

# COVID-19 Safe Workplace Policy & Procedure

## Purpose

Condition 3: Compliance with legislation

RTO 22215 must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and its scope of registration. It must ensure that its staff and clients are fully informed of these requirements where they affect their duties or participation in vocational education and training.

## Scope

This policy is to maintain COVID safe practices and, based on advice from the Victorian Chief Health Officer, provide and maintain the required high level of caution throughout the COVID pandemic, for the RTO 22215 to comply with State legislation.

This policy outlines the precautions put in place as an RTO 22215 to protect students, including in the case of a positive COVID-19 case at the any campus.

## Statement

This document aims to create a safe training, assessment and work space for all students and staff, to mitigate risks and to follow practices to make our spaces as safe as possible.

All members, staff and students, of the RTO have the right to a healthy and safe work environment and the following protocols are based on this. We are aiming to identify, understand and quantify possible risks and to implement and review WHS control measures to address those risks. The practices take into consideration our working environment.

Advice for restrictions and precautions will be sourced from the [Victorian Government's Coronavirus website](#) and the current DET [Schools Operation Guide](#).

## Responsibilities

- State Government guidelines will be followed for the management of an unwell student or staff member, a suspected cases of COVID-19 in the RTO and the management of a confirmed case of COVID-19.
  - It is a DET health and safety requirement that any student (and staff) who are unwell MUST stay at home. Anyone with a loss of sense of smell or taste, fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, headaches, stuffy nose, nausea, vomiting or diarrhoea must get tested for COVID-19.
  - Individuals with even minor cold/flu symptoms MUST stay at home. If individuals feel unwell at school they must let their teacher/trainer/manager know and go home immediately. Individuals then only return after they have been issued with a negative Covid-19 test.
- Additional cleaners have been employed to sanitise high touch points and bathrooms throughout the day across the campus
- Hand sanitiser stations have been installed around the RTO in high use areas including all classrooms

- Buildings have regulated one-way entry and exit systems to reduce close contact.
- Communication is regularly circulated about being mindful of maintaining physical distancing – 1.5 metres.
- The density limit of one person per 4m<sup>2</sup> applies to all staffrooms, administration and reception areas.
- All students and staff must wear a facemask campus wide unless exempted on medical grounds if mandated as per advice the State Government
- The RTO encourages increase airflow into indoor spaces whenever possible and maximise the use of outdoor learning areas or environments, particularly during periods of community transmission
- Large gatherings will be held online when appropriate as per State Government guidelines.
  - QR Codes have been placed around the RTO for use by staff, students and visitors
- Up to date advice the State Government guidelines for excursions/incursions and visitors

## **Trainers and Assessors**

- Trainers and Assessors instructed to enforce use of masks with students where appropriate (State Government guidelines) unless and medical exemption applies and noted on Compass.
- Trainers and Assessors are encouraged to practice social distancing at all times (1.5 metres), when this is required within the training area.
- Seating arrangements in workstations are designed to give maximum spacing for students to enable the social distancing guidelines. These seating arrangements must be maintained at all times.
- Students encouraged to use hand sanitizer on entry and exit of classrooms.
- Trainers and Assessors are encouraged to wiping down high touch surfaces such as desktops and must do so when this is mandated.
- Trainers and Assessors must also consider other ways of reducing risk, such as limited the use of shared materials within the classroom and maximising ventilation within the room by leaving the door and a window open.
- Door jambs should be used where possible, to avoid the need to open and close doors.
- Trainers and Assessors must also use appropriate risk reducing methods (eg. Hand washing, sanitising, equipment replacement, use of disposable PPE - such as resuscitation masks, gloves etc) for the use of shared materials within the classroom
- Trainers and Assessors must consider opportunities to adapt indoor activities to outdoors when appropriate.

## **Executive Officer**

- To follow the State Government guidelines put in place for maintaining and COVID safe workplace for staff and students
- To update Trainers and Assessors as per advice from the State Government
- To immediately follow State Government guidelines in the case of a positive COVID-19 case(s)