



16 March 2020

**NOVEL CORONAVIRUS POLICY**

In order to manage the risk of Novel Coronavirus spreading to staff and students, the following 'NCVE Coronavirus Policy' will be implemented from 28<sup>th</sup> January, 2020 until further notice.

This policy will be updated in accordance with Government advice as more information comes to hand.

1. Anyone that has arrived from **Overseas (all areas)** on or since 16<sup>th</sup> March 2020 must self-isolate and monitor their health for 14 days prior to entering the College or leaving self-isolation. The potential fine for not self-isolating in Queensland is \$13,000.
2. Entry restrictions apply to foreign travellers from **mainland China, Iran, Republic of Korea and Italy**.
3. Anyone who has travelled and returned from overseas in the last 2 weeks and develops symptoms, must seek medical attention and present a **Medical Certificate clearance letter** before entering the College.
4. Anyone with symptoms must stay home and go to the doctor to get checked and obtain a **Medical Certificate clearance letter** before returning to school.

The symptoms of COVID-19 are similar to other colds and flus and include:

- Fever
- Sore throat
- Cough
- Fatigue
- Difficulty breathing

While coronavirus is of concern, it is important to remember that most people displaying these symptoms are likely suffering with a cold or other respiratory illness – not coronavirus.

5. Anyone who has been in close contact of a confirmed case of the Novel Coronavirus and has developed symptoms must seek medical attention and must not attend college and also present a **Medical Certificate Clearance Letter** before re-entering the college.
6. Whilst studying in the College, please practice social distancing and good hygiene practices. This means:
  - a. If you are sick, stay away from others – that is the most important thing you can do. **DO NOT** come into College if you are unwell.

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- b. If you do come to College unwell, the staff will send you home immediately and you will be asked to obtain a medical certificate before returning to College.
  - c. You should also practise good hand and sneeze/cough hygiene:
    - i. wash your hands frequently with soap and water, before and after eating, and after going to the toilet;
    - ii. cover your cough and sneeze, dispose of tissues immediately, and use alcohol-based hand sanitiser, and
    - iii. avoid contact with others (stay more than 1.5 metres from people).
  - d. Please ensure that you use the hand washing and hand santiser provided by the College regularly while you are in the College.
  - e. Please ensure that you use the antibacterial wipes supplied by the College to wipe down your learning space, surfaces and tables after use.
  - f. These simple, common sense actions help reduce risk to you and to others. They will help to slow the spread of disease in the community – and you can use them every day – in your home, workplace, school and while out in public.
7. For the latest advice:
- a. information and resources, go to [www.health.gov.au](http://www.health.gov.au)
  - b. Call the National Coronavirus Help Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.
  - c. The phone number of your state or territory public health agency is available at [www.health.gov.au/state-territory-contacts](http://www.health.gov.au/state-territory-contacts)
  - d. If you have concerns about your health, speak to your doctor.

We thank you in advance for your cooperation.

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