

310 CCG COVID Safe Management Plan

Our COVID Safe Plan

Business name:	Community College Gippsland (CCG)
Location:	Gippsland Harness Training Centre (GHTC) Logan Park, Warragul
Contact person:	Sue Geals
Contact person phone:	0400 509 984
Date prepared:	6/8/2020 – Revised 12/11/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	CCG provides hand sanitiser at the entrance of the centre with paper towel, disposable gloves, cleaning spray and sanitiser.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	The centre stable area has 3 large doors that are always open for moving horses in and out of the centre's horse management area. The training room has opening windows with the door left open weather dependent to allow airflow. The training room is accessed by 2 staff members and is large enough to allow correct distancing measures.
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.	All people who enter CCG campus facilities (except where exemptions apply) must wear an appropriate face covering prior to entry and the covering must remain in place while at CCG as per the Department guidelines. Additional PPE is allocated to staff who require use of the items.
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).	CCG staff were provided with the Departmental link to the correct use and disposal of facemasks and regularly reminded to follow good hygiene practices.
Replace high-touch communal items with alternatives.	The kitchen facility in the training room is mainly accessed by the 2 staff members until students are permitted to return to campus full time when the Department provides guidance and approval. Staff use their own mugs and water bottles that are not shared and are required to use the sanitiser provided prior to using communal facilities. Individual students who attend campus are reminded of use of sanitiser prior to entering kitchen facilities and using amenities.

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Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	All staff are required to clean and disinfect their individual workspace before and after use. Horse and stable equipment is cleaned as required. The workstations are not shared with any other person. The trainers clean the facilities at the end of each day.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	All campuses are provided with cleaning products. The facilities manager monitors the products and ensures sufficient products are always available.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	All employees who are able to work from home are currently working from home. All education is being provided by remote learning for the theory component. Where students are required to complete practical demonstrations using the horses, a meeting is booked with the trainer and individual training is completed following social distancing requirements.
Establish a system that ensures staff members are not working across multiple settings/work sites.	The GHTC has 2 staff attending to the horses and no other CCG staff access the centre. The 2 GHTC staff are required to access the Warragul campus which is within 3 klm radius and in the Regional area. They do not attend any other sites.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	All employees, students and visitors have received regular and clear instructions to stay at home if unwell. No person is allowed on any campus if they display any symptoms or inform their manager of any illness. Every person who accesses the GHTC is entered into the Workplace Attendance Register with contact details, attendance times and dates recorded.
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.	The training room at the centre has clear signage of the maximum number of people allowed the room. The training room is set up to ensure the seating is spaced appropriately with the 4sqm rule.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Currently 2 people regularly attend the GHTC and no issues of congregation and staff are aware of the spacing requirements.
Modify the alignment of workstations so that employees do not face one another.	The desks and the workstation are spaced accordingly and do not face each other.

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Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	The GHTC has no issues with congregation at entry and exit points due to the minimal staffing and large openings to allow for horses moving in and out of the areas.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	All staff, students and visitors are informed of social distancing requirements with posters and information displayed in prominent positions.
Review delivery protocols to limit contact between delivery drivers and staff.	Feed delivery drivers and contractors are required to adhere to all standard distancing protocols with 'no-touch' practices implemented through technology.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	The GHTC has minimal staff on campuses and students attend on a rostered basis only to ensure physical distancing occurs.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule .	The GHTC has clear signage and room number limits that are visible to all.

Guidance	Action to ensure effective record keeping
Record keeping	
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.	All GHTC has an attendance register online where every person who enters the site for longer than 15 minutes has their details recorded.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All CCG staff undergo an induction with OHS a component of the training. All employees are able to access OHS reporting documentation. CCG's OHS committee is made up of a broad group of staff within the organisation to ensure every department is represented and has a person to assist in any issues.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	CCG will continually review and update the BCP as per Department Guidelines and Stage Restriction levels change. The risk management strategy is in place in the event of a campus closure.

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<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>CCG will assist any Department with contract tracing utilising the Campus Attendance Registers, the COVID HR spreadsheet and current HR systems to support with information.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>The CEO or Senior Management Team (SMT) will implement the Departmental cleaning guidelines dependent on the situation. The attendance registers will support the decisions by the SMT on what cleaning is required and where.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>The CEO or SMT will contact DHHS on 1300 651 160 and follow directions.</p> <p>The SMT will utilise the guidelines from the DHHS as listed in Appendix 1 to support the immediate response action of a confirmed case of Covid in the workplace.</p> <p>The CEO will implement the ISV Fact Sheet Reactive School/Organisation Closure Process for the organisation</p> <p>Refer to Appendix 1</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>CCG SMT will implement the internal Emergency Communication Plan to inform all staff, students and stakeholders on what the next step process will be.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>The CEO or SMT will notify WorkSafe Victoria.</p> <p>The CEO may utilise the Covid Hotline (1800 020 080).</p> <p>Refer to Appendix 1 for the list of emergency contacts and responses.</p>
<p>DHHS Notification of close contact</p>	<p>Close contacts are notified directly by DHHS regarding requirements for quarantine and testing.</p> <p>If a student is identified as a close contact by the DHHS, the student should not attend the school/RTO/campus until they are advised by DHHS that their quarantine has concluded.</p> <p>Students are to bring a DHHS clearance letter as proof their quarantine has ended, and they can return to the GHTC or campus. CCG will be asked to confirm that the student identified as a close contact is not attending GHTC or campus during this time.</p> <p>If the student is attending school/RTO, they must be sent home. The school/RTO is not required to close.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The CEO will take direction from the DHHS in consultation with ISV on when the Campus may re-open.</p> <p>The SMT will enact the internal Emergency Communication Tree process for informing all stakeholders of returning to work and campus opening.</p>

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This plan was developed on the 7/8/2020 and revised on the 12/11/2020

I, Sue Geals acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

APPENDIX 1 Actions:

1. The CEO or SMT will contact DHHS on 1800 338 663 when a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case.
 2. The CEO may utilise the COVID-19 hotline (1800 020 080).
 3. The CEO will notify WorkSafe on 1800 338 663 immediately after becoming aware that:
 - an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
 - the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.
- *** Notification is required regardless of whether DHHS is already aware of the case.
4. The CEO and the SMT will implement the ISV Fact Sheet Reactive School/Organisation Closure Process.

Management of a confirmed case or outbreak at the workplace Immediate Actions:

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
2. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.

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6. Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS.
7. Any staff member who tests positive for coronavirus (COVID-19) should remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.
8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
9. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.

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