

ECB TRAINING SERVICES

COVID – 19 SAFE PLAN

Version 1 August 2020

ECB TRAINING SERVICES COVID-19 SAFE PLAN

RELATED RULE OR POLICY:

[Occupational Health and Safety Policy](#)

1. PURPOSE

This COVID19 Safe Plan sets out the procedures to be followed under the COVID-19 restrictions including processes to manage an actual or suspected COVID-19 case.

2. SCOPE

Applies to all staff, contractors and the following Institute sites

Campus	Location
Altona North	580-598 Kororoit Creek Road, Altona North

3. PROCEDURES

This plan outlines the following procedures

- 3.1 Permitted programs and activities
- 3.2 Permitted worker permits
- 3.3 Campus attendance records

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- 3.4 Actions to prevent the introduction and spread of COVID-19 into our campuses
 - 3.4.1 Cleaning and hygiene
 - 3.4.2 Physical distancing and workplace attendance
- 3.5 Response to a suspected or actual case of COVID-19
 - 3.5.1 Staff member or student feels unwell when on campus
 - 3.5.2 Staff member or student is confirmed as having COVID-19
 - 3.5.3 COVID-19 first aid isolation rooms
 - 3.5.4 On campus deep cleaning
 - 3.5.5 Close contacts and contact tracing
- 3.6 Critical Incident Management Plan and Business Continuity Plans

Procedure / Action	Accountability
3.1 PERMITTED PROGRAMS AND ACTIVITIES	
a) Under Stage 4 restrictions the following applies <ul style="list-style-type: none"> • All staff that can work from home must work from home • Only permitted staff will be permitted on campus to deliver programs or services in accordance with the Stage 4 (Victoria) restrictions as outlined in 3.1(b) • Records will be maintained and updated for all staff, students, visitors, contractors and volunteers that attend ECB premises on any given day as outlined in 3.3 • Staff are not permitted to work across multiple campuses • All staff, students, visitors, contractors and volunteers must comply with the maintaining safety on campus processes outlined in this plan. 	All staff
b) For teaching staff, all programs are to be remotely delivered with the following caveat, Qualifications/UOC/VOC or credentials serving the following occupations and activities are permitted to be delivered on-site, only where	Teaching staff and students

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3.1 PERMITTED PROGRAMS AND ACTIVITIES

<p>remote delivery is not possible:</p> <ul style="list-style-type: none"> • assessment for safe working practice and infection control • students in approved construction • clinical health and biomedical science • commercial cleaning • aged and disability care • mandatory assessments for units/VOCS. 	
<p>c) Attendance on-site for non-teaching staff will be permitted where the purpose is to:</p> <ul style="list-style-type: none"> • maintain and continue medical and other research that requires on-site attendance • conduct cleaning, essential maintenance (including facilities, eg equipment and IT) and provide security • provide practical student support, where this cannot be done remotely. 	Non-teaching staff

3.2 PERMITTED WORKER PERMITS

<p>a) A staff member that is required to attend ECB premises for a permitted activity, and cannot work from home to undertake that activity will be issued with a Permitted Worker Permit in the format prescribed by the Department of Justice.</p> <p>b) The CEO of all of their staff who will be required to attend campus during the Stage 4 restriction period, by completing a Permitted Worker Permit for each staff member and forwarding the Permit to Human Resources.</p> <p>c) The CEO will review the Permit and arrange for the Director to sign the permit as the Employer Representative.</p> <p>d) The signed permit, and a copy of this COVID-19 Safe Plan, will be emailed to the staff member, who must either print it off and sign it, or digitally sign it. A scanned signed copy must be returned to the CEO.</p>	<p>Permitted staff members</p> <p>CEO</p>
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3.2 PERMITTED WORKER PERMITS

The staff member must keep a copy of the signed permit with them at all times when travelling to and from Institute campuses, and when on campus.

- e) All staff issued with a Permitted Worker Permit must be provided with the COVID-19 Safe Plan.

3.3 CAMPUS ATTENDANCE RECORDS

- a) All contractors, visitors and volunteers attending campus must
 - register with the Institute's admin team on that campus or site
 - have the following details recorded in the Campus Attendance Register
 - Date
 - Name
 - Mobile
 - Check in and check out times
 - Relationship to the Institute
 - Campus and areas to be visited (buildings, floors, rooms).

Contractors, visitors and volunteers

Admin

- b) All staff members permitted to attend campus and issued with a Permitted Worker Permit, must register with the CEO on each day when they attend. The following details must be recorded in the Covid-workplace-attendance register
 - Date
 - Name
 - Mobile
 - Check in and check out times
 - Campus and rooms to be attended
 - Confirmation that they have a Permitted Worker Permit.

Permitted Staff
CEO

The completed register must be sent to the CEO by 10am each day for the previous day. Staff without a Permitted Worker permit are not authorised to attend ECB campus.

3.3 CAMPUS ATTENDANCE RECORDS

c) All students attending ECB campus for permitted programs and activities outlined in [3.2](#) will have their attendance recorded by the teacher who is conducting the permitted program on commencement of each class.

A Campus Attendance Register must be maintained by each department conducting a permitted activity and details must include

- Date
- Name
- Mobile
- Check in and check out times
- Student ID
- Campus and rooms to be attended.

Students

CEO

3.4 ACTIONS TO PREVENT THE INTRODUCTION OF COVID-19 INTO OUR CAMPUSES

3.4.1 Cleaning and Hygiene

a) CEO and Director are required to undertake a risk assessment for all workspaces, classrooms and shared spaces under their control and complete a Safety Risk Assessment form for all classrooms and enclosed working spaces to be utilised for permitted programs and activities. As a minimum the following risk mitigation strategies should be included

- There is least four square meters of enclosed work or learning space per person if they do attend campus
- There is adequate ventilation
- All staff and students must wear a face covering and maintain a minimum distance of 1.5 meters from each other where possible.

b) The CEO is responsible for cleaning and maintaining the hygiene of all Institute campuses. This includes

- Undertaking a risk assessment of all common workspaces
- Providing hand sanitisers, hand soap, paper towels and hand dryers in all Institute amenities
- Increasing environmental cleaning for high use areas where required
- Ensuring all high touch surfaces are cleaned and disinfected at least twice daily
- Arranging for the installation of screens or barriers for front facing counter staff where required (eg student information counters and apprentice central)
- Acquiring and distributing requested PPE including facemasks, gloves and hand sanitisers.

CEO/Director

3.4 ACTIONS TO PREVENT THE INTRODUCTION OF COVID-19 INTO OUR CAMPUSES

3.4.2 Physical distancing and workplace attendance

- a) Staff and students must not attend campus if they are unwell and seek medical advice if required. If they present to campus showing any of the symptoms outlined in 3.6 then the processes outlined in this procedure will be followed.
- b) Staff members must not work across campuses. Meetings are to be held remotely via Zoom or alternative communication channels if required.
- c) Staff and students are encouraged to minimise movement between buildings and only occupy the areas required for the relevant activity.
- d) All staff, students, contractors and volunteers must wear a face covering when leaving home and when on campus in accordance with DHHS guidelines and updates unless an exception applies.

The DHHS website provides detailed information regarding appropriate face coverings and how the rules must be applied.

<https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/face-coverings-1159pm-wednesday-22-july>

Other relevant DHHS guidelines and updates can be found at the following link

<https://www.dhhs.vic.gov.au/coronavirus>.

- e) The Institute will provide face masks for staff who must work on campus. All other social distancing requirements when on Institute campuses remain in place and must be followed.

All staff and students

3.5 RESPONSE TO A SUSPECTED OR ACTUAL CASE OF COVID-19

3.5.1 Staff member or student feels unwell when on campus	
<p>a) If a staff member or student reports or shows signs of the following symptoms, however mild,</p> <ul style="list-style-type: none"> • Fever • Chills or sweats • Cough • Shortness of breath • Runny nose • Loss of sense of smell or taste <p>b) The staff member or student</p> <ul style="list-style-type: none"> • notifies their CEO or teacher who then in turn will advise DHHS if required. 	Staff member or student with symptoms
<p>c) The CEO or teacher</p> <ul style="list-style-type: none"> • asks the staff member or student if they are on or off campus and which rooms, buildings and campuses they have attended while unwell and the dates over which they have attended campus. • for students, also obtains details of the course that they are attending and student ID. Record this information. • notify the CEO, advise them of their location, and the admin team will guide the staff member/student to the appropriate isolation room on campus in accordance with the processes in 3.6. The team will utilise appropriate PPE and ensure social distances are maintained around the isolation room area. Appropriate PPE will consist of gloves and face masks • If the staff member or student is well enough to travel home, then they should do so and seek immediate medical attention. • If the staff member or student is too unwell to travel, their emergency contacts will be called to arrange 	CEO

<p>transport. If no alternatives are available an ambulance will be called.</p> <p>d) The staff member or student must</p> <ul style="list-style-type: none"> • seek medical assistance and follow advice provided by their doctor. • remain away from campus whilst a diagnosis is sought. • If they are a suspected COVID-19 case, they must self-isolate and seek testing in accordance with DHHS guidelines. • If COVID-19 is excluded, the staff member or student must not return to campus until well and as guided by the infectious period for their condition. • If a diagnosis of COVID-19 is confirmed, the staff member or student must not attend campus and quarantine at home until they meet the criteria for release from isolation as advised by DHHS. Where the staff member or students COVID-19 test result is negative, staff and students will be able to return to the relevant spaces. 	
3.5.2 Staff member or student is confirmed as having COVID-19	
<p>a) Where a staff member or student has been DHHS confirmed as having COVID-19, then the staff member or student must not attend campus and isolate at home until they meet the DHHS criteria for release from isolation.</p> <p>b) The Institute will follow the advice of DHHS and undertake a campus deep clean in accordance with 3.7</p> <ul style="list-style-type: none"> • If a staff member or student contacts you directly to notify you they are confirmed as having COVID-19, then you must contact the CEO. • CEO <p>c) The Institute will notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed coronavirus (COVID-19) diagnosis and has attended an Institute campus or site during the infectious period. An incident report will be lodged with WorkSafe within 48 hours.</p> <ul style="list-style-type: none"> • The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services. 	<p>Staff member or student - confirmed case</p>

- Notification to WorkSafe will be made by the CEO.

3.5.3 COVID-19 first aid isolation rooms

a) During COVID-19, the following room has been designated as First Aid Isolation Room

<ul style="list-style-type: none"> • ECB Staff Room 	

Admin

b) To ensure the safety of all staff and students, the following protocols are applied for all First Aid Isolation Rooms

- Travel to the rooms are to be via outside of buildings where possible maintaining a safe distance of 1.5 metres.
- Admin staff will accompany staff member / student to the designated room.
- Admin staff will remain near the designated isolation room until the staff member or student has relocated to either home or a health facility in line with process 3.1
- All persons present in the isolation room must wear gloves and masks
- The student's teacher will contact the student's emergency contact person
- The isolation room will be cordoned off and a deep clean of the room will be undertaken when it is cleared.

Admin

<p>3.5.4 On campus Deep Cleaning</p> <p>All Institute buildings including workspaces, classrooms, amenities, staff rooms and meeting rooms are cleaned in accordance with the Institute’s scheduled cleaning rosters.</p> <p>a) When a staff member or student has been on campus whilst showing symptoms as outlined in 3.1.1 the Institute will ask the staff member or student to go home.</p> <p>b) The CEO will arrange for a deep clean of the relevant office space and classroom to be undertaken by the Institute’s contracted cleaning services providers.</p>	<p>Manager or teacher</p>
<p>3.5.5 Close contacts and contact tracing</p> <p>a) DHHS will undertake the contact tracing to find people who may have been exposed to an infectious disease.</p> <p>b) If DHHS contact a staff member or student to advise them that they are a close contact of someone who has been diagnosed with COVID-19, they must</p> <ul style="list-style-type: none"> • follow DHHS instructions and advice • not attend campus and quarantine at home • if they are not at home when they receive the notice to quarantine they must immediately and directly travel there without making stops • Notify their manager or teacher <p>c) To ensure the safety of our staff and students, all staff who are identified as close contacts of a positive COVID-19 case will be required to not attend campus and quarantine at home for 14 days from the last day of contact with the positive case. If staff members are well and can work from home, then they should do so. If they cannot work from home, then special leave may be considered for eligible employees. The Institute will contact DHHS if required, and undertake relevant action, which may include deep clean for all relevant office spaces and classrooms or commencement of close contact tracing.</p>	<p>Staff member and local manager</p> <p>ED Engagement and Support</p>

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4. DEFINITIONS

Term	Meaning
DHHS	Department of Health and Human Services
Close contact	Close contact means having face-to-face contact for more than 15 minutes or sharing a closed space for more than two hours with a confirmed case of coronavirus (COVID-19) when they were infectious.
Quarantine	Quarantine separates and restricts the movement of people who have been or may have been exposed to coronavirus (COVID-19). People returning from overseas must complete mandatory quarantine in a hotel. People who are living with a person diagnosed with coronavirus (COVID-19) or are a close contact of a confirmed case of coronavirus (COVID-19) must quarantine at home.
Isolation	Isolation separates people with coronavirus (COVID-19) from people who do not. You should isolate at home or at another suitable location if you have tested positive for coronavirus (COVID-19) or have symptoms of coronavirus (COVID-19) and are awaiting test results.

5. ACCOUNTABILITIES

Action	Accountability
Authorise Permitted Workers and issue of the Permitted Worker Permit	CEO
Maintain records of all Permitted Workers attending Institute campuses.	CEO
Notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed coronavirus (COVID-19) diagnosis and has attended an Institute campus or site during the infectious period. Submit an incident report WorkSafe within 48 hours.	CEO
Escort staff and students to the designated campus isolation room Record and register all contractors, visitors and volunteers attending Institute campuses.	Admin
Initial care and communication for and on behalf of staff or students presenting with symptoms while on campus. Maintain a record of all students attending Institute campuses for permitted activities.	Trainer
Comply with this COVID-19 Safe Plan	All staff

6. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal



[Occupational Health and Safety Policy](#)

External

[Department of Health and Human Services – Stage 4 Restrictions](#)

[Department of Justice – Permitted Worker Scheme](#)

7. OTHER RELEVANT FORMS AND PLANS

Form or Plan	Document
Permitted Worker Permit Template	 Permitted Worker Scheme Template Hc
Workplace Attendance Register	 COVID-workplace-attendance-register .d
	ocx

8. VERSION HISTORY

Version Number	Date	Summary of changes
1	4 August 2020	Updated to incorporate COVID-19 Safe Plan requirements and Stage 4 restrictions