

THERMAL SCREENING POLICY & PROCEDURE



PURPOSE

Australian International Islamic College is committed to the safety and welfare of its students, families and staff. The purpose of this policy is to allow for the thermal screening and early detection of persons who present with a fever. This policy has been developed in response to the global COVID-19 pandemic and is designed to improve the site safety at AIIC.

SCOPE

The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the process undertaken upon entry to the AIIC campus, how the information is used and stored, as well as a person's right to refuse screening

Approved By: College Board

Status: Approved

Contact: Principal

Review Date: April 2021

Date Approved: April 2020

Reviewed: Annually

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

Privacy:

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian International Islamic College is bound to protect your privacy. We will not unnecessarily store nor disseminate the information gathered for any purpose other than that which is outlined in this policy. In the event of a confirmed case of COVID-19, or another communicable disease, the thermal readings of staff, students and visitors may be provided to an approved authority.

Thermal Screening Procedure

Upon presentation at an AIIC campus, every individual will be asked to present for a thermal screen. This will involve

- Standing a safe 1.5 m from the person administering the screen
- Presenting the exposed forehead for a contactless read of body temperature
- Having your name, date and temperature recorded

What happens if an elevated temperature is recorded?

If during the screen a temperature of above 37.5°C is recorded, this is noted as a fever. You will be asked to either

- Leave the campus immediately
Or
- Wait in an isolated room for 15 min and have a second screen

If a staff member or student records a fever (first or second screen), you will be asked to remain at home until you are well, and/or have a medical clearance to return to school.

What if I do not consent to a thermal screen?

If you are a member of the public, or a parent and you refuse a thermal screen, you will be asked to leave the campus, and alternative arrangements will be made for you to communicate with the College through contactless means

If you are a staff member and you do not consent to being screened, you will be asked to fill in a declaration form, stating your objection to being screened, as well a declaration that you are well, have not come into contact with anyone known or suspected of having a communicable disease, or anyone who has recently travelled overseas. This declaration will be kept on file

If you are a student and you do not undergo a thermal screen, you will be asked to return home and engage with our Remote Learning option.

What happens to my personal information?

The information retained will be

- Your name
- Date
- Thermal reading
Or
- A tick to indicate a reading below 38°C or a cross to indicate a fever (at your request)