



PRECAUTIONARY EXCLUSION POLICY

POLICY DETAILS			
Document Number	[Document Number]	Currency	Current
Policy Level	Board Level	Date Introduced	23/03/2020
Authorised By	Board of Directors	Publish Date	23/03/2020
Responsible Officer	Rector	Review Date	23/03/2022
Relevant To	Global		
Relevant Legislation(S)	Work Health and Safety Act 2011		
Related College Documents			

Contents

1. SCOPE	2
2. POLICY STATEMENT	2
Critical Limits	2
Vacating the College Grounds.....	2
3. POLICY MANAGEMENT	3
Compliance, monitoring, & review	3
Reporting.....	3
Records Management.....	3
4. DEFINITIONS.....	4
5. FEEDBACK.....	4
6. VERSION HISTORY	4
7. APPENDICES	4



PRECAUTIONARY EXCLUSION POLICY

1. SCOPE

- 1.1. This policy applies to the Iona College Community; including Staff, Students, Contractors, Volunteers, Parents and Friends Association.
- 1.2. This policy is applied when there is a matter of public concern that has the potential to affect the health of the people attending and working in the College.

2. POLICY STATEMENT

- 2.1. This policy establishes the conditions in which the College may exclude a member of the community as a precaution in light of a recognised health related concern.
- 2.2. The College may exclude any individual from College related activities to keep the rest of the College community safe, if that individual presents with signs or symptoms related to a known infection or a condition,
- 2.3. The period exclusion may last for as long as the College deems is necessary to ensure that the health of the wider College community is not compromised.

Critical Limits

- 2.4. Identifiable “critical limits” related to the infection or condition must be set to enable the clear and consistent application of this policy.
- 2.5. As a baseline, the critical limits must be informed by regulatory and industry advice and may be further refined through the College’s own risk assessment.

Vacating the College Grounds

- 2.6. Staff, Volunteers and other members of the community who are excluded through this policy, fit for travel and have private transport, will be required to leave the College as soon as directed.
- 2.7. Staff, Volunteers and other members of the community that are excluded through this policy without any suitable means of private transport or are not fit to travel, must be made reasonably safe to travel via private commercial transport, without endangering the service provider or the general public.
- 2.8. Students that are excluded through this policy must be collected by their parent or guardians as soon as practical.
- 2.9. Students that are excluded through this policy, who are fit for travel and have private transport may be released to return home directly subject to parental/guardian consent.

Department: Safety	Document Name: PRECAUTIONARY EXCLUSION	Version:1.0
Publish date: 23/03/2020	Review by: 23/03/2022	PRINTED COPIES ARE NOT CONTROLLED Page 2 of 4



PRECAUTIONARY EXCLUSION POLICY

3. POLICY MANAGEMENT

Compliance, monitoring, & review

- 3.1. The Rector is the Primary Policy Officer, delegating implementation and management of this policy to the Principal, the Deans and the Nurses.
- 3.2. The Policy Officer must declare through the appropriate notification channels that the policy is in effect, detailing the critical limits that will trigger a precautionary exclusion.
- 3.3. Any breach of this policy is automatically considered a serious violation of the College's safety policies and procedures; and will be managed in accordance with the College's Misconduct and Performance Management Policy.
- 3.4. The Policy Officer and the identified delegates will monitor any trends, issues, cases and breaches of policy to determine if the policy is current, effectively communicated, implemented and followed.
- 3.5. Sources of data include Staff and Student Health Reports, complaints, and other reports related to a person's health and wellbeing.
- 3.6. This policy is to be reviewed immediately after a substantial breach in policy, otherwise the policy is to be reviewed in 2 years from the date of publication.

Reporting

- 3.7. The Policy Officer and/or identified delegates must provide the College Leadership Team with immediate reports if an individual has been excluded through this policy.
- 3.8. The Nurses or relevant delegates must maintain a register of individuals excluded through this policy, detailing their symptoms, actions taken, any follow up medical information received and their anticipated date of return.

Records Management

- 3.9. The Policy Officer and/or delegates must maintain all records relevant to administering this policy in a recognised College recordkeeping system.
- 3.10. Health records of individuals excluded through this policy must be retained for 100 years.

Department: Safety	Document Name: PRECAUTIONARY EXCLUSION	Version:1.0
Publish date: 23/03/2020	Review by: 23/03/2022	PRINTED COPIES ARE NOT CONTROLLED
		Page 3 of 4



PRECAUTIONARY EXCLUSION POLICY

4. DEFINITIONS

Term	Definition
Critical Limits	A maximum and/or minimum value, after which precautionary exclusion may apply.
Matter of Public Concern	A “matter” that has been widely recognised by the public to be a “matter” of concern and an active threat to the community.
Precautionary Exclusion	Removal of a person from the community as a precaution until cleared for return by a Doctor/ General Practitioner or meeting critical limit parameters.

5. FEEDBACK

- 5.1. Provide feedback about this document by emailing Compliance@iona.qld.edu.au

6. VERSION HISTORY

Date	Approval and Amendment History	Details
13/03/2020	Initial Draft	
20/03/2020	Final Draft	

7. APPENDICES

Critical Limits for Exclusion Template	 Critical Limits for Exclusion (COVID-19)
--	---