

PROCESS GUIDANCE DOCUMENT AND PLAN

COVIDSafe Plan		
Version 1.0	Issued on 21/10/2020	Review by Ongoing
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Approval and Endorsement	Principal Executive Officer khalid.h@aiit.vic.edu.au	
Refer to the following Legislative Frameworks		
Other	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)	
Related Documents (Internal)		
Policy and Procedure - Occupational Health and Safety		
Related Documents (External)		
Department of Health and Human Services (Victoria) - COVID Safe Plan Guide (PDF) Department of Health and Human Services (Victoria) - COVID Safe Plan Guide accessible version (Word) Workplace Attendance Register (Word)		
External Support		
For further guidance, the latest restrictions applicable to Australian International Institute of Technology or any other questions, users are encouraged to please visit https://www.dhhs.vic.gov.au/coronavirus or call the Business Victoria Hotline on 13 22 15 .		

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Postal address: Ground Floor, 313 – 315 Flinders Lane, Melbourne, Victoria. 3000.

1. Ensure Physical Distancing

1.1 *Requirements: You must ensure workers and visitors are 1.5m apart as much as possible.*

1.2 *Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:*

- *There is no more than one worker per four square meters of enclosed workspace*
- *There is no more than one member of the public per four square meters of publicly available space indoors*

1.3 *Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include*

- *Informing workers to follow current public health directions when carpooling.*
- *Informing workers to work from home wherever possible*

1.4 *Requirements: You must keep records of all people who enter the workplace for contact tracing.*

1.5 Australian International Institute of Technology encourages all stakeholders to 'Keep your distance'

- Stay 1.5 metres away from people you do not live with
- Greet people with a smile or wave - do not shake hands, hug, or kiss as a greeting.
- Stay 1.5 metres away from people you do not live with.
- Avoid crowds, especially indoors.
- When waiting in line or walking through busy areas, be patient, give others space so they can give you yours.

1.6 Action Tasks Implemented

- There is no more than one employee or student per four square meters of publicly available space indoors
- Displayed signage to show capacity limits at the entrance and exit points of the campus, current agreed capacity is **25 individuals** on campus at any one time.
- A COVID Workplace Attendance sign in register and temperature check control point at reception has been implemented.
- Floor markings to provide minimum physical distancing guides at the reception area have been added as a visual distance guide.
- The build-up of people waiting to enter and exit the Campus has been minimised by the introduction booking and check in system. Students are to register via contacting admin@aiit.vic.edu.au
- Delivery protocols to limit contact between couriers, contractors, co-tenants, and employees has been implemented.
- Where possible the organisation has actioned and implemented a distance learning mode via Zoom and the Learning Management System. <https://aiit-vic-lms.moodlecloud.com/>

Further Information regarding practising good hygiene, physical distancing and staying safe can be referenced as follows: <https://www.dhhs.vic.gov.au/staying-safe-covid-19>

2. Wear a Face Covering

2.1 *Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:*

- *Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own*
- *You should provide training, instruction, and guidance on how to correctly fit, use and dispose of PPE.*
- *You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately and replaced*

2.2 A Face mask is not required in some circumstances including:

- Infants and children under the age of 12 years.
- A person who is affected by a relevant medical condition, including problems with their breathing, a serious condition of the face, a disability, or a mental health condition.
- Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- Professional sportspeople when training or competing.
- If you are working on your own property with members of your household, but no staff or contractors are on site.
- When you are doing any exercise or physical activity where you are out of breath or puffing. Examples include jogging or running, but not walking. You must carry a face mask on you and wear it when you finish exercising.
- When directed to remove the face mask to ascertain identity.
- When you are travelling in a vehicle by yourself or with other members of your household.
- When consuming food, drink, or medication, including when seated at a restaurant where permitted.
- When undergoing dental treatment or other medical care to the extent that the procedure requires that no face mask may be worn.
- During emergencies.

2.3 Action Tasks Implemented

- All employees, students and visitors who enter the campus must be wearing approved personal protective equipment.
- At minimum Australian International Institute of Technology expects all individual entering the campus a wearing a clean and endorsed face covering/mask.
- Australian International Institute of Technology will adequately face coverings and Personal Protective Equipment (PPE) to employees, students or visitors that do not have their own if required.

Further Information regarding Face Masks, refer to: <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

3. Practise Good Hygiene

3.1 *Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.*

- *Clean surfaces with appropriate cleaning products, including detergent and disinfectant*
- *Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so*
- *Avoid sharing of equipment such as phones, desks, headsets, offices, tools, or other equipment*
- *Clean between shifts and at the start and conclusion of using work areas*
- *Display a cleaning log in shared spaces.*
- *Soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.*
- *Location of hand sanitiser stations throughout the worksite including at Reception, Break Areas and Boardrooms*
- *Ensuring rubbish bins are available to dispose of paper towels*
- *Ensuring adequate supplies of soap and sanitiser*
- *Ensuring workers have information on how to wash and sanitise their hands correctly including displaying relevant DHHS endorsed posters and signage*

3.2 Good hygiene is critical for slowing the spread of coronavirus (COVID-19). **All** Australian International Institute of Technology stakeholders should be taking the following hygiene actions:

Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or use a hand sanitiser that contains at least 60 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, at venues or at work.
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.

Do not cough or sneeze into your hands

- Cover your nose or mouth with a tissue, then throw it away and wash your hands.
- If you don't have a tissue, cough or sneeze into your elbow or upper sleeve.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If you are wearing a face mask, leave it on.
- Do not share drink bottles, glasses, crockery, or cutlery other than with people you

3.2 Action Tasks Implemented

- Hand sanitiser is available for all employees, students, and visitors throughout the campus. Key sanitiser stations are accessible at Australian International Institute of Technology's Reception.
- Regular handwashing is encouraged and promoted.
- All employees, students and visitors who enter the campus must be wearing approved personal protective equipment. At minimum Australian International Institute of Technology expects a face covering is worn.
- Displaying relevant Department of Health and Human Services (DHHS) endorsed posters and signage has been completed throughout the worksite including in at Reception, Breakrooms, Classrooms, Common Areas, notice boards and boardroom.
- Employees and Students are provided regular updates, news and announcements referencing practicing good hygiene practices.
- Key employees have undertaken basic infection control and awareness training.
- Surfaces are regularly cleaned between use.

Further Information regarding practising good hygiene, physical distancing and staying safe can be referenced as follows:
<https://www.dhhs.vic.gov.au/staying-safe-covid-19>

4. Keep Records and Act Quickly if Workers Become Unwell

4.1 Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

4.2 Requirements: Support workers to get tested and stay home even if they only have mild symptoms.

4.3 Requirements: You must keep records of all people who enter the workplace for contact tracing.

4.4 Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

4.5 Requirements: You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

4.6 Action Tasks Recommended

- Communicate to any employee that operational and financial support is available to them if they cannot work while they are waiting for test result or are confirmed as a positive case. Refer to the Victorian State Government's Worker Financial Support <https://www.dhhs.vic.gov.au/financial-support-coronavirus-covid-19> and <https://www.dhhs.vic.gov.au/covid-19-worker-support-payment> websites
- Students are encouraged and directed to access the International Student Emergency Relief Fund. <https://www.studymelbourne.vic.gov.au/news-updates/international-student-emergency-relief-fund/private-training-providers>
- Australian International Institute of Technology will keep records of all people who enter the workplace for contact tracing.

4.7 Action Tasks Recommended

- The Principal Executive Officer is the responsible delegate for notifying Department of Health and Human Services (DHHS), WorkSafe Victoria and Australian International Institute of Technology health and safety representative; Ojas Deshmukh.
- The Principal Executive Officer is the responsible delegate notifying employees and close contacts about a positive case in the Campus.
- A cleaning process will be actioned for the entire campus in the event of any positive case involving any Australian International Institute of Technology stakeholder.
- Employees returning to Campus after a COVID diagnoses are to declare in writing, or electronically, that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. The statement is to be supported by verifiable and authenticate medical evidence providing clearance to return to work.
- All employees and students are encouraged to download the COVIDSafe App <https://www.dhhs.vic.gov.au/covidsafe-app-covid-19>

- Any individual who feels unwell is encouraged to undertake a COVID test and contact the Principal Executive Officer of their current health circumstances. During the testing and diagnosis period employees and students are encouraged not to attend the campus and self-isolate in alignment with Government and DHHS protocols. To review the associated symptoms related to COVID refer to <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

4.8 Action Tasks Completed

- A COVID Workplace Attendance sign in register and temperature check control point at reception has been implemented.
- Floor markings to provide minimum physical distancing guides at the reception area have been added as a visual distance guide.
- The build-up of people waiting to enter and exit the Campus has been minimised by the introduction of a student booking system
- Delivery protocols to limit contact between couriers, contractors and building cleaners, co-tenants, and employees has been implemented.

For more information regarding the definition of a close-contact, refer to: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

5. Avoid interactions in Enclosed Spaces

5.1 *Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include*

- *Enabling working in outdoor environments*
- *Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks, and locker rooms*
- *Enhancing airflow by opening windows and doors*
- *Optimizing fresh air flow in air conditioning systems*

5.2 Action Tasks Completed

- Air conditioning is set for optimum air flow at the start of each workday and is regularly checked throughout the workday.
- Displayed signage to show capacity limits at the entrance and exit points of the campus, current agreed capacity is **25 individuals** on campus at any one time.
- The build-up of people waiting to enter and exit the Campus has been minimised by the introduction booking and check in system. Students are to register via contacting admin@aiit.vic.edu.au
- Where possible the organisation has actioned and implemented a distance learning mode via Zoom and the Learning Management System. <https://aiit-vic-lms.moodlecloud.com/>

6. Create Workforce Bubbles

6.1 *Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.*

6.2 *Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.*

6.3 Action Tasks Completed

- Where possible the organisation has actioned and implemented a distance learning mode via Zoom and the Learning Management System. <https://aiit-vic-lms.moodlecloud.com/>
- Working from home is encouraged for non-essential employees and study from home is encouraged for students
- Australian International Institute of Technology employees are encouraged not to carpool.

7. References

Source	Document Title	Version - Date
External	Department of Health and Human Services (Victoria) https://www.dhhs.vic.gov.au/coronavirus	(Accessed 21/10/2020)
	Occupational Health and Safety Regulations 2004 (Victoria) http://www.legislation.vic.gov.au/	(Accessed 21/10/2020)
	Occupational Health and Safety Regulations 2017 (Victoria) http://www.legislation.vic.gov.au/	(Accessed 21/10/2020)
	Victorian Government https://www.vic.gov.au/	(Accessed 21/10/2020)
	Work Health and Safety Act 2011 (Cth) https://www.legislation.gov.au/Details/F2011L02664	(Accessed 21/10/2020)
	WorkSafe Victoria https://www.worksafe.vic.gov.au/ https://www.worksafe.vic.gov.au/coronavirus-covid-19	(Accessed 21/10/2020)



Appendix 1 - Workplace Attendance Register

Instructions

Under current public health advice, all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

Date	First name	Phone number	Check-in time	Check-out time	Relationship with Business	Area(s) visited
<i>DD/MM/YY</i>	<i>e.g. Reece</i>	<i>e.g. 1234 5678</i>	<i>e.g. 9am</i>	<i>e.g. 11am</i>	<i>e.g. Employee</i>	<i>e.g. Administration Office and Classroom 1</i>

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