COVID-19 - CORONAVIRUS POLICY

1. Policy

Melbourne Trades College is committed to ensuring the health and safety of all persons through the current pandemic crisis and this policy outlines the measures we are actively taking to mitigate the spread of coronavirus. Every staff member is required to apply these controls diligently, to assist in sustaining a healthy and safe work environment. It's important that we all respond responsibly and transparently to these health precautions. We will treat any private health or personal data with high confidentiality and sensitivity.

The COVID-19 Coronavirus policy is susceptible to changes given the ongoing introduction of additional government guidelines. When these changes occur, all staff will continue to be updated by email.

2. Scope

The COVID-19 policy applies generally to ALL staff, including contractors, students and visitors who physically attend our campuses.

Where specific work areas are deemed to be at higher risk than others then a risk-based strategy will be applied to determine what if any further controls are required in consultation with area stakeholders.

COVID-19 is most likely to spread from persons to person through:

- Close contact with an infectious person
- Contact with droplets from an infected person's cough or sneeze, and
- Touching objects or surfaces that have droplets from an infected person, and then touching your mouth or face

3. Definitions

The following terms and abbreviations are specific to this policy:

Coronavirus (COVID-19): COVID-19 stands for Coronavirus Disease that was first detected in 2019. It was first detected in Wuhan, China and has rapidly spread across the world. Coronaviruses include some viruses that are very common and may only cause mild respiratory infections. However, COVID-19 is a new coronavirus that has not previously been seen in humans before. It is highly contagious and can be deadly and as yet, there is no cure or preventative vaccine for it. COVID-19 was named by the World Health Organisation (WHO), following its best practice convention for naming new human infectious diseases.

Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population

Flexible work arrangement: where an employee is able to perform their work from an agreed location other than their contracted place of work and in their time but in a manner to ensure they are still fulfilling the full requirements of their role

Hazard: something that can cause harm to any person, property or the environment (e.g., sharing of workstation)

Risk: the likelihood high or low, that the hazard will actually cause harm (could someone contract the virus from sharing the workstation)

4. Overview / principles

In order to reduce the risk of spread of coronavirus staff must ensure the following:

4.1 Sick leave arrangements:
- If you are ill for any reason, or feel unwell, contact your manager, and remain at home and seek medical guidance
- If you have recently returned from overseas, come into contact with a known carrier of the virus, or believe you have contracted the virus you must remain at home and seek medical guidance.
- If you become ill at work for any reason or believe you may have COVID-19 symptoms, immediately advise your manager, and seek medical guidance
- If you have a positive COVID-19 diagnosis you must follow DHHS and medical guidance
- You can only return to Melbourne Trades College after you have fully recovered with a doctor's certificate confirming your recovery

4.2 Flexible work arrangements:
- If an employee believes they are able to utilise flexible work arrangements this must be agreed to in consultation with their immediate line manager
- If flexible work arrangements are approved, then the COVID-19 Working from Home Agreement Form must be signed and submitted to your manager prior to commencement of this arrangement
- Flexible work arrangements may not be viable in all situations

4.3 Travel/commuting measures:
- All work trips and events – both domestic and international – have been cancelled/postponed until further notice
- Team meetings should be conducted using available apps such as Team Apps, Zoom

4.4 General personal hygiene rules:
- Wash your hands on a regular basis with warm soap and water for at least 20 seconds and thoroughly dry them, especially if you have been:
  - In a public place,
  - Handled items that may have been handled previously by others,
  - Used a workstation or device that has been used by others
  - Utilised a communal space/area
  - Prior to consumption of any food or drink
- If soap and water are not readily available, use hand sanitiser
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow
- Put used tissues straight into the bin
- Do not share drink bottles, crockery or cutlery
- Avoid skin contact with others, such as shaking hands
- Get vaccinated for flu (influenza) when available. This will help reduce the strain on the healthcare system as it deals with coronavirus

4.5 Social distancing requirements
- Ensure a distance of at least 1.5 metres is kept between yourself and others at all times
- When using rooms there must be only one person for every 4 square metres whilst ensuring the minimum 1.5 metre minimum distance between persons, is adhered to at all times
  - *E.g., in +a 16 sqm room there can only be 4 people and they must maintain a minimum 1.5m distance between each other at all times*

- Managers to consult with their staff to determine exact numbers allowed into classroom/office areas to ensure social distancing guidelines are maintained at all times but these should not exceed the guidelines indicated at door entrances
- Implement contactless deliveries
- Move workstations, desks and tables in staffrooms further apart if required to maintain social distance requirements
- Bring in shift arrangements so less staff and students are in Melbourne Trades College at once
- In public accessed waiting areas, and where practicable, ensure that line markings are on floors to indicate standing points for persons.

5. Procedures

ACTION	RESPONSIBILITY	GUIDANCE
Ensure compliance with this policy	All persons	• All persons to ensure they are aware of this policy and its contents and apply these stringently to enable Melbourne Trades College to provide a safe and healthy work and education environment for all those people who come into contact with us
Information & Communication	Chief Executive Officer (CEO) OHS Manager	• Ensure all updated relevant federal and local government information on the coronavirus and its risk to persons is provided to all as and when it comes into effect
Leadership through crisis	Relevant Managers	• CEO must ensure that all staff under their guidance are aware of the contents of this policy and understand the importance of its implementation
Understanding of the policy	All persons	• Any persons who do not understand this policy or are unaware of the part they play in this should seek advice from their relevant manager for guidance • If any person feels they have not received clear indication from their manager, they should escalate this to the OHS Manager
Monitor conditions within each work area	All persons	• Continually monitor hazards within your areas and ensure appropriate controls are in place to minimise or eliminate the risk • Added controls for specific areas, supplementary to what the organisation has supplied, should be escalated to the relevant manager for discussion • Managers to ensure that all relevant controls are in place within their specific areas
Provide and maintain equipment around campus	CEO (OHS Manager) All persons	• Ensure that items such as soap and sanitiser are available and accessible at all times for all persons on site • Ensure all plant and equipment is in a safe working order in line with legislative requirements
COVID Safe plan	CEO All persons	• Ensure plan is implemented to fulfil the obligations under public health orders and minimise risk of transmission of COVID-19 on their premises. • Complete the relevant COVID-19 Safety

6.   Governance / responsibilities

Position	Governance / Responsibility
All Employees	Have a responsibility, so far as reasonably practicable, to ensure that they do not put anyone at risk by any negligent act or omission with regard to this policy.
Chief Executive Officer	Lead a positive health and safety culture and endorse and continually communicate and abide by the protocols of this policy.
OHS Manager (CEO)	Work with all stakeholders to ascertain the risk posed to Melbourne Trades College by coronavirus and in consultation with relevant parties, including regulatory and legislative directives, work to provide a safe and healthy working environment for all staff and students through continual OHS improvement aligned to Melbourne Trades College's strategic OHS plans.

CEO, Manager - Facilities	Ensure that as far as is reasonably practicable, that facilities are safe, clean and maintained to ensure that it does not pose risks to the health of any person.
Managers	Provide and maintain, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health.
Contractors	Provide and maintain, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health in conjunction with this policy.
Students and Visitors	To follow reasonable OHS related instructions, and take reasonable care for their own health and safety and for the health and safety of any other person who may be affected by their act or omission with regard to this policy.