

SELC Novel Coronavirus (COVID-19) Policy

SELC Australia is committed to the health, safety and well-being of all our students, staff, trainers, teachers, host families, contractors and agents.

Therefore given the spread of the novel coronavirus (COVID-19) and its declaration by the World Health Organisation (WHO) as a public health emergency. SELC Australia is taking considered action to ensure all our students, staff, trainers, teachers, host families, contractors and agents are kept safe and up to date with current information.

SELC has implemented safeguards that meet official [Australian Government COVID-19 guidelines](#) and taken additional steps to minimise the potential impact:

- All staff and students who have arrived, travelled or transited to any international location in the last 14 days, must isolate themselves for 14 days.
- If the college semester/term has already commenced, the student affected must notify their coordinator/trainer/teacher or tutor of their circumstance to determine whether alternate arrangements for remote learning can temporarily be put in place.
- If it is a staff member then they should discuss with their manager regarding working from home arrangements.
- Departmental coordinator to review what mechanisms for remote learning they have in place that could be adapted to accommodate students in this circumstance keeping in mind the isolation period. Provided the person remains well, is a maximum of 14 days.
- Domestic travel is limited to essential travel for all staff and students.
- At SELC Australia, we are asking students and staff to avoid travelling overseas including during term break, to minimise the risk of being infected.
- SELC Students and staff are advised to speak to their direct manager or coordinator/trainer/teacher about any concerns they have with the spread of COVID-19.
- Any close contacts of a confirmed case of COVID-19 will not be allowed in the college for at least 14 days since last contact with the confirmed case of COVID-19
- SELC follows strict guidelines from the Australian Government, and in the case of the government announcing a temporary shutdown of colleges, SELC will provide an online delivery option to our students.

SELC's safeguards:

1. Staff, students, trainers and teachers in SELC Australia

The Australian Government has advised that anyone who has travelled internationally, or has come into direct contact with a confirmed case of COVID-19 in the previous 14 days must isolate themselves (as well as to seek medical advice) and should monitor their health for 14 days from the date of departure or contact.

We ask that all our staff, students, trainers and teachers follow this advice to ensure their own safety as well as safety of other people at SELC and the general public.

SELC provides hand sanitisers and disinfectants in the college and in the offices to promote a healthy college/workplace and we encourage our people to adhere to normal handwashing and hygiene practices. All areas have signs as to correct handwashing and coughing procedures. If you are feeling unwell whilst you are at the college, please inform your direct manager or coordinator/trainer/teacher so we can support you accordingly.

2. Working with host families, agents and contractors

SELC requests our host families, agents and contractors to take their own measures to respond to COVID-19, in accordance with official [Australian Government COVID-19 guidelines](#). We have advised host families, agents and contractors of the safeguards we have in place here at SELC and have advised host families what to do if a student arrives at their home with the symptoms.

If you are an agent or organisation with a suspected or confirmed case of COVID-19 and SELC students or people may be affected, we ask that you immediately contact the SELC management team.

We have advised all SELC students in homestays who are concerned their host family is not taking reasonably practical steps to proactively prevent the spread of COVID-19 so far as it is able, to speak with the accommodation manager immediately.

If you are a host family who has concerns about SELC students being affected by COVID-19, please contact the accommodation manager immediately.

Self-isolation

Student or staff who need to self isolate must stay at home or in their accommodation and not attend public places, including work, campuses or public areas of the college. Only people they usually live with should stay in the home or accommodation. Do not have contact with visitors. Where possible get others such as friends or family who are not required to be isolated, to get food or other necessities.

If the person in isolation must leave the home or residence, such as to seek medical care, they are instructed to wear a surgical mask if they have one.

Student or Staff who become sick while in isolation

Symptoms include (but are not limited to) fever, cough, sore throat, fatigue and shortness of breath. If a student or staff member at SELC develops mild symptoms, they must:

- Inform their direct manager or coordinator/trainer/teacher immediately
- Isolate themselves from others at home and use a separate bathroom, if available
- Put on a surgical mask and if they don't have one, practise good sneeze/cough hygiene
- Practice good hygiene
- Call a doctor or hospital and tell them the recent travel or close contact history.

If you have serious symptoms such difficulty breathing, call 000 ask for an ambulance and notify the officers of the recent travel or close contact history. Or call the National Coronavirus Health Information Line on 1800 020 080.