

## H - Human Resources

### H10 COVID-19 Policy

Related Documents	
<a href="#">H10-01</a>	<a href="#">PICAC Attendance Acknowledgement Form</a>
<a href="#">H10-02</a>	<a href="#">H10-02 COVID 19 Temperature Measurement Check List</a>
<a href="#">H11</a>	<a href="#">PICAC COVID19 Staff Absence/Sick Leave Policy</a>

## 1. Purpose of this policy

PICAC operates facilities across several states within Australia and has recognised the need to implement a policy and procedures to protect staff, students and visitors to PICAC facilities and mitigate potential risks arising from the COVID-19 pandemic.

Given that State Government jurisdictions may have inconsistent (and changing) guidelines, a revised policy and related procedures have been designed to give flexibility to the requirements of each location and the applicable level of Government imposed restrictions (Stages 1-4).

These revised procedures take into account Federal and State Health and Education Department advice and align with PICAC's responsibilities under Workplace Health and Safety rules.

PICAC has also implemented cleaning and hygiene protocols that further reduce the risk of potential transmission of COVID-19 to staff, students and visitors.

## 2. Scope of this policy

This policy and related procedures apply to all **students, staff and visitors** working, attending classes at, or visiting PICAC facilities, while a declaration of Pandemic is in place.

## 3. Procedures for attendance at and entry to PICAC facilities

### 3.1 Mandatory Procedures for Entry to PICAC

- All students, visitors and staff must sign in upon arrival prior to entering PICAC facilities, including attending any class onsite.
- All students, visitors and staff must use hand sanitiser provided upon entry to and exit from PICAC facilities and are encouraged to use hand sanitiser regularly at other points throughout PICAC facilities.
- At sign-in attendees are required to provide their name, current residential address and primary contact number.
- Social distancing is to be appropriately maintained during entry to PICAC facilities.

The Form used to capture the above information is: [H10-01 PICAC Attendance Acknowledgement Form](#)

**During Stage 3 restrictions and above:**

- All students, members of staff and visitors will have their temperature taken at the point of sign-in as a condition of entry.
- Any student, member of staff or visitor who records a temperature of 37.5°C or above, will **NOT** be permitted to enter PICAC facilities or attend classes. The attendee will be asked to leave the PICAC facility, with a recommendation to seek medical advice. Should they subsequently undertake a COVID-19 test and record a positive result, the attendee must notify PICAC immediately on 1300 222 727.
- Students and visitors will be provided with a disposable face mask for their own use whilst on PICAC premises. The face mask is for personal use only, in circumstances where physical distancing is not possible or difficult to maintain.

### 3.2 Staying safe whilst on PICAC Facilities - Attendees responsibilities

PICAC Management is committed to ensuring that everyone stays safe whilst on PICAC premises and have implemented a number of initiatives, cleaning and hygiene protocols to minimise the risk of potential transmission of COVID-19.

Staying safe whilst on PICAC facilities is everyone's responsibility.

Every student, staff member and visitor have responsibilities and protocols that they need to follow to ensure that they remain safe whilst learning, working or visiting at PICAC.

To stay safe, all students, staff and visitors whilst attending PICAC facilities **must agree** to:

- Follow directions and advice provided by PICAC Staff, in accordance with PICAC's COVID-19 policy, procedures and protocols;
- Practice physical distancing at all times (wherever possible);
- Practice good hand and respiratory hygiene;
- Wear face masks (when physical distancing is difficult to maintain); and
- Stay home or go home if feeling unwell.

#### 3.2.1 Follow directions and advice provided by PICAC Staff, in accordance with the PICAC's COVID-19 policy, procedures and protocols

PICAC Staff are here to help students and visitors. On occasions, PICAC staff may provide direction to students and visitors to ensure that everyone stays safe on PICAC facilities and is following the required policy, procedures and protocols.

Please follow directions and advice from our staff.

#### 3.2.2 Practice physical distancing at all times (where possible)

Physical distancing is one way to stop the spread of the COVID-19 virus. The more space between you and another person the harder it is for the virus to spread.

Current Health Department advice is to maintain a distance of at **least 1.5 metres** from others at all times.

Physical distancing at PICAC means students, staff and visitors:

- Keep 1.5 metres away from others wherever possible
- Avoid all physical contact including greetings like handshaking, hugs and kisses
- Position your chair in class or while working to sit away from others to the extent possible
- Avoid groups, especially indoors – if you see a crowded space do not enter
- Avoid gatherings and keep your distance during lunch or class breaks
- Avoid non-essential, face to face meetings or gatherings
- Avoid sharing food and drinks.

### 3.2.3 Practice good hand and respiratory hygiene

Staying safe and reducing the spread of COVID-19 transmission means practising good hand hygiene and good respiratory hygiene at all times.

Practising good hand and respiratory hygiene means:

- Regularly washing hands your hands with soap and water.
- Using hand sanitiser regularly (ie. before and after entry to classes/buildings, before eating, after using bathroom, touching your face or blowing your nose).
- Sneezing and coughing into your elbow or a tissue.
- Disposing of used tissues in bins provided.
- Hand sanitizing after blowing your nose or sneezing.
- Regularly utilising hand sanitiser at stations provided throughout PICAC Facilities.

### 3.2.4 Wear face masks or face covering (when physical distancing is difficult to maintain)

Government and Health Department advice is recommending the use of face masks to reduce the risk of COVID-19 transmission in situations where physical distancing is not possible. Where the Government has mandated the use of face masks or coverings, students will be expected to provide their own.

PICAC may provide students, staff and visitors with face masks for their personal use whilst at PICAC facilities, in situations where physical distancing is not possible or difficult to maintain.

PICAC may designate certain activities or areas as requiring mandatory usage of face masks. All Students, members of staff and visitors must comply with PICAC's directions while engaged in these designated activities or present in these designated areas.

### 3.2.5 Students and Visitors

All students and visitors will be provided with a face mask to use, when physical distancing is difficult to maintain or not possible, whilst attending class or visiting PICAC facilities.

Outside of the designated activities or areas referred to in 3.2.4 (above), the use of the face mask is voluntary and at the discretion of the individual except where physical distancing is not possible or difficult to maintain. Face masks provided are for the individual's personal use and should not be shared with others.

All students and visitors should freely report issues or concerns to a member of PICAC management.

How to put on a disposable face mask:

- Wash or hand sanitise your hands before putting on the mask.
- Make sure it covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- Do not touch the front of the mask while it is on or when removing it (and if you do so accidentally, wash or clean your hands immediately).
- Wash your hands after removing the mask.

Used face masks need to be disposed of in the bins provided. Single use masks should not be reused but discarded immediately after use. Disposable masks will be available to students and visitors if they require another mask during the day.

3.2.6 PICAC and PICAC Group RTO Staff

PICAC Staff will be provided with their own reusable cloth face mask to use when they feel that it is appropriate or physical distancing is difficult to maintain or not possible. The wearing of the reusable face mask is voluntary and at the staff member's discretion.

The reusable face mask will be the staff member's to keep and look after according to the manufacturer's care and washing guidelines (which will be provided with the face mask). It will then be the staff member's responsibility to follow recommended manufacturer guidelines with the washing and care of the face mask.

How to put on a reusable face mask:

- Wash or hand sanitise your hands before putting on the mask.
- Make sure it covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- Do not touch the front of the mask while it is on or when removing it (and if you do so accidentally, wash or clean your hands immediately).
- Wash your hands after removing the mask.
- Wash the reusable mask (as per manufacturer care and use guidelines).
- Face masks should not be worn beyond the period specified by the manufacturer, ask for a replacement face mask if necessary.

3.2.7 **Stay home or go home** if you are feeling unwell.

All students, staff and visitors should stay at home, if they are unwell. If any student, staff member or visitor feels sick or becomes unwell, whilst at PICAC they should advise the appropriate PICAC staff member or representative (for students, their Instructor) and go home.

Any student, staff member or visitor with following symptoms, needs to stay home and seek medical advice:

- Fever, chills or sweats
- Shortness of breath
- Loss of sense of smell or taste
- Cough or sore throat
- Runny nose
- in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered

## 4. PICAC Management Responsibilities

PICAC is committed to providing and maintaining a COVID-19 safe work and school environment for all students, visitors and staff. PICAC will maintain a safe environment and minimise the potential risk of COVID-19 transmission by:

- Continuing to clean the PICAC workplace and school facilities regularly and thoroughly;
- Reorganising the layout of the workplace and classrooms to allow for physical distancing;
- Manage facilities so as to minimise the need to touch hard surfaces, provide adequate ventilation and provide effective disposal of PPE and related items.
- Providing hand washing and hand sanitisation facilities;
- Providing information and signage about hand and respiratory hygiene;
- Limiting the number of people/students in the workplace and classrooms at any given time in accordance with local State Government Guidelines;
- Implementing and regularly reviewing COVID-19 safe work practices and policies; and
- Following Government, Health and Education Department advice and guidelines.

## 5. PICAC STAFF PROCEDURES – COVID19 Absence/Sick Leave Policy

PICAC Staff should refer to the *PICAC COVID19 Staff Sick Leave and Absence Policy* for guidelines for absences and sick leave related to COVID-19. H11 PICAC COVID19 Staff Sick Leave and Absence Policy

## 6. STUDENT PROCEDURES – COVID19 Absence/Sick Leave Policy

### 6.1 If you feel unwell and experiencing COVID-19 Symptoms

- If you are unwell and believe you have COVID-19 symptoms you must NOT attend class. You need to seek immediate medical advice and self-isolate, until test results are obtained.
- Any student who becomes unwell during class (with COVID-19 symptoms) must leave school immediately and seek medical advice.
- Students must advise their immediate trainer/supervisor and the RTO Training Manager, if they are unwell and suspect COVID-19 or have tested positive to COVID-19.
- Negative test results need to be communicated to the student's RTO Training Manager, who will facilitate the student's return to class (without prejudice).
- Positive test results need to be communicated to the student's RTO Training Manager, who will facilitate the student's return to class (upon medical clearance) without prejudice.
- Students can return to class only when medical clearance and COVID-19 negative test results are obtained and produced to the student's RTO Training Manager.

## 6.2 Student is exposed to COVID-19 or awaiting test results and needs to self-isolate

- Where a student believes they have been exposed to COVID-19 through recent travel or through close contact with a person who has been diagnosed with COVID-19, they are to seek and follow medical advice immediately. As a first point of contact, the student should call the Coronavirus health information hotline on 1800 020 080.
- Students who are exposed to COVID-19 through close contact with a person confirmed to have the virus or through recent travel must self-isolate (in accordance with Federal and State health and quarantine requirements) and act to reduce the risk of further spread of the virus.
- Students who are required to self-isolate (but have not tested positive to COVID-19) may be able to continue their studies from home (where possible, and in consultation with the RTO Training Manager).

## 6.3 Student is diagnosed with COVID-19

- Any student who is diagnosed with COVID-19 must notify their supervisor and the RTO Training Manager immediately.
- The RTO Training Manager may request reasonable medical evidence of illness.
- The student can return to class only after they receive medical clearance and a negative test result. Documents showing medical clearance and a negative COVID-19 test result will need to be provided to the RTO Training Manager before they can return to onsite classes.

## 6.4 Student is required to provide care or support to an immediate family member who is diagnosed with COVID-19 or a family member in household is required to self-isolate (due to exposure)

- Students must advise their RTO Training Manager as soon as possible and self-isolate, if required.

--- End of Policy ---



Approved by CEO:

Date: 22/07/2020

### Version Control

Version #	Date	Changes
V1	07/07/2020	Initial draft by Elizabeth Sevdalis
V2	14/07/2020	Including edits and comments from Eric Allgood
V3	15/07/2020	Including Edits from Brendan Slater
R1	15/ 07/2020	Final Draft incorporating comments from SLC.
R2	22/07/2020	Amendments to include Temperature Checking.