



24 August 2021

### **Updates to Leave of Absence and Approved Absence Policy**

Dear Parent/Guardian,

Please find below updates to the Leave of Absence (LOA) and Approved Absence (AA) policy, which take immediate effect. These updates supersede any previous communication with respect to LOA and AA procedures.

Students and staff will be placed on Leave of Absence (LOA) under specific circumstances, including if students/staff stay in the same household as individuals on Quarantine Order (QO) whether it is served at a Government Quarantine Facility (GQF) or at home.

With the gradual easing of community safe management measures, students/staff will have their LOA rescinded and may return to school when one of the conditions below are met:

1. When the Person Under Quarantine (PUQ), scheduled to serve QO at GQF, tests negative for COVID-19 at the entry swab test and is well (regardless of whether PUQ is still at home or in GQF); **or**
2. When the PUQ is serving QO at home and MOH quarantine/testing requirements allow household members to leave the house and carry on with their daily routine. PUQ must also test negative for COVID-19 at the entry swab test and be well.

Students/staff who have been issued with a Health Risk Warning (HRW) notification or have household members who have been issued an HRW, will have their Approved Absence (AA) rescinded and may return to school after the student/staff or household member(s) tests negative for COVID-19 and is well.

Details of the updates to the LOA and AA policies are shown in Annex A on page 2 of this letter.

Once again, we thank you for your cooperation on these important matters.

Yours sincerely,

Gavin Kinch  
Principal

**Annex A: Updates to Schools' Leave of Absence (LOA) and Approved Absence (AA) Policies**

Category	Description
<p><b>Leave of Absence (Quarantine Order)</b></p>	<p>1. <b>[Amended]</b> For students staying in the same household as <u>PUQ</u>. LOA(QO) will be rescinded if:</p> <ul style="list-style-type: none"> <li>a. <u>PUQ, scheduled to serve QO at GQF</u>, tests negative for COVID-19 entry swab test and is well (regardless of whether PUQ is still at home or in GQF); <b>or</b></li> <li>b. <u>PUQ is serving QO at home</u> and MOH quarantine/testing requirements allow household members to leave the house and carry on with their daily routine. PUQ must also test negative for COVID-19 entry swab test and be well.</li> </ul>
<p><b>Approved Absence</b></p>	<p>2. <b>[No Change]</b> For students staying in the same household as <u>individuals (6 years and above) with flu-like symptoms</u>.</p> <ul style="list-style-type: none"> <li>a. They will be placed on AA and be required to stay at home until the unwell household member's COVID-19 test result (Antigen Rapid Test (ART) or Polymerase Chain Reaction (PCR) Test) is reported to be negative.</li> </ul> <p>3. <b>[Amended]</b> For students, if <u>they or their household members</u> have to undergo <u>mandatory</u> testing due to a COVID-19 cluster. This includes those that have been issued a Health Risk Warning SMS by MOH.</p> <ul style="list-style-type: none"> <li>a. They will be placed on AA and required to stay at home until the individual's COVID-19 PCR test result is reported to be negative.</li> <li>b. This does not include students with household members who are healthcare workers and other sectors who undergo rostered routine testing.</li> </ul> <p>4. <b>[No Change]</b> For students who have been on MC due to flu-like symptoms and are unable to produce evidence of a negative COVID-19 test result (ART or PCR) by the end of their MC.</p> <ul style="list-style-type: none"> <li>a. They will be placed on AA for a further 5 days after the date of expiry of their MC.</li> </ul>