



# COVID-19 Safety Plan

This COVID-19 Safety Plan has been created for all Staff, Students, Educators, Volunteers, and Visitors. This plan outlines the procedures and processes to be followed in the College premises and at off-site locations whilst interacting with others. This guidance has been compiled with relevant ACT Government, Federal Government and current Workplace Health and Safety requirements.

## Article I. Wellbeing of Staff and Visitors

### 1.1. Exclude staff, visitors and customers who are unwell.

- a. All staff that are unwell or are showing signs or symptoms of cold or flu, are required to not attend the College or off-site locations and follow current government directions in regard to self-isolate within their own home until cleared by their Doctor/GP.
- b. Visitors to the College, including, but not limited to, Educators and Students, are also advised to refrain from entering the premises if they are unwell, or are showing signs or symptoms of cold or flu, until cleared by their Doctor.

### 1.2 Provide staff with information and training on COVID-19.

- a. Information about physical distancing, cleaning of high contact and low contact areas has been obtained and displayed within the premises. Staff and visitors shall be directed to read and acknowledge the information.
- b. Information on when and where to get tested if staff, students, or visitors start to display symptoms have been displayed on the premises.
- c. This information will be updated when new information is available.
- d. Staff have undertaken COVID-19 safety training.

### 1.3 Make staff aware of their leave entitlements if they are sick or are required to self-isolate.

- a. Staff will be notified about their leave entitlements, or any other leave that is applicable.



## 1.4 Conditions of entry for any visitors to the College

- a. Conditions of entry to the college include:
  - i. Checking in with the College's own QR Code linked form.
  - ii. The use of hand sanitiser.
  - iii. Hand washing - guidelines are on display for correct techniques.
  - iv. Physical distancing measures – 1.5 metres from the next person.
  - v. Cleansing of surfaces with appropriate disinfectant.

## 1.5 Contact in relation to a positive case of COVID-19 at the College

- a. The ACT Recovery College will cooperate with all directions from the ACT Department of Health, Mental Health Community Coalition (MHCC) ACT, Communicable Diseases Control (CDC) and any relevant state or Federal Government body in relation to a positive case of COVID-19 at the College.
- b. The current procedure is that when a person has a positive diagnosis of COVID 19:
  - i. Communicable Diseases Control (CDC) will contact the person to provide advice and identify people they may have had contact with while they were infectious.
  - ii. CDC will call the contacts and provide them with advice, including what they need to do if they develop symptoms.
  - iii. On direction from CDC, persons must remain in self-isolation until the CDC advises that it's safe to return to normal activities.

**Note:** A close contact is: someone who was face-to-face for more than 15 minutes cumulative over a week with a person who has COVID-19 while that person was infectious, or someone who was in the same closed space for more than two hours with a person who has COVID-19 while that person was infectious.

## Article II. Physical Distancing

### 2.1 Restrictions on numbers in the College and rooms

- a. Due to the size of the College's classroom of 20m<sup>2</sup> there can only be a maximum of 5 persons in the room, including staff, at any one time.
- b. Due to the size of the College's meeting room of 12m<sup>2</sup> there can only be a maximum of 3 persons in the room, including staff, at any one time.
- c. Office areas, such as the main office, reception, educator's room, quiet room and break room adhere to the requirements of 1.5m distance between persons in the space.
- d. Staff, educators and students are to adhere to all restrictions on the number of people allowed in offsite locations.
- e. Staff are to monitor the number of persons within the offsite location.



## **2.2 Assigning staff to specific workstations and minimising movement between workstations.**

- a. All staff are delegated with their own respective workstations, and where this is not possible, they are asked to relocate to a more suitable area on the premises.
- b. Meetings in the meeting room and classroom are also subject to the distancing guidelines as per Article II.2.1.
- c. Staff, educators, students, and other visitors to the College are required to maintain physical distancing. Staff shall monitor the number of persons within the building and in each room.

## **2.3 Flexible working arrangements.**

- a. Flexible working arrangements are available to all staff to work from home and to keep in contact by phone, video call and email.
- b. When on the premises, staff will maintain physical distancing requirements, where reasonably practical.

## **2.4 Barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance and cleaned.**

- a. Cleaning of high traffic and contact areas will be performed daily by staff and weekly by cleaning contractors. Examples of this include the desks, workstations, tables, kitchen and restroom facilities.
- b. Staff members and educators are to adhere to any directions for cleaning at off site locations.

## **2.5 Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including during breaks.**

- a. All staff shall adhere to this requirement, where reasonably practical.

## **2.6 Use of telephone or video conferencing (Zoom) where practical.**

- a. Where practical, meetings will be held over Zoom or via telephone call.
- b. Zoom guidelines are available for all participants.

## **2.7 Review of delivery process from suppliers or Australia Post.**

- a. Contactless delivery: deliveries to the College will be dropped off at the front of the premises with a request that the College be called upon arrival or prior to delivery.
- b. Invoices shall be sent electronically from suppliers.

## **2.8 Gatherings immediately outside of the premises.**

- a. Any visitors to the College that congregate outside of the premises are always requested to maintain 1.5 metres physical distancing or move on from the location.



## Article III. Hygiene and cleaning

### 3.1 Provision of sanitising and cleaning products and equipment, including signage.

- a. Hand sanitiser is provided in the main areas of the College, such as the meeting, break and classrooms.
- b. Hand sanitiser and surface wipes will be provided at all off site locations.
- c. All cleaning products, including disinfectant and surface wipes are in the cupboard under the kitchen sink for use by all persons at the College.
- d. Areas that are frequently used are to be cleaned regularly with detergent or disinfectant including frequently touched areas and surfaces. The premises are cleaned by professional cleaners once a week.
- e. All disinfectant solutions are to be at the appropriate strength and used in accordance with the manufacturer's instructions.
- f. All staff and cleaning contractors shall wear appropriate gloves when cleaning and shall wash hands thoroughly before and after with soap and water or hand sanitiser.

## Article IV. Record keeping

### 4.1 Records of names, mobile numbers and/or email addresses of visitors to the College

- a. During the COVID-19 public health emergency, non-essential businesses and undertakings are required by law to ask for the first name and phone number of people who attend their venue. Use of this form enables businesses to comply with these laws.
- b. A form and QR Code has been created for checking in to the ACT Recovery College and any external sites used by the College for courses.
- c. Use of the form is optional. Information can still be provided by other means, such as in written format if required.
- d. The ACT Recovery College's Privacy Policy located here: [www.bit.ly/ACTRC Privacy Policy](http://www.bit.ly/ACTRC_Privacy_Policy) which is also available to view on our website.
- e. This form helps protect the community by assisting with faster contact tracing. The form enables individuals to check-in and have this data stored securely in the event contact tracing is needed due to a confirmed case of COVID-19 in the community.

Use of the form will help the ACT Health Contact Tracing Team to quickly identify and assist anyone who may have been exposed to COVID-19 at any time.