

# 310 CCG COVID Safe Management Plan

## Our COVID Safe Plan

Business name:	Community College Gippsland (CCG) & ECG College (referred to as CCG for this plan)
Site location:	Leongatha Campus, Horn Street, Leongatha
Contact person:	Sue Geals
Contact person phone:	0400 509 984
Date prepared:	6/8/2020 – Revised 15/12/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	CCG provides hand sanitiser at the entrance of all campuses. Paper towel, disposable gloves, cleaning spray and sanitiser are located in kitchens, classrooms and multi-use rooms supported with posters and information on the use of the products.
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	Individual rooms, offices and classrooms that have the option for opening windows will be open weather dependent. Use of Heating/cooling air conditioners will be monitored to ensure airflow is maximised where possible.
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	All people who enter CCG campus facilities (except where exemptions apply) must carry a face mask and wear the face mask if required as per the Department guidelines.  Any person who does not have a face mask will be provided with a disposable face mask prior to entering if required. Additional PPE is allocated to staff who require use of the items.
<b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b>	CCG staff were provided with the Departmental link to the correct use and disposal of facemasks and regularly reminded to follow good hygiene practices. Clear signage on wearing facemasks is displayed around the campuses.
<b>Replace high-touch communal items with alternatives.</b>	Communal staff room/kitchen/student amenities areas are used for accessing food and drink only and have signage providing the permitted number of users in each area.  Staff use their own mugs and water bottles that are not shared and are encouraged to use the sanitiser provided prior to using communal facilities. Individual students who attend campus are reminded of use of sanitiser prior to using kitchen facilities.

Document ID:	310 Covid Safe Management Plan	Page No:	1
TOID:	4181	School No:	2062
Revision No.:	4	Previous Revision:	3
	Revision date:	Next revision:	Continual
			15/12/2020

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	All staff, visitors and students are required to clean and disinfect their individual workspace before and after use and each station. Work stations and ICT equipment are not shared.  The contract cleaners have been employed additional hours to complete Covid specific cleaning in each campus
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	All campuses are provided with cleaning products. The facilities manager monitors the products and ensures sufficient products are always available.

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Physical distancing and limiting workplace attendance</b>	
<b>Ensure that all staff that can work from home, do work from home.</b>	All employees who are able to work from home are currently working from home. Education for the RTO students is being provided by remote learning where possible with campuses having staff onsite to provide face to face learning for students who are unable to learn remotely and for students attending VET DSS. ECG College staff are on campus teaching school students as per Department of Education guidelines.
<b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>	The Senior Management Team (SMT) have rosters in place for all staff who are required to work onsite. Essential staff are working across multiple campuses where required. Employees who are required to complete essential services at each campus work directly with the CEO to implement Covid safe practices for their role.
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	All staff, visitors and students are required to sign in and out of the campus every visit.  All employees, students and visitors have received regular and clear instructions to stay at home if unwell. No person is allowed on any campus if they display any symptoms or inform their manager of any illness
<b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	Every room at all CCG campuses has clear signage of the maximum number of people allowed into each room. Each reception area has table barriers in place to ensure a minimum of 1.5 metres between people. Each office space is staffed with 1 employee only and in larger staff rooms all desks are spaced appropriately with the 4sqm rule.
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b>	Desks and tables in larger areas have been spaced accordingly with the 4sqm rule and staff are aware of social distancing requirements when using areas that may be accessed by a few people. Staff continually monitor areas where congregation may occur and provide direction to keep areas clear.
<b>Modify the alignment of workstations so that employees do not face one another.</b>	All desks and workstations are spaced accordingly and do not face each other.

<b>Document ID:</b>	310 Covid Safe Management Plan	<b>Page No:</b>	2
<b>TOID:</b>	4181	<b>School No:</b>	2062
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020
		<b>Previous Revision:</b>	3
		<b>Next revision:</b>	Continual

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Minimise the build up of employees waiting to enter and exit the workplace.</b>	The campuses have minimal issues with congregation as staff, visitors and students arrive and leave at different timeframes. Students enter and exit the campuses through different access areas dependent on their course of study.
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	All staff, students and visitors are informed of social distancing requirements with posters and information displayed throughout all rooms and areas. Each campus has staff who complete rostered "space monitoring" duty when students are onsite to ensure distancing practices are adhered to.
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	Delivery drivers and contractors are required to adhere to all standard distancing protocols with 'no-touch' practices implemented through technology.
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	The campus has essential staff onsite and rosters are in place to ensure Covid safe practices are being implemented.
<b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">'four square metre' rule</a>.</b>	All campuses and rooms have clear signage and room number limits that are visible to all.

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	The campus has attendance registers at reception where every person (staff, visitors & students) who enter the campus has their details recorded. Delivery drivers who are onsite for longer than 15 minutes have their details recorded. ECG College students attendance is registered and logged in Compass. Tenants who occupy the facility out of hours are required to maintain a register of contacts.
<b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	All CCG staff undergo an induction with OHS a component of the training. All employees are able to access OHS reporting documentation. CCG's OHS committee is made up of a broad group of staff within the organisation to ensure every department is represented and has a person to assist in any issues.

<b>Document ID:</b>	310 Covid Safe Management Plan		<b>Page No:</b>	3	
<b>TOID:</b>	4181	<b>School No:</b>	2062	<b>Previous Revision:</b>	3
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020	<b>Next revision:</b>	Continual

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	CCG will continually review and update the BCP as per Department Guidelines and Stage Restriction levels change. The risk management strategy is in place in the event of a campus closure.
<b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>	CCG will assist any Department with contact tracing utilising the Campus Attendance Registers, the COVID HR spreadsheet and current HR systems to support with information.
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	The CEO or SMT will implement the Departmental cleaning guidelines dependent on the situation. The Campus attendance registers will support the decisions by the Senior Management Team on what cleaning is required and where.
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	<p>The CEO or SMT will contact DHHS on 1800 338 663 and follow directions.</p> <p>The SMT will utilise the guidelines from the DHHS as listed in Appendix 1 to support the immediate response action of a confirmed case of Covid in the workplace.</p> <p>The CEO, SMT and School Principal will implement the ISV Fact Sheet Reactive School Closure Process for Schools</p> <p><b>Refer to Appendix 1</b></p>
<b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	CCG SMT will implement the internal Emergency Communication Plan to inform all staff, students and stakeholders on what the next step process will be.
<b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	<p>The CEO or SMT will notify WorkSafe Victoria.</p> <p>The CEO may utilise the Covid Hotline (1800 020 080).</p> <p><b>Refer to Appendix 1</b> for the list of emergency contacts and responses.</p>
<b>DHHS Notification of close contact</b>	<p>Close contacts are notified directly by DHHS regarding requirements for quarantine and testing.</p> <p>If a student is identified as a close contact by the DHHS, the student should not attend the school/RTO/campus until they are advised by DHHS that their quarantine has concluded.</p> <p>Students are to bring a DHHS clearance letter as proof their quarantine has ended, and they can return to school/RTO/campus. ECG College/CCG will be asked to confirm that the student identified as a close contact is not attending school/RTO/campus during this time.</p>

<b>Document ID:</b>	310 Covid Safe Management Plan		<b>Page No:</b>	4	
<b>TOID:</b>	4181	<b>School No:</b>	2062	<b>Previous Revision:</b>	3
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020	<b>Next revision:</b>	Continual

# CCG Leongatha Covid Safe Management Plan

Guidance	Action to prepare for your response
	If the student is attending school/RTO, they must be sent home. The school/RTO is not required to close.
<b>Confirm that your workplace can safely re-open and workers can return to work.</b>	<p>The CEO will take direction from the DHHS in consultation with ISV on when the Campus may re-open if required to close.</p> <p>The SMT will enact the internal Emergency Communication Tree process for informing all stakeholders of returning to work and campus opening.</p>

This plan was developed on the 7/8/2020 and revised on the 15/12/2020

I, Sue Geals acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed *Sue Geals*

Date 15/12/2020\_\_\_\_\_

<b>Document ID:</b>	310 Covid Safe Management Plan		<b>Page No:</b>	5	
<b>TOID:</b>	4181	<b>School No:</b>	2062	<b>Previous Revision:</b>	3
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020	<b>Next revision:</b>	Continual

**APPENDIX 1 Actions:**

1. The CEO or SMT will contact DHHS on 1800 338 663 when a student or staff member:
    - is a confirmed case
    - has been in close contact with a confirmed case.
  
  2. The CEO may utilise the COVID-19 hotline (1800 020 080).
  
  3. The CEO will notify WorkSafe on 13 23 60 immediately after becoming aware that:
    - an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
    - the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.
- \*\*\* Notification is required regardless of whether DHHS is already aware of the case.
4. The CEO and School Principal will implement the ISV Fact Sheet Reactive School Closure Process for Schools

**Management of a confirmed case or outbreak at the workplace Immediate Actions:**

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
2. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.
6. Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS.
7. Any staff member who tests positive for coronavirus (COVID-19) should remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.

<b>Document ID:</b>	310 Covid Safe Management Plan			<b>Page No:</b>	6
<b>TOID:</b>	4181	<b>School No:</b>	2062	<b>Previous Revision:</b>	3
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020	<b>Next revision:</b>	Continual

## CCG Leongatha Covid Safe Management Plan

8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
9. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.

<b>Document ID:</b>	310 Covid Safe Management Plan			<b>Page No:</b>	7
<b>TOID:</b>	4181	<b>School No:</b>	2062	<b>Previous Revision:</b>	3
<b>Revision No.:</b>	4	<b>Revision date:</b>	15/12/2020	<b>Next revision:</b>	Continual