

Business Name: **PASS GLOBAL PTY LTD trading as ALTEC COLLEGE**

Workspace: **Level 5, 601 Bourke St, Melbourne VIC 3000**

Document Title: COVID Safe Plan

Plan Completed by: Ramit Masalia

Date reviewed: 01/11/2020

Ensuring Physical Distancing



1. Signs will be displayed at the entrance, and in all common areas as well as in each classroom to ensure employees and visitors / students are 1.5m apart as is reasonably practicable.
2. Learning for students will continue in distance mode and students will only be allowed inside the campus on appointment basis. Exceptions to this, **may** be permitted, subject to all COVID safe measures stipulated in this plan being adhered to.
3. Appointments to all non-employees / students should only be given in such a manner that it ensures the patron limits allowed inside the workplace is always maintained. Such appointments, ideally, should not last over 30 minutes.



4. Sign displaying the patron limits inside the workplace will be displayed at the entrance on Level 5.
5. Floor markings to provide minimum physical distancing rules will be used in the reception area.



6. No more than 1 employee or 1 visitor per 4 square meters should be allowed in enclosed spaces.
7. The furniture in common areas will be re-arranged as reasonably practicable to ensure staggered seating such that the employees are not facing one another in the break while also ensuring 1.5m physical distance is always maintained. Also, the furniture in the break-out area shall be marked to ensure this.
8. No more than 3 patrons will be allowed in the visitor waiting area and no more than 12 patrons will be allowed in the break-out area, at any given time.



9. Payments from students must be accepted by cards only and use of hand sanitizers will be **mandatory** before the use of the EFTPOS machine by non-employees.
10. Employees will be educated on hand and cough hygiene, including how to wash and sanitise their hands correctly.

11. Employees and students will be informed and advised to follow the public health directions on a regular basis through the company's facebook page and by email notifications. It shall also be advised to all the concerned patrons to visit vic.gov.au for details and updates.

Wearing of a face covering



1. Employees and visitors entering the workspace **must** wear a face covering as per the public health advice.
2. Protection screen will be installed at the front desk.
3. Training, instruction, and guidance will be provided on how to correctly fit, use and dispose of PPE.
4. Employees will be informed that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask will need to be washed immediately.

Practice good hygiene



1. Cleaners will be contracted to clean surfaces with the appropriate cleaning products, including but not limited to, detergent and disinfectant.
2. Cleaning log shall be displayed in shared spaces.
3. Contact-less hand sanitisers shall be available for all employees and visitors, at all entrances as well as in the common areas in the workplace. Hand soaps shall be made available in the washing areas. Signs encouraging the use of these will be displayed.
4. After the use of high touch surfaces (like door and cupboard handles, lift buttons, kitchen counters, touch screens, shared work equipment or physical documentation) the use of hand sanitisers or washing of hands will be encouraged.
5. Sharing of equipment, such as phones, desks, headsets, stationery, computers and accessories shall be avoided.



Keeping of records and actions if workers become unwell



1. Employees **must** stay at home and get tested even if they have mild symptoms.



2. Employees **must** notify the Campus Director, if they are a positive case while at work or if they show symptoms or have been in close contact with someone who has tested positive or has shown symptoms and they should **NOT** attend the workplace until they receive their test results.

3. In such an event, where a positive case has attended the workplace, during their infectious period, the Campus Director must ensure:
 - a. all close contacts, including all the employees and visitors who were in the workplace during that period, will be notified as immediately as possible.
 - b. the workplace or a part of it as may be required will be cleaned as per the public health guidelines.
 - c. DHHS will be notified of the actions taken and will be provided with a copy of risk assessment undertaken as well as a list of contact details of all the close contacts.
 - d. WorkSafe Victoria will be notified on 13 23 60 immediately upon identifying a positive case.
4. In case, DHHS notifies to close the workplace, all employees will be required to work from home and not allowed in the workplace until DHHS notifies otherwise.
5. Once agreed by DHHS to re-open, a plan shall be drawn, and employees will be notified on when they can return to work. WorkSafe Victoria must be notified of such a re-opening.
-  6. A register of all non-employees / students / visitors entering the workplace will be maintained at the front desk. Employees must record their attendance in the biometric attendance register system. (Use of hand sanitisers will be mandatory before and after using this system.)
-  7. Temperature check will be conducted on all persons entering the workplace. A register maintaining the daily log of these checks will be maintained at the front desk.
8. Employees may be asked to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
9. Employees will be required to keep their contact details up to date. Any change in the contact details, must be notified to the Campus Director immediately.

Avoid interactions in enclosed spaces

1. Employees will be encouraged to move activities, such as meetings or lunch breaks outside where possible.