

COVID POLICIES

for students, parents and staff

The below procedures are a reminder to our community of our current policies for COVID-19 management. Please make sure to read and familiarise yourself with these policies. Adhering to these procedures is mandatory for everyone, failure to comply will result in you being refused access to the school.

Student Procedures

If a child comes to school with a COVID symptom, the Head of Department or Head of School will direct the family and student to Siloam Canggu where the child will need to complete a rapid test. Once a negative result is achieved, the child can return to school. There will be no cost to families for this process. ProEducation will cover the cost.

If a child has **a day off** school due to one or more COVID symptoms, their parent must inform Ms. Llana immediately and organise a discussion of the child's medical history. The parents can do this at the school gate or via telephone.

If a child has **two days off** school due to one or more COVID symptoms, they are required to go to Siloam Canggu and complete a **rapid blood test**. If the child is unable to complete the rapid test due to sensory issues, we will ask for a period of exclusion from the school for 14 days. In this 14 day period, the student must not present with continued symptoms. The student can return to school after a symptom free 14 day period with a letter from a doctor confirming that they have no symptoms of COVID-19.

If a child is tested and receives a **positive test result** through a rapid test, then their whole class will be required to do a PCR test in order to return to school. All staff in contact with this child will also be required to be tested. The bubble area will be closed down and deep cleaned over a two day period.

Once symptoms disappear and you have had a negative test result, then you can return to school.

We recommend that you do not go to nightclubs, party venues, places without social distancing in place and places with high frequency touch-points. Please wear a mask beyond school and at school. Please do not go and see any friends who have tested positive for COVID.

There is an expectation that comes with being a part of a community, and that expectation is that we work together to keep the community safe. Reduce and minimise any risk factors in your world beyond school for the greater safety of our children and community members.

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Parent/Guardian Procedure

If a parent/guardian feels unwell, please report your symptoms to your child's Head of Department by email:

Ms. Ridia (Assistant Head of Primary School)
email : ridia@proed.asia

Ms. Kim (Head of High School)
email : kim@proed.asia

Ms. Orlaith (Special Education Needs Co-Ordinator)
email : orlaih@proed.asia

If a parent/guardian is tested and receives **a positive test result** for COVID-19, they should not attend school campus until having received a negative test result or a doctor's letter confirming that they no longer have any symptoms of COVID-19 and that they have been symptom free for at least **14 days**. If a positive parent would like their child to continue attending school, **the child** will need to produce **a negative PCR test** result before returning. During this time, the child is not allowed to reside with the positive parent and continue attending school, as this would not be COVIDSafe. The child has to have alternative temporary living arrangements until the parent has tested **negative** via **a PCR test**.



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Staff Procedure

Do not come to school if you present with any of these symptoms:

- headache - persistent
- fevers
- sore body (not from a gym workout)
- runny nose
- fatigue for an unexplained reason
- dry cough

If you call in sick, you need to **call** Ms Llana as per procedure.

If you have a day off work due to the above symptoms, you need to get a **rapid test** (blood test) and submit a copy of the **negative** test results to Ms. Llana. Please do not hand them to anyone else. A copy should be sent by **email or text** prior to coming back to work.

If you come to school with any symptoms, you will be sent home immediately. If you are careless and often come to school unwell, you will be asked to discuss this with HR.

If your rapid test is **positive**, you must self isolate for **14 days** and will be required to get a PRC test in order to return to work. This test result must be negative. Staff members need to pay for the PRC test.

If you have a **family** member who has tested **positive** for COVID-19, you will also need to take a **PCR test**. If you continue to reside with the individual, you will need to work from home and you will not be able to return to work, even if you have a negative PCR test, until everyone in your household is completely symptom free and in receipt of negative PCR tests. If you choose to move out of the home and to an alternative temporary location, you will need to self-isolate for **14 days**. If after your 14 days of no contact with the individual you have shown no symptoms for the duration of **14 days**, you will need to get a negative PCR test result and then you will be able to return to school.

We recommend you do not go to nightclubs, party venues, places without social distancing in place and places with high frequency touch-points. Please wear a mask beyond school and at school. Please do not go and see any friends/family who have tested positive for COVID-19.

There is an expectation that comes with being a part of a community, and that expectation is that we work together to keep the community safe. Reduce and minimise any risk factors in your world beyond school for the greater safety of our children and community members.