

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

Workplace: **ALTEC Training Kitchen 47-51 Boundary Road, North Melbourne VIC 3051**

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. Only the students that are time-tabled to be in the Training Kitchen will be permitted to be in the workplace.



3. Sign displaying the patron limits inside the workplace will be displayed at the training kitchen.



4. No more than 1 employee or 1 student per 4 square meters should be allowed in enclosed spaces. No visitors will be permitted to enter the workplace while the training is being conducted.
5. The furniture will be re-arranged as reasonably practicable to ensure staggered standing such that the students can ensure 1.5m physical distance is always maintained.
6. Employees and students will be educated on hand and cough hygiene, including how to wash and sanitise their hands correctly.
7. 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 students entering the workplace **must** wear a face covering as per the public health advice.
2. Training, instruction, and guidance will be provided on how to correctly fit, use and dispose of PPE.
3. Employees and students 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. Hand sanitizers and hand soap shall be available for all employees and students, in the workplace. Signs encouraging the use of these will be displayed.
4. After each training session and during the breaks, the use of hand sanitizers or washing of hands will be encouraged.
5. Sharing of equipment, shall be avoided where practicable.
6. Tasting of the prepared food must be avoided where multiple students/trainers may have touched the ingredients.

Keeping of records and actions if workers become unwell



1. Employees and students **must** stay at home and get tested even if they have mild symptoms.
2. Employees and students **must** notify the Campus Director/by calling the Head Office on 03 9529 1783, if they are a positive case while at the workplace/training kitchen 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/training kitchen until they receive their test results.
3. In such an event, where a positive case has attended the workplace/training kitchen, during their infectious period, the Campus Director must ensure:
 - a. all close contacts, including all the employees and students 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, no employees or students will be 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 students and employees entering the workplace will be maintained at the training kitchen.



7. Temperature check will be conducted on all persons entering the workplace. A register maintaining the daily log of these checks will be maintained.
8. Employees and students may be asked to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
9. Employees and students 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 and students will be encouraged to move activities, such as meetings or lunch breaks outside where possible.