

COVID-19 Safety Plan

Australian Healthcare Academy



BUSINESS DETAILS	
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Date Approved	06/08/20
Document Purpose	The Australian Healthcare Academy COVID-19 Safety Plan has been developed to outline how we as an organisation are creating and maintaining a safe environment for our participants, workers, and customers. This document also explains expectations and requirements for all workers, participants and visitors interacting with the Academy.

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AREA	WHAT WE ARE DOING TO KEEP PEOPLE SAFE
<p>Exclude workers, visitors and customers who are unwell</p>	<ul style="list-style-type: none"> – Participants, Visitors or Workers who are unwell and/or who meet any of the criterion below are NOT able to visit AHA training premises or attend clinical placement until cleared by a medical officer. ○ Fever or chills in the absence of an alternative diagnosis that explains the clinical presentation. OR ○ Acute respiratory infection (e.g. cough, sore throat, shortness of breath, runny nose, anosmia - loss of smell or loss of taste). ○ People under a stay at home order, in quarantine post contact with a known COVID case and/or have tested positive for COVID-19 and are awaiting DHHS clearance. ○ Those who have a diagnosis of COVID -19. ○ Where there has been a positive COVID-19 case in the persons household or workplace and the participant/visitor have been deemed a close contact, they MUST stay home until DHHS clearance (Usually 14 days post last exposure). – Entry requirements are displayed on the door prior to entry and on the website/social media pages – Screening procedure including temperature checks and questionnaires are in place to identify participants, visitors or workers who are unwell or at risk of COVID -19 prior to entry. – Participants in Victoria are encouraged to be COVID screened prior to placement. – Where a participant is unable to attend class or placement alternative measures will be put in place such as deferral or postponement of class/placement or the Organisation will schedule make up days once the participant has a medical clearance. – Workers/participants who feel unwell at work are advised to go home and be COVID tested. Prior to return to work/class or placement a medical clearance is required. – Staff who are in isolation will be offered the opportunity to work from home or take any leave that is owed. – Failure to comply with this requirement may lead to disciplinary action.

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<p>Control Measures</p>	<p>Physical Distancing Measures</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 – Social distancing stickers placed on reception area floor to ensure 1.5sq metre distancing from staff reception – Sneeze guards placed at front reception desk – 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 1.5 metres apart – Each participant is allocated their own desk that is located 1.5 metres from their fellow participants (NSW – where classroom programming occurs). Desks do not face each other. – Victorian participants’ complete classes virtually via Videoconferencing mediums – No face to face classrooms available whilst Victoria is in Stage 4 lockdown – Where possible Staff work from home to reduce number of people in the Office at any one time – Air flow enhanced by opening doors building does not have windows – Air conditioners set for optimum air flow at the start of each workday – Tea breaks staggered – AHA only accepts cashless transactions and encourages payment directly into its bank account. – Contactless delivery/invoicing strategies developed <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> – 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 – Hand Sanitiser locations have clear signage – 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 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. – Monitoring use of face coverings and PPE by Supervisors, Trainers and Facility Staff – For face to face classrooms participants, Trainers and staff wear facial masks and/or Face Shields where social distancing measures are unable to be achieved e.g. Checking of S4/S8 drug cupboard, CPR etc

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	<ul style="list-style-type: none"> – Consumables required for workshop individually packaged for each participant to prevent cross contamination <p>Communal items with alternatives</p> <ul style="list-style-type: none"> – 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. – Use of single serve condiments – For classroom-based training participants are provided with a box of consumables to be used throughout the training program – When undertaking BLS Training and Assessment participants are provided with their own mannequin/equipment to ensure social distancing and optimise the prevention of infection transmission. – When undertaking BLS training and assessment participants are not required to breathe directly into the mannequin due to the risk of cross infection (for the term of the pandemic reasonable adjustment made and documented). – Equipment is cleaned in accordance with manufacturer instructions. If used by multiple users cleaning occurs before and after use using suitable cleaning products.
<p>Education and Training</p>	<ul style="list-style-type: none"> – Posters and infographics displayed throughout the Academy outlining infection control measures – Workers and participants are required to complete the Australian Government COVID-19 Self-directed Learning Module – Workers and participants are required to complete training on cough etiquette and effective handwashing/sanitiser use – practice assessed by a Registered Nurse – 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 – Workers are made aware of cleaning and physical distancing requirements – Workers are made aware of leave entitlements if they are sick or required to self-isolate – Workers made aware of workplace OH&S reporting systems and processes through workplace training, policies and procedures and staff meetings – Links to the Department of Health and Safe Work Australia displayed on the Webpage – 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
<p>Travel Arrangements</p>	<ul style="list-style-type: none"> – Private vehicles are encouraged to be used to travel to and from training and from the clinical placement facility wherever possible. – If traveling on public transport participants are requested to wear a face mask.

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<p>Clinical Placement</p>	<p>Clinical Placement Facility Requirements</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. → Participants are required to follow the entry processes and procedures for their respective Facility. → Participants are to read and abide by placement Facility infection control practices as per local policy. → Participants will be 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 → Uniforms to be laundered daily → There is an expectation that those traveling on public transport wear street clothes to and from the facility changing into/out of their uniform at the Facility. <p>Screening</p> <ul style="list-style-type: none"> → All participants undertaking a placement must complete AHA COVID-19 Clinical Placement Declaration Form. → 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, 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. → Participants are encouraged to be COVID screened 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

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<p>Cleaning</p>	<ul style="list-style-type: none"> → AHA premises to be cleaned with disinfected spray. All frequently used and touched surfaces are cleaned at regular intervals throughout the day > twice a day. Examples of frequently cleaned areas include 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. → 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. → Workers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. → 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 → Mannequins used in training are cleaned with a suitable disinfectant as per manufacturers recommendations. → Products that are required for cleaning are identified and supply monitored and restocked → Adequate supplies of cleaning products, including detergent and disinfectant are available. → 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
<p>Record keeping</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. → 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.

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<p>Response to a suspected/confirmed case of COVID 19</p>	<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. → 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 be sent to the Department of Health to support contact tracing. 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 → 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 the premises straight away the staff member/student will be isolated in the RTO's Manager office → Staff member/ Student must self-isolate and be tested for COVID 19 and provide results to AHA. All staff, students who are confirmed or suspected of being COVID 19 are only able to return to work after submitting a medical clearance → An incident form is to be completed for all students/staff suspected or confirmed to have COVID 19 → HR is informed of incident → 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. → 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 → Advice from Department of Health will be used to identify when the workplace is safe to reopen. → Department of Health and WorkSafe will be notified that the workplace is reopening.