.

## **13. Sick Leave Payment**

Provided the school's temperature checking procedures and general terms relating to sickness absence are complied with, the person is entitled to be paid out of accrued sick leave hours, subject to the usual deductions for use of sick leave.

## **14. Adherence to this policy**

Failure to follow this guideline will result in disciplinary action up to and including dismissal.

## **15. Medical Examinations**

The school reserves the right to seek medical advice and personnel must submit to a medical examination by a company-nominated doctor or specialist, the results of which personnel will be required to provide to the company.

Examinations shall be conducted, and all medical correspondence shall be in line with state/local regulations including medical confidentiality.

## **16. How to wash hands**

For contaminated hands, the duration of hand washing shall be 40-60 seconds for the entire procedure:

- Palm to palm;

- Between fingers;

- Back of hands;

- Base of thumbs;

- Back of fingers;

- Fingernails;

- Wrists;

- Rinse and wipe dry.

## **17. 14-Day Self Quarantine Guideline**

Employees who have been put on self-quarantine should stay at place of residence and minimize close contact with others.

They should monitor their health closely and see medical attention if they develop any fever or symptoms of acute respiratory illness such as cough or shortness of breath.

### **During 14-day self-quarantine:**

You should always remain contactable. Ensure you provide you mobile phone number to your direct manager and HR representative;

Remain in your place of residence as much as possible during this period;

Minimize visitors to your residence. You should maintain a record of persons you come into close contact with during this period;

You may opt for delivery services or enlist the assistance of others for your daily necessities;

Monitor yourself for fever (e.g. fever  $\geq 37.4^{\circ}\text{C}$ ) and respiratory symptoms such as cough and Breathlessness;

You need to measure and record your body temperature every 4 hours using the provided digital thermometer.

If you start developing symptoms while on self-quarantine (e.g. fever, cough, difficulties breathing), DO NOT IMMEDIATELY go to the doctor/clinic/hospital to avoid inadvertently spreading any potential infection.

### **If symptoms deteriorate:**

Based on the severity of the symptoms, the Doctor may take the decision to refer you to an adequate medical facility (i.e Medical facility equipped with adequate diagnostic and treatment resource to deal with the coronavirus).

A quarantined person should not be referred to a Medical Facility without the go-ahead from your doctor and without wearing adequate isolation equipment (i.e face mask).

### **Observe good personal hygiene at all times:**

Maintain good personal hygiene, including hand washing with soap and water or use of alcohol-base hand sanitiser;

Cover your mouth wen coughing or sneezing at all times, use your elbow to cover your nose or mouth;

Maintain good indoor ventilation;

Avoid sharing food, crockery, utensils and other personal hygiene items.