

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	Australian Healthcare Academy (AHA)
Site location:	8/30 Atchison Street, St Leonards NSW
Contact person:	Jacqueline Apps
Contact person phone:	0401 604 230
Date prepared:	04/08/20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> → The Australian Healthcare Academy does not have a premise in Victoria. Business operations are based in NSW. → Due to Stage 4 restrictions online, virtual classrooms replace face to face teaching. <p>Clinical Placement</p> <ul style="list-style-type: none"> → For those on clinical placement, clinical placement facilities promote and provide hand sanitiser stations, soap and paper towels. → Students are required to read and follow the clinical placement facilities infection control and COVID 19 policy and procedures. <p>Worksite/Classrooms</p> <ul style="list-style-type: none"> → Individual hand sanitiser (>60% alcohol content), Face Shields and Masks are provided for all workers and participants. → Hand sanitiser stations throughout premises located for ease of use – including but not limited to entry and exit points. → Hand Sanitiser locations have clear signage → Hand washing and/or use of hand sanitiser required before entering premises, before and after tasks and before leaving premises for a minimum of 20 seconds, as per WHO guidelines. → Adequate supplies of hand soap and paper towels are available for all students and staff. → Rubbish bins are available to dispose of waste/paper towels
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Worksite/Classrooms</p> <ul style="list-style-type: none"> → Air flow enhanced by opening doors building does not have windows → Air conditioners set for optimum air flow at the start of each workday

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<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>Worksite/Classrooms</p> <ul style="list-style-type: none"> – Sneeze guards placed at front reception desk – Individual hand sanitiser(>60% alcohol content), Face Shields and Masks are provided for all workers and participants <p>Clinical Placement</p> <ul style="list-style-type: none"> – Participants are provided with the placement facility infection control policy and COVID-19 policy prior to commencing placement. – Participants should appropriately use PPE as directed by facility policy and procedure. Participants should appropriately Donn an Doff PPE as per local policy and procedure and abide by Hand Hygiene, disposal of waste and appropriate use of PPE as per Facility policy. – Facility to provide participant with all relevant PPE required to practice in accordance with workplace policies and procedures – Monitoring use of face coverings and PPE by Supervisors, Trainers and Facility Staff
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> – Posters and infographics displayed throughout the Academy outlining infection control measures including hand/cough hygiene, hand washing and sanitising – Workers and participants are required to complete training on hand and cough hygiene and effective handwashing/sanitiser use – practice assessed by a Registered Nurse/Assessor – Workers and participants are required to complete the Australian Government COVID-19 Self-directed Learning Module and 5 Moments of Hand Hygiene Australia Self Directed Learning Module – Workers and participants are required to read and become familiar with the Australian Healthcare Academy COVID 19 Plan and are provided education on when to get tested and the importance of staying home if unwell – Safe work practices discussed at team meetings – Workers are made aware of cleaning and physical distancing requirements – Workers aware of leave entitlements if they are sick or required to self-isolate – Links to the Department of Health and Safe Work Australia displayed on the Webpage – As part of the Hospital orientation process students to read and be aware of hospital infection control procedures.

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<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> – The Australian Healthcare Academy does not have a premise in Victoria. Business operations are based in NSW. – Due to Stage 4 restrictions online classrooms replace face to face teaching. <p>Worksite/Classrooms</p> <ul style="list-style-type: none"> – Use of single serve condiments – Consumables required for classroom workshops (NSW) are individually packaged for each participant to prevent cross contamination – When undertaking BLS Training and Assessment participants in NSW are provided with their own mannequin/equipment to ensure social distancing and optimise the prevention of infection transmission (program not offered in Vic) – Workers have a dedicated workspace and equipment. Work movement limited where practicable. Sanitizer wipes and other approved cleaning products are available for use where equipment is required to be shared. – AHA only accepts cashless transactions and encourages payment directly into its bank account.
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> – The Australian Healthcare Academy does not have a premise in Victoria. Business operations are based in NSW. – Due to Stage 4 restrictions online classrooms replace face to face teaching. <p>Worksite/Classrooms</p> <ul style="list-style-type: none"> – AHA premises to be cleaned regularly with disinfectant spray. All frequently used and touched surfaces are cleaned at least thrice daily, before and after tea breaks and at the end of the working day. Door handles (reception, office, lab and classroom doors), Reception desk, all phones in AHA office, Keyboards and mouse, student desks, chairs handles and desks, lab desk and clinical lab worktops. Fridge door handle, kitchen table and chair back rest. – All relevant staff made aware of cleaning schedule – Equipment used during training sessions disinfected before and after each use. – Disinfectant solutions are at the appropriate strength and used in accordance with manufacturer instructions e.g. bleach, methylated spirit or soap and water. – Workers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves. – Disinfectant is applied to surfaces using disposable paper towel or a disposable cloth. – Surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes. – Crockery and cutlery are washed in a dishwasher on the highest setting possible

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	<ul style="list-style-type: none"> → Mannequins used in training are cleaned with a suitable disinfectant as per manufacturers recommendations.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> → Products that are required for cleaning are identified and supply monitored and restocked → Adequate supplies of cleaning products, including detergent and disinfectant are available
<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> → The Australian Healthcare Academy does not have a premise in Victoria. Business operations are based in NSW. → Due to Stage 4 restrictions online classrooms replace face to face teaching. <p>Worksite</p> <ul style="list-style-type: none"> → Where possible Staff work from home to reduce number of people in the Office at any one time → Staff who are in isolation MUST work from home or take any leave that is owed. → Regular review of the need for staff to attend workplace occurs to optimise working from home policy.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> → In an attempt to limit the transmission of COVID-19 participants MUST NOT work in another Facility for the duration of their clinical placement and if working in high risk areas such as COVID 19 wards/screening or Aged Care facilities 2 weeks prior to their placement date. → Requirement discussed at enrolment → Students sign a declaration stating that this has not occurred → The requirement for employees not to work across multiple sites explained and discussed
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> → Screening procedure including temperature checks and health questionnaires are in place to identify participants, visitors or workers who are unwell or at risk of COVID -19 prior to entry. → Participants are encouraged to be COVID tested prior to placement and or if they have symptoms or have been in contact with a person who has a confirmed or suspected COVID 19 infection. → All participants undertaking a placement must complete AHA COVID-19 Clinical Placement Declaration Form -health screening tool. → If the participant answers no to all the questions they will be allowed proceed to placement. A copy of this declaration form will be sent to the placement facility prior to the student commencing the placement. If there is any change to the answers on the declaration form, from time of completion to the last day of placement, the student will not continue with placement and will seek appropriate medical advice from their GP, via phone, and abide by the relevant health department isolation restrictions. → If the student answers yes to any of the questions they will not be permitted to continue with placement and must seek appropriate advice from their GP, via phone. In so far as possible AHA will take appropriate measures to defer or rearrange placement. In this case the student will only be allowed proceed to the rearranged placement once they have undertaken the appropriate isolation period of 14 days and are not displaying symptoms e.g. Cough,

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	<p>shortness of breath, fever or sore throat and have been cleared as fit for work by their GP. Placement facility may have extra requirements for these participants e.g. negative Covid-19 swab result.</p> <ul style="list-style-type: none"> – Students on placement must follow Clinical Placement Facility daily screening procedures
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> – Victorian participants' complete classes virtually via Videoconferencing mediums – No face to face classrooms available whilst Victoria is in Stage 4 lockdown – Students comply with Clinical Placement Facility Infection Control and COVID 19 Policies and procedures whilst on placement <p>Physical Distancing Measures Worksite/Classroom</p> <ul style="list-style-type: none"> – Sneeze guards placed at front reception desk – Social distancing stickers placed on reception area floor to ensure 1.5sq metre distancing from staff reception – 4 sq. metre rule used to identify number of people who can enter/remain in an area – signage used to notify customers, staff and other visitors of room restrictions – Social distancing – participants/staff, visitors to be 1.5 metres apart – Staff have own desks that do not face each other and ensure adequate spacing – Each participant is allocated their own desk that is located 1.5 metres from their fellow participants (NSW – where classroom programming occurs) – Tea breaks staggered – Students required to wear face shields and masks whilst in the classroom
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Physical Distancing Measures Worksite/Classroom</p> <ul style="list-style-type: none"> – Social distancing stickers placed on reception area floor to ensure 1.5sq metre distancing from staff reception. – Floor markings provide physical distancing guidelines for student desks
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Worksite/Classroom</p> <ul style="list-style-type: none"> – Each staff member/student is allocated their own desk which is located 1.5 metres from others. – Desks do not face one another
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>Worksite/Classroom</p> <ul style="list-style-type: none"> – Traffic is limited and protocols are in place to minimise the build up of employees/students waiting to enter and exit the worksite/ classroom quickly. – Floor markings used to provide minimum physical distancing guides at entrances and exits

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<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> – Messaging to staff that physical distancing needs to be maintained during work and during social interactions occurs at regular team meetings and through the update and review of AHA COVID Action Plan – Workers and participants are required to complete the Australian Government COVID-19 Self-directed Learning Module – Workers and participants are required to read and become familiar with the Australian Healthcare Academy COVID 19 Plan – Workers/Students are made aware of cleaning and physical distancing requirements. These requirements are discussed at team meetings, induction and observed by the RTO Manager and Trainer.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Worksite</p> <ul style="list-style-type: none"> – Contactless delivery/invoicing strategies developed
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> – Victorian participants' complete classes virtually via Videoconferencing mediums – No face to face classrooms available whilst Victoria is in Stage 4 lockdown – Students comply with Clinical Placement Facility Infection Control and COVID 19 Policies and procedures whilst on placement <p>Worksite</p> <ul style="list-style-type: none"> – Where possible Staff work from home to reduce number of people in the Office at any one time – Tea breaks staggered where possible – Start and finish times staggered where possible
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> – 4 sq. metre rule used to identify number of people who can enter/remain in an area – signage used to notify customers, staff and other visitors of room restrictions
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> – The Australian Health Care Academy keeps the names and mobile numbers or email addresses for all visitors, and contractors for a period of 28 days. – Workers/participants details are kept as per the organisations Privacy Policy and procedure and for the term outlined in that procedure. – Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely in line with the organisations Privacy Policy and Procedure. – Where a participant/visitor or workers informs the Academy that they have a confirmed case of COVID 19 the COVID Hotline the Department of Education and other relevant Agencies are contacted for further instruction. – Processes are in place to update contact details for staff/students.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> – Workers made aware of workplace OH&S reporting systems and processes through workplace training, policies and procedures and staff/team meetings.

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Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> → the roles and responsibilities of AHA and its employees has been identified and alternate arrangements / staff in place to manage workers in isolation and potential workplace closure
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> → To assist with contact tracing the RTO Manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. Records will then sent to the DHHS to support contact tracing.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> → Where a case is confirmed to have been in the workplace, cleaning will be undertaken in accordance with DHHS guidance. → AHA will undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed. → External and qualified cleaners from Quad Services will be used to clean the premises in instances where a COVID 19 case has been confirmed
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ul style="list-style-type: none"> → Staff member/student is provided with relevant PPE and asked to leave the premises and go straight home to self-isolate/get tested. Instructed to ensure physical distancing. → If unable to leave premises straight away isolated in the RTO's Manager office → Staff member/ Student must self-isolate and be tested for COVID 19 and provide results to AHA → An incident form is to be completed for all students/staff suspected or confirmed to have COVID 19 → HR informed of incident
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> → Email, SMS and phone used to notify workforce/students and facilities of a confirmed or a suspected case and the need to self-isolate and get tested → JobReady (Student management System) and Hubspot (Customer Relationship Manager) are used to store contact details for easy tracing → Recency of contact details monitored and updated accordingly.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> → The RTO Manager is responsible for immediately notifying Worksafe on 13 23 60 of a confirmed COVID case and providing written notification within 48 hours
Confirm that your workplace can safely re-open and workers can return to work.	<ul style="list-style-type: none"> → All staff, students who are confirmed or suspected of being COVID 19 are only able to return to work after submitting a medical clearance → Advice from DHHS will be used to identify when the workplace is safe to reopen. → DHHS and WorkSafe will be notified that the workplace is reopening.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed

A handwritten signature in blue ink that reads "Jacqueline Apps". The signature is written in a cursive style with a small flourish at the end.

Name Jacqueline Apps

Date 5/08/20