OneSchool Global Coronavirus (COVID-19) Policy

Policy Code	Authorisation Date	Next Review Date
POL_OSG_ADM_ OneSchool Global Coronavirus (COVID-19) Policy_V3.0	*9th March 2020*	*As required*
Enquiries Contact: *info@oneschoolglobal.com*	**Approval Authority** *Global Leadership Team*	**Policy Author** *Global Leadership Team*

Associated Documents

This policy is to be considered in conjunction with the OneSchool Global Enrolment Agreement and other global and regional OneSchool Global policies, in particular:

- *Student ICT Agreement*
- *Student ICT Policy*
- *ICT Misuse and Behaviour Management Policy*
- *Media, Social Media and Public Commentary Policy*
- *Remote Zoom Guidelines Policy*
- *Campus Disinfection Sanitisation Guidelines*
- *Campus Reopen Checklist*

INTRODUCTION/POLICY STATEMENT

The health, safety and wellbeing of all OneSchool Global students, employees, volunteers, contractors and the wider school community throughout the world is of paramount importance to the Global Board of OneSchool Global.

We are closely monitoring available information related to the Novel Coronavirus (COVID-19), and the following measures are to be adopted and followed by all OneSchool Global personnel and where relevant students and the wider school community, as a minimum, in each region.

INFORMATION AND MONITORING

1. OneSchool Global has developed this policy with reference to relevant global and regional authorities. This policy will be subject to change if more stringent requirements are dictated by the following authorities:
   a. Country/State's Department of Health
   b. Country/State's Department of Education
   c. World Health Organisation: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

2. Members of the school community are advised to stay calm, factual and up to date with information from official government, health and education authorities as listed above.:

3. Each Region is expected to designate an appropriate person as the Regional COVID-19 Coordinator who is responsible for checking for relevant updates (internal and external to OneSchool Global) at least daily and informing the Regional Chief Operating Officer (COO) of any material developments.

4. COO's are then to provide updates to Terry Slack, Global Managing Director (Global MD), Mark Muller, OneSchool Global's Head of Risk, Marty Bowen, Global HR Services Manager and Scott Christensen, Global Communications Manager.

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5. Teams from enterprises across the GAP ecosystem will continue to monitor this information and provide updates to the Global MD and Head of Risk.

HYGIENE AND PREVENTION

1. Schools and staff are required to continue maintaining strict hygiene protocols and act in a protective and preventive manner to help limit the spread of coronavirus.

   Good hygiene includes:

   a. adhering to social/ physical distancing guidelines as set by relevant health authorities in each region.

   b. washing your hands often with alcohol-based hand rub or soap and water

   c. covering your nose and mouth with bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.

   d. avoiding close contact with others, such as touching (for example shaking hands)

2. If you are experiencing any of the symptoms (such as fever, cough or shortness of breath) associated with Coronavirus, you should immediately refer to and follow the instructions provided by your local health authority and liaise with your manager regarding fitness for work, in accordance with normal sick leave processes and policies.

3. If an employee thinks they may be at risk of infection of Coronavirus:

   a. The employee must raise this immediately with their manager who will consult with the COO and determine a course of action.
   b. The employee may be advised to self-isolate and, where possible, work remotely for a 14-day period.
   c. Should a local health authority recommend a longer period of self-isolation, this is to be followed. The 14-day self-isolation is OneSchool Global's minimum period of self-isolation.
   d. If a member of an employee's direct household is required to self-isolate following local health authorities' advice or policy, or due to actual confirmed Coronavirus infection, the OneSchool Global employee must also self-isolate for 14 days, and where possible work remotely.
   e. An employee who has been in self-isolation may be required to provide medical clearance before they return to the workplace.
   f. Where an employee with Coronavirus has attended a campus or other OneSchool Global workplace, OneSchool Global will act on the advice of local authorities as to the safety of the School community.
   g. If an employee is confirmed with Coronavirus, they will be expected to follow the necessary medical instruction, keep their manager informed of developments and will be required to provide medical clearance that demonstrates it is safe to return to work.

4. If a Student thinks they may be at risk of infection of Coronavirus:

   a. The parent/student must immediately raise this with the Head of Campus (HoC)/ Head Teacher (HT)/ Campus Principal (CP) and Campus Admin (CA) Team, who will then consult with the Regional Principal (RP) /COO and determine a course of action.
   b. The student may be advised to self-isolate and, where possible, work remotely for a 14-day period.
   c. Should a local health authority recommend a longer period of self-isolation, this is to be followed. 14 days is OneSchool Global's minimum period of self-isolation.
   d. If a member of a student's direct household is required to self-isolate following local health authorities' advice or policy, or due to confirmed Coronavirus infection, the

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OneSchool Global student must also self-isolate for 14 days, and where possible continue learning remotely.

e. Where a student has attended a campus or other OneSchool Global workplace while being (or potentially having been) contagious, OneSchool Global will act on the advice of local authorities as to the safety of the school community.

f. A student who has been in isolation may be required to provide medical clearance before they return to campus.

g. Where a student contracts the Coronavirus, they will be expected to follow the necessary medical instruction and keep their HoC/HT/CP/CA Team informed of developments and will be required to provide medical clearance.

h. As a general rule, a student who is experiencing symptoms such as a fever, cough or shortness of breath, should seek medical attention and handle their attendance on campus in accordance with the appropriate absentee processes and policies.

TRAVEL

1. Until further notice all non-essential air travel is to be cancelled or postponed. All pre-existing or new travel requests will be reviewed by the COO and can only proceed with the approval of the COO or Global MD.

2. Where appropriate, utilise ZOOM and video conferencing options to maintain operational continuity.

   a. Exceptional travel requirements may only take place with prior approval of the COO or Global MD.

3. With the heightened risk of Coronavirus, based on official advice from authorities, one must reconsider the need for travel.

4. Any employee who travels on their own time, separate from OneSchool Global work, to any international destination is expected to advise their Human Resources (HR) Partner in advance of their travel.

5. Anyone who travels should refer to the specific government advice for travellers.

6. Any staff/ students returning from overseas flights must be isolated from the workplace for 14 days in consultation with their RP or Senior Manager. Alternative work arrangements will be made on a case by case basis. Employees may only return to work when OneSchool Global is satisfied that returning to work is safe and appropriate.

7. Should any family have to be placed into self-isolation, they must not attend or be involved in school activities (including before or after school activities such as driving the bus).

EVENTS

1. Any consideration of face to face events must be undertaken in accordance with appropriate internal approval incorporating a risk assessment and the prevailing government instructions in each region.

2. Any consideration of excursions must be undertaken in accordance with appropriate internal approval incorporating a risk assessment and the prevailing government instructions in each region.

BUSINESS CONTINUITY AND WORK FROM HOME ARRANGEMENTS

1. Each Campus should have completed the BCP template tailored to their Campus processes and resource requirements.

    To minimise disruption to services, and depending on relevant Regional guidelines, Campuses are required to maintain continuity of their critical services as identified in their respective BCPs.   Any changes to the way we deliver these services to our students (remote learning or return to face-to-face) should be clearly communicated to our staff, students, and parents/carers.

    A return to face-to-face learning must ensure the continued provision of a safe working environment for our staff and students. Please refer to the Campus Reopen Checklist and any other local guidelines provided.

2. Any individual work from home requests, relating to a specific Coronavirus concern, should be directed to your HR Partner and needs to be approved by the COO or the Global MD.

This is a dynamic situation which we are monitoring closely. Further guidance and instruction will be provided as appropriate.

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_OSG_ADM_ OneSchool Global Coronavirus (COVID-19) Policy_V1.0	9th March 2020	V1.0	New Policy
POL_OSG_ADM_ OneSchool Global Coronavirus (COVID-19) Policy_V1.1	17th March 2020	V1.1	Policy Update
POL_OSG_ADM_ OneSchool Global Coronavirus (COVID-19) Policy_V2.0	1st April 2020	V2.0	Additional Resources References
POL_OSG_ADM_ OneSchool Global Coronavirus (COVID-19) Policy_V3.0	21st May 2020	V3.0	Policy Update

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