

## Kenvale College COVID Safety Plan

### Why is it Important to Have a COVID Safety Plan?

COVID-19 will be with us for some time, so it is important that our College has a plan – and continues to plan – to keep our workplace healthy, safe and virus-safe.

The Australian Government has agreed to a set of National COVID-19 Safe Work Principles to guide us and ensure that our workplaces are healthy and safe.

### Keeping People Safe (Staff, Students and Visitors)

The first step in preparing our College for operating in the COVID-19 environment is to understand how our WHS risks have changed. This is why it is critical we complete a risk assessment and follow guidance from Safe Work Australia.

Safe Work Australia’s risk assessment guidance has helped us identify how Kenvale needs to prepare, keeping in mind current restrictions and how they apply to our business.

Below is a checklist that our business has followed to complete our risk assessment:

<b>Action:</b>	<b>Person to implement:</b>	<b>Y/N</b>	<b>Date Completed</b>
Read through the Safe Work Australia advice on how to understand a risk assessment	Chief Operations Officer	Y	End April 2020
Read ‘how to keep works safe’	Chief Operations Officer	Y	End April 2020
Completed our risk assessment.	COVID Committee	Y	End April 2020
Reviewed and updated regularly to make sure we are on top of any new risks that may emerge or as public health advice changes	Chief Operations Officer	Y	Ongoing

## **Prepare and Prevent – Making Sure Our College is Safe and Clean**

After completing the risk assessment, we need to minimise the risks of COVID-19 in our workplace (College).

As per the national principles agreed by Australian Governments, businesses, workers and students must actively control against the spread of COVID-19 while on campus, consistent with the latest health advice, including considering the application of a hierarchy of appropriate controls where relevant.

Keeping our campus safe and clean is likely to be one of the most important elements of managing COVID-19.

Key things we have focused on during and after the COVID-19 pandemic are:

- Maintaining good hygiene;
- Staying physically distant and where safe distances cannot be implemented in the College appropriate Personal Protective Equipment (PPE) is worn by both students and staff;
- Following advice of Governments and health officials – implementing “if sick stay home and get tested” procedures;
- Training staff in infection control procedures;
- Consulting with staff regularly on the infection control procedures in place and where changes to the procedures are proposed;
- Ensured that staff understand the need to actively monitor and enforce the infection control procedures; and
- Communicated the procedures in place for infection control.

## **Maintain Good Hygiene and Cleaning**

To maintain good hygiene and hand washing practices, we have:

- Completed the Safe Work Australia cleaning checklist;
- Completed the Safe Work Australia health, hygiene and facilities checklist;
- Printed signs and posters on good hygiene and hand washing practices; and
- Spoken to our staff and students about how to maintain good hygiene and cleaning.

Below is an action list to achieve good hygiene and cleaning:

<b>What we need to do?</b>	<b>Person to implement</b>	<b>How we will do this?</b>	<b>When will it happen?</b>	<b>Supplies we need?</b>	<b>Y/N</b>	<b>Date Completed</b>
Set up alcohol based hand sanitiser stations at entry and exit points.	Student Services Manager	Ask staff to check regularly for refilling.	Immediately	Alcohol based sanitiser.	Y	May 2020
Ensure all frequently touched areas and surfaces are cleaned daily, when no classes are held and surfaces are cleaned regularly through the day when classes are being held.	Chief Operations Officer	Identify high use areas, create a task for cleaning these areas, having disinfectant wipes available to allow staff to easily clean throughout the day.	Daily when not in use, every few hours when in use.	Cleaning products, disinfectant wipes.	Y	May 2020
Put up signs and posters for staff and students to follow.	Student Services Manager	Stick in clear and visible places.	Immediately	Posters, blu-tack.	Y	May 2020
Check temperature of all staff and students as they enter premises ensuring they are not showing signs of a fever (below 37.5°C).	Student Services Manager	Have digital thermometers available on campus.	Immediately	Digital thermometers.	Y	June 2020

### Follow Advice – Additional Changes

We have had to assess additional steps, specific to the education industry in order to keep everyone safe. To help us prepare we have:

- Reviewed Safe Work Australia industry specific information (updated and checked regularly);
- Completed the 'what can I do to keep staff and students safe at the campus' and limit the spread of COVID-19 checklist;
- Reviewed the mandatory public health directions that apply to our business; and,
- Talked to students and staff about changes.

From the review, the action list below needs to be implemented:

- Communicate via website/social media about changes and practices;

3-02-034

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- Plan social media posts and changes to website;
- Supply staff with cleaning/sanitising agents, masks etc;
- Order additional cleaning and sanitising products when required;
- Display conditions of entry for staff, students and visitors (website, social media, entry points);
- Exclude staff, students and visitors from the campus if they are unwell;
- When physical distancing cannot be maintained PPE must be worn;
- Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods;
- Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If circumstances do not allow this they must wear face masks;
- Use telephone or video for essential meetings where practical;
- Review regular deliveries and request contactless delivery and invoicing where practical;
- Set the air-conditioning to external airflow rather than recirculation; and
- Have strategies in place to manage events and gatherings that may occur off premises.

### **Record Keeping**

- All staff, students and visitors to the College must provide a mobile or email address. These records are only to be used for contact tracing COVID -19 and must be stored confidentially and securely and destroyed after two months. All staff are trained in their obligations under the Privacy Act and Australian Privacy Principles;
- All staff, students and visitors to the College should be made aware of the COVIDSafe app and the benefits of using the App to support contact tracing if required;

## Responding to a COVID-19 Infection

We should plan for how to respond if there is a suspected or confirmed case of COVID-19 associated with a Kenvale College staff member, student or visitor. Any confirmed positive case of COVID-19 that has been on campus must be reported to SafeWork NSW on 13 10 50 and the Department of Health.

The Plan will be dependent on the circumstances, whether the affected person has physically been on campus or not. This is an imperative part of our plan, to ensure we are confident in responding swiftly and easily. The steps we have taken to plan are:

- Consulted Safe Work Australia's website on what to do if there is concern about a staff member in relation to COVID-19. It's important to follow the guidance provided by Safe Work Australia and NSW public health authority; and
- Download and shared internally to all staff (whether onsite or working from home), Safe Work Australia's infographic so that everyone is ready to act.

In the case of suspected or confirmed case of COVID-19 associated with a Kenvale College staff member student or visitor we also:

- Recognise that we may need to limit travel and staff in the workplace where possible, to reduce the risk of spread;
- Our first course of action if notified of a possible COVID-19 infection is to isolate the person from others to prevent the spread and to seek advice from our National Coronavirus Health Information Line on 1800 020;
- The College is required to notify WorkSafe and the Department of Health immediately on becoming aware that an employee or an independent contractor or a contractor's employee or a student has received a confirmed coronavirus (COVID-19) diagnosis and has attended the workplace/campus during the infectious period. The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services;
- We will clearly communicate the risk of an infection to all staff, students and anyone that may have had close contact with the infected person, while ensuring we keep in line with privacy obligations;
- Identify a cleaning process if the person has entered the workplace/campus;
- By following procedures and health officials' advice, determine our actions to remain operating in the event of a possible infection.

### Business Plan to Respond to a COVID-19 Infection

What we need to consider?	What needs to happen?	Supplies we need?	Person to implement	Y/N	Date Completed
Where we will isolate someone if need be.	Remove person from main area and put in a spare training room etc. and block access to other staff and students.	Gloves, masks, cleaning wipes, sign/tape to block access.	Chief Executive Officer	N	
How we will notify relevant authorities. Who do we have to notify	<p>The College must notify WorkSafe and the NSW Department of Health immediately on becoming aware that an employee or an independent contractor or a contractor's employee or a student has received a confirmed coronavirus (COVID-19) diagnosis and has attended the workplace during the infectious period. The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services.</p> <p>The Chief Executive Officer must direct a staff member to call the hotline once the infected person has been isolated.</p>	None.	Chief Executive Officer	N	

3-02-034

How we can get the workplace cleaned.	Chief Operations Officer to arrange intensive cleaning.	None.	Chief Operations	N	
How we will identify who has had contact with the infected person.	Track people coming in and out of the workplace by reviewing contact tracing schedule.	contact tracing schedule.	Student Services Manager	N	

### Adapting Our Business

The way, Kenvale College operates may have to change because of COVID-19. We have considered the below questions as a starting point:

- Do physical and social distancing requirements change the way Kenvale engages with staff and students?
- Are we able to change the physical setup/delivery so it is safe for everyone?
- What elements of our business model will be difficult to maintain in this new environment?
- Is there an opportunity to minimise this (moving to online classes for students and work-from-home staff arrangements) bearing in mind that education is an essential service and social distancing regulations are applied where possible?
- Can or should the College temporarily change course offerings?
- Are there opportunities to expand or change an element of our business to respond to an opportunity in the current environment?

From considering the above, we have identified opportunities and processes we can do below:

Action:	Person to implement:	Supplies we need?	Y/N	Date Completed
Go online with 'virtual classrooms' where possible.	Head, Hospitality, Cookery and Events	On line resources, ie Teams Google Hangouts, CANVAS and Zoom.	Y	March 25, 2020
When the College cannot comply with social distancing regulations: one person per 2 square metres and up to 50 people at one time, PPE measures are put in place	Head, Hospitality, Cookery and Events And Lecturers.	Campuses, equipped with necessary resources.	Y	June 1, 2020
Eliminating high touch point areas by keeping doors pinned back etc. while allowing for fresh air at the same	Head, Hospitality, Cookery and Events	Door stops.	N	

3-02-034

time.	And Lecturers.			
Limit the amount of travel, ie to campus by providing the option of theory classes also being available online as well as face to face	Head, Hospitality, Cookery and Events And Lecturers.	Online resources, ie Teams Google Hangouts, CANVAS and Zoom	Y	June 1, 2020 September 14, 2020

### Mental Health Risks – Monitoring and Responding

The College must effectively implement a comprehensive suite of policies and procedures designed to protect staff and students from foreseeable risks of harm to meet the school's student duty of care obligations in dealing with welfare and mental health.

<b>Action:</b>	<b>Person to implement:</b>	<b>Y/N</b>	<b>Date Completed</b>
Review current support and counselling services as to their general effectiveness and also whether the current support is sufficient for dealing with increased levels of anxiety and stress in staff and students.	HR Manager	Y	June 1, 2020
Ensure that there are clear, timely and frequent communications to students in relation to changes in assessments and examinations.	CEO & Head, Hospitality, Cookery and Events And Lecturers	Y	Ongoing
Consider and implement where necessary additional programs to support student cohorts suffering from stress and anxiety.	HR Manager, Head of Student Services	Y	April 1, 2020
Ensure that feedback and complaints mechanisms are available to students, and staff.	Student Services Manager.	Y	Ongoing