

Gateway to Khmer (G2K) takes seriously the health and safety of both its staff and students. Since the global outbreak of COVID-19 at the beginning of 2020, governments, organisations, and individuals have been seeking the most effective ways to protect against the virus. The Royal Government of Cambodia has deemed it necessary multiple times over the past 2 years to close schools in efforts to limit the spread of the pandemic and its impact on Cambodia.

G2K's duty of care to both its staff and students, at its core, is to provide a safe working and learning environment for all. With this in mind, the school has developed a strict policy for the prevention of COVID-19 spread within the business environment in line with the Royal Government's policies; in particular the Standard Operating Procedure (SOP) for the re-opening of schools. Gateway to Khmer is registered both as a business and with the Ministry of Education as a specialist learning institute and is therefore subject to specific requirements required by the Ministry of Education.

The policies and processes that are laid out below are applicable without prejudice or exception to all Gateway to Khmer Staff and Students. This policy will be made available on Gateway to Khmer's webpage ([www.g2k.asia](http://www.g2k.asia)), to all prospective students on expression of interest in studies, and to all currently enrolled students.

Policies and procedures will be subject to change without warning or notice. Questions relating to this policy may be directed to the Senior Management Team. Adherence to this policy is required and any decision or instruction issued by the school relating to COVID-19 is not subject to appeal and will be considered final.

## **Vaccination Policy**

The Royal Government of Cambodia in the SOP for the reopening of schools has made vaccination a requirement of all educational staff (including support staff). Gateway to Khmer has 100% of its employees vaccinated according to the government's guidelines, and copies of all vaccination records are held by the school.

For study at the school students are required to be (at least) double vaccinated, and in possession of the appropriate documentation to prove this status. Foreign vaccination records will be considered on an individual basis on good faith. A record (scan or copy) of the vaccination documentation will be taken and held by the school in compliance with the government's regulations.

## **Testing Policy**

The Royal Government of Cambodia in the SOP for the reopening of schools has made testing (Rapid Antibody) a requirement of all educational staff (including support staff). G2K frequently tests all its employees, including on the presentation of any potential symptoms. All G2K staff will be tested (via rapid test) the working day prior to class commencing. In-line with government guidelines, throughout the 4 or 8 week module, teachers will be subject to tests at random.

Students are also required to be tested before they may join an 'in-person' class. Students will individually be tested on the first day of class. This will be done in a process to ensure social distancing is maintained as far as possible. Further random testing will take place on a bi-weekly basis, following the latest government guidelines. Any student suspected of showing COVID-19 like symptoms will be requested by management to take a rapid test. Students must submit to any and all requests for testing, made by any member of Gateway to Khmer staff.

## Staff Conduct

---

### Face coverings

All staff will be required to wear a suitable facemask at all times while on the Gateway House property. Surgical/face Masks can be of a style the teacher prefers but must fully cover the nose and mouth at all times. While teaching, teachers will wear both a surgical/face mask and a clear fluids visor. Wearing of a mask may not be possible at times when students are required to see the teachers mouth. During these times a teacher may wear only a visor mask. Observation of group work will require surgical/face mask to be utilised.

### Social distancing

Teachers are required to maintain a minimum separation of 1.5 metres from students at all times. If in a classroom setting a teacher must approach a student, all face mask regulations must be followed and hands should be sanitized post interaction. There should be no physical contact with any student at any time.

G2K Staff have a separate, wider COVID-19 policy detailing expected conduct; the above is provided to allow students to know what they should expect from their teachers in a classroom setting.

### Teacher Tests Positive for COVID

If a teacher tests positive either via a Rapid test or PCR test, they will inform G2K and the school will apply its staff COVID-19 policy.

The result of a teacher testing positive is for all those with direct contact being required by Government policy to self-isolate for 14 days. This will likely result in the class being converted to an online study format, but the school will contact students to update and advise on the next steps.

## Student Conduct

---

### Vaccination Records

Under the SOP for the reopening of schools evidence of vaccination must be provided to the school by students on request. This must be provided before a student may enter the classroom environment. A copy of this will be recorded and held in the school's records for a period of 12 months, for production at the request of any competent authority.

A notation will be made against student records so this will not be required for every study intake. If a student does not continue studying within the 12 month period when the vaccination record was requested, the school may require evidence of vaccination to be resubmitted.

### Face coverings

All students are required to wear a suitable facemask at all times while on the Gateway House property.

Surgical/face Masks can be of a style the student prefers but must fully cover the nose and mouth at all times. In class, a teacher may ask a student to lower their mask to view their pronunciation technique. Masks may only be removed on the direct instruction of a teacher, while seated and must be replaced as soon as possible.

## **Social distancing**

Students are required under the SOP to maintain a minimum separation distance of 1.5 metres at all times. We acknowledge that this can be challenging at times, however the spirit of this requirement should be observed.

G2K's reopening plan is structured around a phased return to 'in-person' classes throughout 2022, to be informed by government policy where appropriate. As more classes attend Gateway House, separation should be maintained between individual classes for the protection of both teachers and students in the event of a positive case.

## **Public areas of the building**

Students will be restricted to the use of the lift unless moving between floors 3 and 4 (bathroom facilities), or in the case of an emergency.

Students may not enter any space on Floor 5 of Gateway House, or any other areas designated as a staff area. This is for the protection of all G2K's staff, to help prevent any widespread outbreak of COVID-19 and any related required shutdown of the school.

Students should not congregate in any area within G2K, and upon conclusion of classes should leave the campus in a timely manner.

## **Outside of class interactions**

Students should not interact with any teacher outside of the classroom environment to ensure effective separation of 'bubbles' (As per the policy statement in the Student Handbook).

Students may interact with support staff on Floor 2, relating to payments and class scheduling. Students should maintain a 1.5 metre separation, and comply with all other prevention requirements such as wearing of masks.

Staff may ask students to take contact reducing actions (e.g. Alcohol spray credit cards, request students to sterilise their hands, etc), and may request that follow-up or subsequent information is relayed through a digital medium.

Any student not complying with a reasonable request, or making any staff member feel at risk may be asked to leave and the situation referred to the senior management team.

## **Displaying symptoms**

Students should **NOT** attend G2K if they or any of their family/direct contacts are displaying any COVID-19 symptoms.

Students are responsible for obtaining and taking a COVID-19 rapid test if required, and following any instructions issued by a competent authority.

## **Testing positive**

If a student tests positive either via Rapid Test or PCR test, they must inform G2K immediately and must not attend any further classes.

Students will be required to isolate as per government policies, if a student has direct contact with a COVID-19 positive person you must advise the school and isolate as required.

Students who fail to notify G2K of any information regarding COVID-19 exposure will be removed immediately from class without a refund, and will be banned from any future study with G2K.

Other students in the class will be contacted by the school and advised on next steps – where possible the class will be converted to an online study method. This is due to Government policy being all those who have had direct contact being required to self-isolate for 14 days.

Students who test positive with COVID-19, and cannot continue in their class online (due to hospitalisation or Government quarantine) will be offered to restart their studies from the same point in the next class with a place available at no extra charge.

## **Warnings**

---

Students found in minor violation of this policy will be given a verbal warning by G2K staff. If continued violations occur it may be passed to the attention of the senior management team who will address the student/students concerned.

Major violations of this policy will result in escalation to the senior management team and possibly immediate removal from class without a refund of any fees.

## **Disclaimer**

---

This document is a copy of the most recent COVID-19 policy.

Government guidelines are subject to change at any time, and this policy may change on an ad-hoc basis in-line with new directives – without necessarily the time to update this policy. Any changes to government policy will take precedence and become immediate school policy if more restrictive; any easing of restrictions will not be applicable to Gateway to Khmer until this policy is updated and changes communicated to staff and students.

**Last update: 23<sup>rd</sup> November 2021**