

Coronavirus (COVID – 19) Risk Management Policy and Procedure

Explanation of Coronavirus (COVID – 19)

Coronavirus (COVID – 19) is a novel (new) strain of respiratory disease. All businesses and individuals are responsible for identifying and managing work health and safety risks to minimise exposure to COVID-19. Enhance College is continuing to plan, implement, manage and respond to the changes made by the Australian Government and global health authorities as the pandemic situation evolves.

COVID – 19 is transmitted from person to person, similar to the way a flu is transmitted. This may occur from close contact with an infected person, touching contaminated surfaces or objects or touching eyes, nose or mouth after coming into contact with something or someone contaminated. Symptoms of COVID – 19 are similar to that of the flu and generally include fever, cough, sore throat, fatigue and shortness of breath. Many government sources have indicated that people who are infected experience mild symptoms of the illness and fully recover. However, people who are in high risk categories (such as elderly and those having pre-existing medical or respiratory conditions) may develop more serious illness that includes pneumonia.

Requirements to Prevent Spread of Infection

Enhance College is endeavouring to provide students with quality learning during these uncertain times, which can only be achieved through diligent and compliant behaviour from our staff and students. The Australian Government has set strict guidelines for hygiene and social distancing that **MUST** be adhered to at all times.

Enhance College Management Responsibilities:

- Management is to keep the workplace clean and hygienic at all times through regular cleaning of high-touch surfaces (which includes door handles, workstations and high use shared items);
- Promote good hygiene practices (through meetings, posters and information) and monitor compliance with hygiene requirements;
- Is to provide adequate hand washing facilities and ensure all hand washing facilities are kept clean, working and stocked with supplies (hand wash, hand sanitizer and single-use paper towels);
- Must provide sufficient levels of antibacterial soap, alcohol-based hand sanitizer, tissues, single-use paper towels and additional cleaning supplies for employees and students to use;
- Ensure that all employees and students adhere to social distancing requirements and ensure all workstations meet the 4 metre squared distancing requirements;
- Management is to maintain compliance with changes to legislative requirements released by the Australian Government or other official government bodies or authorities;
- Ensure any employees who are sick or are experiencing respiratory symptoms are to stay home and seek medical attention;
- Where an employee or student is confirmed to have COVID – 19, Enhance management is to call 13HEALTH (13 43 25 84) immediately for further advice. Enhance management will also



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be required to inform all employees and students about the possible exposure to a confirmed case of COVID – 19 and advise anyone concerned that they could potentially be contaminated to immediately seek medical advice if they develop symptoms or are concerned for their health. Confidentiality of the individual who is the confirmed case with COVID – 19 infection must be maintained at all times.

Enhance College Employee and Student Responsibilities:

- Employees and students are to follow the instructions of Enhance management to assist in increasing cleaning and sanitation (personally and of workstations) and follow social distancing requirements;
- Employees and students are to wash their hands regularly with antibacterial soap, dry their hands well with single use paper towels and apply alcohol-based hand sanitiser;
- When entering and exiting Enhance College or workstations employees and students are required to apply alcohol-based hand sanitizer;
- Employees and students are to avoid touching their faces, noses, mouths or making physical contact with others;
- Employees and students are to maintain a 1.5 meter distance from all other individuals at all times and must be in an allocated workstation no closer to others than 4 metres squared;
- Any employees or students who feel unwell or are suffering from respiratory symptoms are required to stay home and seek medical assistance

Requirements to Self-Quarantine:

Enhance College employees and students may be required to self-quarantine (this means to isolate themselves from the general public or other individuals within a clean and sanitised separated environment) if they meet any of the below criteria:

- If they, or any member of their immediate household, has returned from overseas within the last 14 days;
- If they have been in close contact with a confirmed case of COVID – 19.

Employees or students who need to self-quarantine must notify Enhance College as soon as possible. Employees or students that become ill or display any symptoms during this quarantine period should seek medical attention immediately. Where an employee or student requires to be self-quarantined Enhance College will provide flexible arrangements such as work/study from home.

Requirements of Practical Assessment:

- Individuals MUST wear appropriate face masks at all times, the face mask must cover the nose and mouth of the individual (suitable face masks may include – medical masks, industrial ventilator masks, clean cloth mask or cloth bandana).
- Individuals MUST use provided single use gloves whilst conducting activities. Gloves must be changed in between work tasks, where hands must be washed and sanitised prior to putting on new gloves (used gloves must be disposed of appropriately in a trash receptacle).
- Individuals MUST maintain 1.5-meter distance from all other individuals at all times.
- Individuals MUST have separate workstations that are adequately separated at a distance of 4 square metres.
- Individuals MUST clean and sanitise their workstations between each practical activity or task.



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- Where an individual/s have been found not to be practicing the above listed requirements, you will be unable to participate or be promptly removed from the practical assessment class.

Requirements for Attendance:

Enhance College employees and students are to attend only on the days and times where they have been notified that they are required to be on the premises. Notification is tracked and in the forms of the following:

- Email notifications or session requests and confirmations;
- Text message notifications;
- Phone call notifications;
- Signed agreements (applicable to staff under changed conditions).

Employees or students who need to self-quarantine must notify Enhance College as soon as possible. Employees or students that become ill or display any symptoms during this quarantine period should seek medical attention immediately. Where an employee or student requires to be self-quarantined Enhance College will provide flexible arrangements such as work/study from home.

Flexible arrangements for staff and students are to be tracked and in the form of the following:

- Work From Home (WFM) logbooks (staff)
- Professional development sessions (staff)
- Skype, Zoom or other teleconferencing meetings (staff and students)
- Email threads (staff and students)
- Assessment submissions (students – volume of submissions will be indicative of student engagement)

Requirements for Course Progression:

Enhance College employees and students are required to maintain course progression standards during this period, however allocations for adverse affects to aspects of course progression (between March and June) will be evaluated based on the following:

- Volume of student assessment submissions;
- Time assessors have had to mark the assessment submissions;
- Where practical assessments have been conducted for students that are identified as “critical students” (critical students are those who have finished their CoE or are about to finish their CoE or where course completion is a pre-requisite of next CoE);
- Where students have been adversely affected by not having regular face-to-face training;
- Where students have been unable to continue study (and no other methods of adjusted training can be provided) and as a result have been cancelled.



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