PLAN	ACADEMIES AUSTRALASIA POLYTECHNIC
Ref. to Legislative Frameworks: **HESF2015:** **Standard 2.3** **SRTO2015:** **Standard 2.1 / 8.4 / 8.5 / 8.6** **National Code 2018:** **Standard 6**	**Work Health and Safety (WHS) Plan for Covid-19**

Version: 1.2	Approved by: Chief Executive Officer	**Issued on: 18/08/2020** **Review by: 18/08/2021**

Revision History

Current Version	Description of Change	Plan Author	Effective Date
1.2	Updated Work Health and Safety Incident Notification requirement in Victoria	Chief Executive Officer	18/08/2020
1.1	Covid-19 Incident Notification Requirements amended	Chief Executive Officer	30/07/2020
1.0	New Procedure	Chief Executive Officer	29/05/2020

SCOPE

This plan applies to all students, staff and visitors of AAPoly.

PLAN

A) Physical Distancing

- Place signs at entry points to instruct staff members, students, and other visitors/clients not to enter the premises if they are unwell or have Covid-19 symptoms.
- Place floor markings to identify 1.5 metres distance between people in queues and/or waiting areas.
- Display physical distancing signs in strategic areas, e.g. student lounge, staff kitchen, student notice board.
- Restrict numbers to one person per 4 square meters, where possible.
- Keep 1.5 metres from each other, where possible.
- Minimise the use of cash transactions by asking students to use contactless payment options, e.g. tap and go or direct deposit.

B) Hygiene and Cleaning

- Encourage students and staff members to practice good hygiene by frequently washing their hands and regularly cleaning their work areas.
- Promote good personal hygiene when sneezing and coughing. People should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face.
- Increase 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, mouse and telephones.
- Provision of access to hand sanitizers at meeting rooms, and classrooms.
- Keep hand hygiene facilities properly stocked and in good working order.
- Encourage staff members and students to avoid sharing any personal items including stationary, where possible.

C) Wellbeing of Staff Members

- Direct staff members to stay at home if they are sick with cold and flu symptoms.
- Consult with staff members on Covid-19 measures in the workplace and provide workers with adequate information and education.
- Put signs and posters up to remind staff members and others of the risk of Covid-19 transmission.
- Use electronic communications as video conferencing for non-essential face-to-face gatherings, meetings and training.
- Non-essential events are deferred or cancelled.
- Regular communication and updates on health advice and directives should be provided to staff members.

D) Wellbeing of Students

- Direct students to stay at home if they are sick with cold and flu symptoms.
- Put signs and posters up to remind students and others of the risk of Covid-19 transmission.
- Non-essential events are deferred or cancelled.
- Online classes are offered to students unless directed by the government to attend face-to-face classes.
- Provision of student support services online or in-person.
- Regular communication and updates on health advice and directives should be provided to students.

E) Regular Communication

- Provide information to staff members and students on relevant government advice and directives to prevent the spread of COVID-19.
- Provide staff members and students with adequate information in relation to COVID-19 measures, including good hygiene practices, physical distancing, and appropriate cleaning and disinfection practices on campus.
- Advise students and staff members of the requirements and expectations applicable to them when they resume face-to-face classes by attending a COVID-19 Safe session on the first day on campus.
- Liaise, consult and work with the Building Manager regarding their WHS plan and activities.

F) Handling of Deliveries

- Designate staff members to handle deliveries on each campus.
- Provide guidelines on handling deliveries including washing of hands before and after handling of delivery goods.

G) Campus Visitors

- Require visitors on campus to record their name, contact details, the name of the person they will be meeting and the time they came in and out.

H) Response to COVID-19 Exposure on Campus

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

Student must notify their lecturer who will then report to the Chief Executive Officer (CEO) or the Academic Dean (AD) or the person who has delegated authority of the CEO or the AD.

Staff member must notify the CEO or the delegate. The CEO or delegate will then:

1. 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.

2. 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.

3. Seek advice and assess the risks

- The CEO or delegate seeks government health advice by calling the state or territory helpline if the symptoms are serious (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. He can also contact the National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

4. Transport

- If necessary, the CEO or the delegate 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 will be asked to 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]

5. 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.

6. 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 CEO 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. The College must maintain the privacy of all individuals involved.

7. Review risk management controls

- 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.

Steps to take when the campus may have been exposed to a person who may have Covid-19

1. Notification of confirmed case of COVID-19

   - The staff member or student to notify their Department Head or teacher, respectively, if they have tested positive to COVID-19.
   - The Department Head or teacher to notify the CEO or the AD or the person who has delegated authority of the CEO or the AD.

2. Notify management

   - The CEO 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.

3. Seek advice and assess the risks

   - 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.

4. 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 CEO 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.

5. 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, consider who the affected person may have had recent close contact with. If instructed by health officials, the CEO arranges to contact close contacts to

advise them that they may have been exposed to COVID-19 and the requirements for quarantine. The privacy of all individuals involved is maintained.

6. Review risk management controls

- 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.

Source: Safe Work Australia via https://www.safeworkaustralia.gov.au/

Work Health and Safety Incident Notification

Victoria

The CEO will notify WorkSafe immediately after becoming aware that a case of COVID-19 which has occurred in the workplace and where it is the cause (or one of the suspected causes) of a death at a workplace.
The CEO will complete the notification form at the link below or call WorkSafe on 13 23 60 to complete the reporting.

https://www.worksafe.vic.gov.au/report-confirmed-covid-19-diagnosis

Notification is required regardless of whether the Victorian Department of Health and Human Services (DHHS) is already aware of the case.

New South Wales

The CEO must notify SafeWork NSW of the following:

- a case of COVID-19 arising out of the conduct of the College or undertaking that requires the person to have immediate treatment as an in-patient in a hospital, and
- any confirmed infection to which the carrying out of work is a significant contributing factor.

Notification is made by calling SafeWork NSW on 13 10 50.

I) Monitoring of WHS Compliance

- Review of the WHS Plan for COVID-19 which include actively promoting social distancing, good hand and respiratory hygiene, and increased cleaning of common areas, frequently touched surfaces and shared workstations within the work environment.
- Monitor the COVID-19 situation as it develops, relying on information from authoritative sources such as health authorities.