

### Purpose:

**1.1** The purpose of this policy and procedure is to provide guidelines to minimise the risk of COVID-19 transmission in the College premises.

**1.2** This policy and procedure aims at compliance in all respects with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011, and any other relevant federal and state regulations.

**1.3** The main objectives are:

- Help stop the spread of COVID-19
- To protect workers and students on campus from the risk of exposure to COVID-19 so far as is reasonably practicable.
- To identify, assess and eliminate or minimise the risks of exposure to COVID-19 as far as is reasonably practicable.
- To implement measures to keep workers and students safe and stop or limit the spread of COVID-19.

### Scope:

**2.1** This document applies to Skills Training Australia premises, staff members, contractors and students.

### Definitions:

**3.1 Risk** – In relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring.

**3.2 Incident** – An occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or “near misses” when there is potential for injury.

**3.3 COVID-19** – A new coronavirus known to cause respiratory infections and is most likely to spread from person-to-person through:

- close contact with a person while they are infectious or in the 48 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

The symptoms of COVID-19 are similar to other colds and flus and include:

- fever
- sore throat
- cough
- tiredness
- difficulty breathing.

### 3.4 Physical Distancing – Measure to minimise contact between people.

#### Responsibilities:

#### 4.1 Employees/Contractors/Students – They are responsible to:

- adhere to safe work practices, instructions and rules;
- stay home if unwell with cold and flu symptoms;
- immediately report any suspected case of COVID-19 infection or exposure to the relevant Department Head, a teacher or the Work Health and Safety Committee representative;
- behaves in a manner which ensures individual health and safety and that of all other employees/contractors/students;
- encourage fellow employees/contractors/students to create and maintain a safe and healthy work environment; and
- cooperate with all other employees/contractors/students to enable the health and safety responsibilities of all to be achieved.

#### 4.2 Managers –They are responsible to:

- provide staff members with latest information about COVID-19 and the prescribed actions relevant to their tasks to prevent spread of the virus and report any known or possible exposure and/or infection.
- ensure that the workplace under their control is safe and without risks to health; and
- ensure that the behaviour of all persons in the workplace is safe and without risks to health.

#### 4.3 CEO – Implements the WHS plan in responding to COVID-19 exposure on campus.

#### 4.4 Directors and Senior Management – They are responsible to:

- identify hazards, assess risk and implement control strategies to minimise risk of exposure to, and the spread of, COVID-19 to people and premises;
- ensure the relevant legislation and regulations that apply to the working conditions and the work environment are observed and enforced;
- ensure that WHS processes are effectively implemented in their areas of control and support supervisors and hold them accountable for their specific responsibilities.
- encourage consultation in addressing health and safety issues;
- design and maintain a safe site;
- develop and implement safe systems of work;
- promote and maintain the WHS policy and procedure; and
- provide adequate safety information, training and supervision.

#### General Guidelines:

### 5.1 General Measures to Limit the Spread of COVID-19

#### 5.1.1 Physical Distancing

Staff members are advised to maintain a distance of at least 1.5 metres from other people, where possible. This includes in areas such as the lunchroom, visiting a colleague at their desk or walking in the hallway.

Staff members are also encouraged to minimise close personal contact with other staff members and students.

### 5.1.2 Hygiene

Good hygiene practices to protect others from the risk of COVID-19 transmission are promoted to the staff members and students.

Good hygiene requires everyone on campus, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues hygienically, e.g. in closed bins
- clean and disinfect shared equipment after use
- wash body, hair (including facial hair) and clothes thoroughly every day
- have no intentional physical contact, for example, shaking hands and patting backs
- avoid sharing any personal items including stationary, where possible.

### 5.1.3 Cleaning

The College to increase the cleaning of frequently touched areas and surfaces, and shared amenities with detergent or disinfectant. This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards and telephones.

### 5.1.4 Regular Communication

The relevant Managers will provide staff members and students with:

- information regarding government advice and directives to prevent the spread of COVID-19.
- adequate information and training in relation to COVID-19 measures, including good hygiene practices, physical distancing, and appropriate cleaning and disinfection practices on campus.
- advise on the requirements and expectations applicable to students when they resume face-to-face classes by attending a COVID-19 Safe session on the first day on campus.

The Program/Campus Manager to liaise, consult and work with the Building Manager regarding their WHS plan and activities.

### 5.1.5 Handling of Deliveries

The College to designate staff members to handle deliveries on each campus and to provide guidelines on handling deliveries including washing of hands before and after handling of delivery goods.

### 5.1.6 Campus Visitors & Students

All visitors and students are required to check-in and check-out by utilising the QR Code displayed at each campus. Names and contact details are solely collected to comply with the Department of Health and Human Services COVID-19 Regulations. Details are held for 28 days.

## 5.2 WHS Plan for COVID-19

In consultation with the Senior Management, a program of WHS activities will be carried out and continually reviewed by the Directors in response to the COVID-19 pandemic. This covers the following:

- provision of information to staff members/students;
- review of work design, workplace design and standard work methods;
- practices to limit the spread of COVID-19;
- wellbeing of workers; and
- response planning.

## 5.3 WHS Representative Contact

Each campus has a WHS Representative of the College. Contact details are displayed at each campus.

The Critical Incident and Hazard Reporting form is used to report any unsafe work conditions or equipment or suggest improvements.

## 5.4 Response to COVID-19 Exposure on Campus

### 5.4.1 Steps to take when a person started showing symptoms of COVID-19 whilst on campus.

Student must notify their Educator/Trainer who will then report to the Program Manager.

Staff member must notify the CEO.

He/she will then:

#### A. Isolate the Person

- If a person develops flu-like symptoms at work, separate the person by placing them in an area away from others. Provide them with tissues, hand sanitiser and a face mask, if available, to cover their coughs and sneezes.
- If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.
- Provide appropriate personal protective equipment (PPE) to the affected person, such as disposable surgical mask, and hand sanitiser and tissues, if available. Also provide protection to anyone assisting the person.

#### B. Notify Management

The CEO or delegate to notify the Group Managing Director and Chief Executive Officer, Mr. Christopher Campbell and the Deputy Group Managing Director and Group Chief Operating Officer, Ms. Gabriela Rodriguez about the suspected case.

### C. Seek Advice and Assess the Risk

The CEO or delegate calls the state helpline to seek government health advice if the symptoms are serious.

Advice from the state public health unit will be followed and implemented.

### D. Transport

If necessary, the CEO consults with the Health Department to instruct about the staff member to go home or to access medical assistance.

Wherever possible, if a person is unwell or travelling to a location for mandatory isolation, they should use a personal mode of transport\* to minimise exposure to others. They should not use public transport unless there is no other option. [\*Taxi would be preferred if the person does not drive to work or study]

### E. Clean and Disinfect

- Identify, close off and clean and disinfect the areas, open outside doors and/or windows if possible, to increase air flow.
- All areas, for example offices, bathrooms, kitchens and common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected.
- The state and territory public health unit may also provide the College with further information about how and where to clean.

### Notes:

- The CEO will only arrange for the cleaning and disinfecting of the affected areas if instructed to do so by the public health unit.
- There is no automatic requirement to close an entire campus following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the campus or if government health officials advise you the risk of others being exposed is low.

### F. Identify and Tell Close Contacts

**Note:** The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

For the purposes of undertaking a workplace risk assessment and to assist the state and territory public health unit, the Directors will consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine.

### G. Review Risk Management Controls

Directors will review the COVID-19 risk management controls, in consultation with the staff members, and assess and decide whether any changes or additional control measures are required.

### 5.4.2 Steps to when the workplace may have been exposed to a person who may have COVID-19

#### A. Notification of confirmed case of COVID-19

- The staff member or student to notify their Program Manager if they have tested positive to COVID-19.
- The Program Manager or Educator/Trainer to notify the CEO.

#### B. Notify Management

The CEO or delegate to notify the Group Managing Director and Chief Executive Officer, Mr. Christopher Campbell and the Deputy Group Managing Director and Group Chief Operating Officer, Ms. Gabriela Rodriguez about the possible exposure of the workplace to COVID-19.

#### C. Seek Advice and Assess the Risk

- The CEO to seek government health advice by calling the state or territory helpline (See <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>)
- Follow the advice of the state and territory public health unit.
- The National Coronavirus Helpline on 1800 020 080 which operates 24 hours a day, seven days a week, may also be contacted. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.
- Keep a record of the current contact details for the person and make a note about the areas they had been in the workplace, who they had been in close contact within the workplace and for how long.
- The state or territory WHS regulator may also be able to provide specific WHS advice on the situation.

#### D. Clean and Disinfect

- Follow the advice of public health unit and close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.
- All areas, for example offices, bathrooms, kitchens and common areas and equipment or Personal Protective Equipment (PPE) that were used by the person concerned must then be thoroughly cleaned and disinfected.
- The state and territory public health unit may also provide you with further information about how and where to clean. The Senior Manager, Student Services arranges for those instructions to be followed.

**Note:** There is no automatic requirement to close an entire campus following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the campus or if government health officials advise you the risk of others being exposed are low.

### E. Identify and Tell Close Contacts

Note: The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

For the purposes of undertaking a workplace risk assessment and to assist the state and territory public health unit, the Directors will consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine.

### F. Review Risk Management Controls

Directors will review the COVID-19 risk management controls, in consultation with the staff members, and assess and decide whether any changes or additional control measures are required.

**Note:** For any suspected cases of COVID-19, the College will treat it as a Critical Incident. Refer to the Critical Incident/Hazard Reporting and Investigation Policy and Procedure for more details.

## 5.5 State Health Department Helplines

- New South Wales: 1300 066 055
- Queensland: 13 432 584
- Victoria: 1800 675 398
- South Australia: 1300 232 272
- Western Australia: (08) 6373 2222
- Tasmania: 1800 671 738

## 5.6 Work Health and Safety Incident Notification

### Victoria

The CEO must notify WorkSafe Victoria immediately after becoming aware of

- an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
- the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.

WorkSafe Victoria must be notified by lodging the online form or calling WorkSafe Victoria on 13 23 60.

WorkSafe Victoria will email a link to be completed which is a more detailed incident notification form which must be completed within **48 hours**.

WorkSafe will then assess our incident notification and may contact us to discuss the notification and to indicate if, and when, an inspector will arrive.

The WorkSafe Incident Form must be retained for a period of 5 years.

The CEO must also notify WorkSafe Victoria when they become aware of a case of COVID-19 where it is the cause (or suspected causes) of a death at a workplace. Incident notification procedures are detailed on the WorkSafe Victoria website.

Notification must be made regardless of whether the Victorian Department of Health and Human Services is already aware of the case.

### **5.7 Sick Leave Arrangements**

**5.7.1** Staff members who have cold and flu symptoms are advised to request sick leave.

**5.7.2** If a staff member has been diagnosed with COVID-19, he/she can return to the office only after they have fully recovered, with a doctor's note confirming recovery. The staff member must notify the CEO.

**5.7.3** If a staff member is a close contact of a person who has a positive COVID-19 diagnosis, he/she is advised to undergo a COVID-19 test. He/she can return to the office only after having a negative diagnosis. The staff member must notify the CEO.

**5.7.4** If a staff member is a close contact of a person who is suspected of having COVID-19, he/she is advised to self-isolate until the person receives the COVID-19 test result. He/she can return to the office only after the person receives a negative diagnosis. The staff member must notify the CEO.

### **5.8 Monitoring of Work Health and Safety (WHS) Compliance**

Directors and Senior Management will monitor the COVID-19 situation as it develops, relying on information from the state and federal governments including health authorities.

The WHS Plan for COVID-19 will be reviewed and updated in accordance to the latest government directives.

### **5.9 Return to Face-to-face Delivery**

There will not be face-to-face delivery unless otherwise directed by the Government. Classes are delivered via Zoom. Students may continue to access College facilities when necessary. Student support services are also available.

The Directors and Senior Management will assess and determine gradual return to face to face classes in consideration of government advice and directives.

The CEO will arrange for email communication to students regarding any decision of resuming face-to-face classes as soon as practicable.



**Approval Authority:**

This Policy and Procedure is approved by Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.