



Coronavirus (COVID-19) Policy

A. All UJEB Programs

1. This section applies in respect of all UJEB programs, whether operating at schools or at other external venues.
2. Any UJEB staff member or student returning from a country listed as high risk on the Commonwealth Department of Health website must not attend UJEB programs as per [Department of Health guidelines](#).
3. Any UJEB staff member or student who develops any COVID-19 symptoms, such as fever, cough, sore throat, tiredness or shortness of breath, should stay at home and seek medical advice for an urgent assessment.
4. If a student or staff member is in one of the categories below:
 - a. The staff member, student or any member of the staff member's/student's household is a confirmed case of COVID-19
 - b. The staff member, student, or any member of the staff member's/student's household is a close contact of a confirmed case of COVID-19 in the past 14 days. 'Close contact' is defined by the Victorian Department of Health and Human Services (**DHHS**) as someone who has had at least 15 minutes of face-to-face contact with a confirmed case, or shared a closed space with someone for more than two hours with a confirmed case, paragraph A5 applies.
5. In each of the two scenarios described at paragraph A4 above:
 - a. the onus is placed on the staff member or on the student's parent/guardian to immediately inform the UJEB office of the relevant situation;
 - b. the student or staff member must not attend any UJEB programs until they can provide a doctor's certificate clearing them to attend;

- c. UJEB will cancel classes/sessions for the affected program for up to 14 days or as necessary;
 - d. UJEB will contact all families involved in the relevant program by email;
 - e. UJEB will contact the DHHS on 1300 651 160 for advice on what to do next;
 - f. UJEB will make an IRIS incident alert by contacting the DHHS's Incident Support and Operations Centre on 1800 126 126.
6. If a UJEB staff member or program participant presents at a program with symptoms of COVID-19, such as fever, cough, sore throat, tiredness or shortness of breath, the following steps will be taken:
- a. They will be isolated.
 - b. The program participant's parent/guardian will be contacted to immediately pick the child up. In the case of a staff member, UJEB will ask them to leave immediately.
 - c. The parent/guardian of the participant will be advised to keep the child at home and see a doctor for an urgent assessment. In the case of a staff member, UJEB will advise them to see a doctor for an urgent assessment.
 - d. The student or staff member will not return to the program until they can provide a doctor's certificate clearing them to attend.
 - e. The parent/guardian of the student must notify UJEB immediately if their child tests positive for COVID-19. In the case of a staff member, the staff member must notify UJEB immediately if they test positive for COVID-19.
7. Any student/participant absences from UJEB programs due to Coronavirus illness or quarantining requirements are deemed to be in line with UJEB's regular sickness / absence policy and families will not be reimbursed for lessons/sessions missed.
8. Good hygiene practices are the most effective means of minimising the spread of COVID-19, and UJEB will continue to encourage these practices amongst all staff and students, including:
- a. Covering your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow.
 - b. Disposing of the tissue into a bin and then washing your hands afterwards.
 - c. Washing your hands regularly, after using the toilet, and before eating.

B. School Closures

1. This section applies to programs that operate at schools.
2. Any UJEB staff member who works at a school or student who attends a school that has announced a closure due to COVID-19 should notify UJEB immediately and UJEB will confirm with DHHS whether that staff member or student may attend UJEB programs during the school closure.

School Closures - Students

3. In the event of a school closure due to COVID-19, if the UJEB participant misses 2 or fewer UJEB sessions, no reimbursements will apply.
4. In the event of a school closure due to COVID-19, if the UJEB participant misses 3 or more UJEB sessions, a partial reimbursement of fees may be offered at the discretion of UJEB management.

C. UJEB External Programs

1. This section:
 - a. applies to UJEB External Programs, which means the Bar and Bat Mitzvah programs, programs running at Merkaz Bentleigh, BBYO activities and UJEB Camp;
 - b. applies in addition to section A above.

External Program Closures - Students

2. In the event of a UJEB External Program closure due to COVID-19, a partial reimbursement of fees may be offered at the discretion of UJEB management.

Adopted by UJEB Board: 17 March 2020

To be reviewed by UJEB Board: 17 March 2022