

# COVID 19 Safe Work Policy & Procedure



## **Our COVID Safe Work Policy and Procedure**

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| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
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| <b>Hygiene</b>   |   |
| <p><b>Provide and promote hand sanitiser for use on entering kitchen and premise and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>   | <p>Chelsea College has deployed hand sanitizer in both classroom, kitchen and in work area. This ensures all staff and students have multiple opportunities to hand sanitize when entering a building and workspace and during their activities on campus. Student will be required to sanitize before entering the premises and touching anything. The Chelsea College cleaning contractor is ensuring adequate soap and paper towels are available in all bathrooms. Posters have been displayed in all bathrooms, break-out areas and above hand sanitizer stations showing the correct method of washing or sanitizing hands.</p> |
| <p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>   | <p>The building has got proper flow of fresh air. Kitchen is equipped with required exhausts and has been serviced to make sure that there is proper airflow in the area.</p>   |
| <p><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></p> | <p>The requirement to wear a face covering on campus, and during essential teaching and practical activities, will be communicated and implemented in the college. Staff and students are expected to attend campus wearing their own appropriate face mask or shield. Chelsea College staff will be monitoring compliance with the mandatory face covering requirement. Chelsea College will be providing face masks free of charge, if the staff and the student forgets to bring one. Chelsea College has conducted risk assessment to make sure that it has sufficient PPE to prevent the spread of COVID-19.</p>                 |

| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
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| <p><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></p> | <p>All staff and students will be instructed on the appropriate use of face masks. Workplace posters will be made available to reinforce the training.</p> <p>Good hygiene posters located throughout the campus will be used to reinforce the key health messages to help slow the spread of COVID-19.</p>   |
| <p><b>Replace high-touch communal items with alternatives.</b></p>   | <p>All areas of the college have undertaken risk assessments of their activities. This assessment included the identification of items that are shared and the introduction of a plan to replace them with alternatives that prevent the spread of COVID-19. This work is ongoing and is being given priority by the college.</p>   |
| <p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>       | <p>Chelsea College has increased cleaning of the campus and rooms, and has incorporated continuous day time cleaning of all common high touch surface areas. This includes door handles, lift buttons, light switches, stair rails, desks and flat surfaces.</p> <p>Staff will be also provided additional cleaning materials to allow staff and students to clean their own areas before and after work/study.</p> |
| <p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>   | <p>Chelsea College has secured sufficient supply of all cleaning products and has increased the products held on site to manage peak demands.</p>   |
| <p><b>Physical distancing and limiting workplace attendance</b></p>  |   |
| <p><b>Ensure that all staff that can work from home, do work from home.</b></p>  | <p>Chelsea College will be implement a “work from home” strategy consistent with government guidelines and will establish a range of HR procedures and resources to support staff working from home.</p> <p>Only essential activities will remain on campus.</p> <p>Senior management approval is required before any activity can return to campus.</p>  |
| <p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>   | <p>Chelsea College has got only one campus so no staff will be working across multiple setting/worksites.</p>   |

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| <p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>  | <p>Consistent with the government’s health messaging, Chelsea College will be communicating to all staff and student that are required to undertake essential work or study on campus to only attend if they are well.<br/>The college will change staff leave entitlements to incorporate COVID leave provisions and will utilize alternative student learning and assessment activities to not disadvantage students if they are unable to attend campus due to illness, or due to travel restrictions. The college will not require any employee to work when unwell.</p> |
| <p><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></p> | <p>Currently Chelsea College is conducting its classes online via Zoom. Chelsea College staff will go on campus only when it is required and permitted. Chelsea College will be ensuring desks/work stations are adequately separated.<br/>Chelsea College has got enough space to implement the social distancing restrictions for its staff.<br/><br/>1.5 m distancing between workstations has been implemented for the small number of staff remaining on campus for essential activities.</p>   |
| <p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>  | <p>The work areas for the remaining staff on campus will be adjusted to reduce any face to face alignment of staff.</p>  |

| <p><b>Guidance</b></p>   | <p><b>Action to mitigate the introduction and spread of COVID-19</b></p>  |
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| <p><b>Minimize the buildup of employees waiting to enter and exit the workplace.</b></p>   | <p>Chelsea College has implemented working from home and hence has very less number of students and staff attending the premises, this will minimize the build of employees and staff waiting to enter and exit the premises.</p> |
| <p><b>Provide training to staff on physical distancing expectations while working and socializing (e.g. during lunchbreaks).</b></p> | <p>Physical distancing requirements will be applied to all spaces and activities on campus. Lunch spaces will have 1.5 metre physical distancing.</p>   |
| <p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>   | <p>Contact free delivery will be introduced as far as practicable, with physical distancing, hand hygiene and masks also used to control the spread of COVID-19.</p>  |

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| <p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>   | <p>Chelsea College will be following the guidelines of the government. Chelsea College will not allow any staff or student on the campus until it is permitted.</p> <p>Staff will only be allowed to come on the campus when there are no restrictions placed by the government on the businesses.</p>  |
| <p><b>Record keeping</b></p>  |   |
| <p><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></p> | <p>Chelsea College will restrict its activities to essential staff and students attending campus. As a result, the number of visitors, attending the campuses will be restricted to a minimum.</p> <p>Visitor logs will be used to capture the attendance of non-Chelsea College persons on campus. This information will be utilised to assist DHHS and Chelsea College identify close contacts.</p> <p>Moreover, Chelsea College will also make QR check-ins compulsory for</p> |
| <p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>   | <p>everyone who enters the premises.</p> <p>The Chelsea College will utilize its WHS policy and Procedure to record and respond to all COVID related OHS issues and actions. All staff and students will have access to the WHS policy and procedure</p>  |

| Guidance  | Action to prepare for your response  |
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| <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>                   | The Chelsea College's business continuity plan will be used to guide the Chelsea College's COVID response and management strategy. A Crisis Management Team will be established to manage the ongoing impact of COVID on the Chelsea College's business.   |
| <b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>                                  | Chelsea College will develop a range of strategies to record the attendance of staff, students, contractors and other visitors to our campuses and sites. This includes visitor logs and attendance sheet. This information will be utilised to assist DHHS and Chelsea College identify close contacts.   |
| <b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b> | Chelsea College will focus on cleaning more . Chelsea College will get deep clean of an area to understand the impact on the campus operations.  |
| <b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>  | A detailed management plan has been developed for a positive or suspected case of COVID. The plan consists of <ol style="list-style-type: none"> <li>1. Reporting procedures for staff and student</li> <li>2. Establishment of a case management team</li> <li>3. Care of the staff member or student involved</li> <li>4. Engagement with DHHS</li> <li>5. Management of internal communications, cleaning and building access</li> <li>6. Reporting and monitoring</li> </ol> |
| <b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>  | The positive case management plan outlines that communication responsibilities which will be managed by the higher management. Chelsea College will use existing communication channels to ensure affected staff, students and visitors are informed of a positive COVID case and provided instructions on the actions they are to undertake where applicable.   |
| <b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>                             | The positive case management plan includes the notification of the Chelsea College staff of a positive case. The Chelsea College staff will undertake the mandatory WorkSafe notification under the requirements of the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020.  |

**Confirm that your workplace can safely re-open and workers can return to work.**

The Chelsea College's higher management team, in conjunction with DHHS, will determine when the workplace is safe to reopen.