



Coronavirus (COVID-19) Policy

Updated 29/11/2021

UJEB's Covid policy is bound by the DET operations guide, given that UJEB is a community languages school, registered and accredited with DET. Accordingly, we are required to follow its policies and procedures.

This policy applies in respect of all UJEB in-person programs and activities, whether operating at schools or at other external venues.

Vaccination requirements

Anyone over 16 must be vaccinated to attend a UJEB in-person activity. It is highly recommended students 12-15 are to be vaccinated.

The UJEB staff responsible for the activity is responsible for ensuring that all participants have shown proof of vaccination as per the rule above.

Under the COVID-19 Mandatory Vaccination (Specified Facilities) Directions issued by the Victorian Chief Health Officer (Vaccination Directions) schools must ensure that all visitors and volunteers who attend to perform work must comply with vaccination requirements.

Schools must take all reasonable steps to ensure that unvaccinated visitors and volunteers do not enter, or remain on, the school premises for the purposes of performing work at the school unless they are an excepted person.

For policy on vaccination requirements for teaching service staff and school council employees refer to: [COVID-19 Vaccinations – Teaching Service and School Council Employees](#).

Policy updated 24.11.2021

Experiencing symptoms

The symptoms to watch out for are:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss or change in sense of smell or taste.

Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

If a person has any of these symptoms, however mild, they should seek advice and get tested.

If experiencing symptoms they must not be a return to UJEB in-person activities until a negative PCR test has been confirmed.

If a person becomes unwell during a UJEB in-person activity they must be collected as soon as possible.

A positive diagnosis

In the event of a positive test result for the PCR test, the person must isolate for 10 days.

Close contacts

Unvaccinated Student

If an unvaccinated student has come into contact with anyone with a positive diagnosis of COVID-19 in the past 7 days, they must undertake a PCR test and provide a negative result prior to returning to a UJEB face to face activity.

If they are a close contact of someone who is isolating and awaiting a covid PCR test result, they are not considered a close contact until their contact returns with a positive result.

If a participant becomes unwell during the UJEB in-person session, they must be collected as soon as possible.

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Vaccinated Teacher or Student

If a vaccinated teacher or student comes into contact with a positive COVID-19 contact (from 48 hours before symptoms or 48 hours before the test was conducted if the close contact was asymptomatic):

- If they have spent more than 2 hours with the positive COVID-19 contact they must undertake a PCR test and provide a negative result prior to returning to a UJEB in-person activity.
- If they have spent less than 2 hours with the positive COVID-19 contact no further action is required.

If they are a close contact of someone who is isolating and awaiting a covid PCR test result, they are not considered a close contact until their contact's result is confirmed to be positive.

If a participant or teacher becomes unwell during the UJEB in-person session, they must be collected as soon as possible.

Entering Australia from another country

Any UJEB staff member or student who has arrived from overseas must return a negative test, taken 24 hours after their arrival in Victoria and not attend a UJEB program or activity for 7 days following their arrival.

A confirmed case in a UJEB class workplace or activity

If there is a confirmed case UJEB will contact the close contact or their parents and inform them. They will need to follow the details set out in the close contact section.

UJEB will also notify the venue who will act in accordance with their COVID policy.

Use of face masks

In line with the Chief Health Officer's direction on mask wearing, all educators of groups under the age of 12 must wear a mask while indoors. If a mask impedes effective teaching the mask may be removed if social distancing can be maintained.

Students in Years 3-6 must wear a mask indoors and it is recommended that Prep to Year 2 do so as well.

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Implement effective hygiene measures.

Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet.

On arrival all employees, parents, visitors and students must use the hand sanitiser.

On arrival all desks utilised will be wiped down with disinfectant wipes.

Hands must be washed thoroughly using soap and water before and after using the toilet.

Cough and sneeze etiquette must be used - cough and sneeze into your elbow.

There is no sharing of food or water bottles.

Staff should regularly clean high touch personal items such as mobile phones.

Social distancing and ventilation

Windows will be opened when practical and outdoor learning will be considered when appropriate.

Social distancing will be practiced.

Care will be taken to reduce situations when students are required to queue - waiting their turn to use the bathroom , waiting their turn to use a piece of equipment, etc.

School closures - fee reimbursement

This section applies to programs that operate at schools.

School closures - students

1. In the event of a school closure due to COVID-19, every effort will be made to continue with classes online.
2. If the UJEB participant misses 2 or fewer UJEB sessions, no reimbursements will apply.
3. 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.

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School closures - staff remuneration

School closures - regular casual staff members

In the event of a school closure for up to 14 days due to COVID-19, UJEB staff members who teach on a regular casual basis at the closed school will be paid their normal pay for any scheduled classes that were lost over this period. Such staff members will be required to fulfil their working hours in a manner to be determined by UJEB management, such as marking, lesson planning and preparing reports.

For school closures lasting for a period of more than 14 days, UJEB staff members who teach on a regular casual basis at the closed school will not be paid for the period exceeding the first 14 days.

School closures - permanent part time coordinators

In the event of a school closure, coordinators will continue to be paid at their regular rate and will be required to fulfil their working hours in a manner to be determined by UJEB management, such as curriculum planning, documentation and reporting.

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