

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: **GUIDESTAR TRAINING & PROFESSIONAL SERVICES**
 Site location: 25 VICTORIA CRESCENT, ST. ALBANS VIC 3021
 Contact person: OPERATIONS MANAGER
 Contact person phone: 0426 213 100
 Date prepared: 15/06/2021

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.	<ul style="list-style-type: none"> Sanitiser is available at the entrance of the office and is located at various places in the RTO office Hand soap and Paper Towels have been availed in the hand washing areas of the office and kitchen area Staff, students, and visitors to the RTO office are encouraged to follow personal hygiene guidelines There are protocols to monitor and replenish these items accordingly
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Staff at the RTO have been encouraged to leave some windows open and where possible doors open to allow air flow into the office. This is clearly documented in the RTO Covid -19 policy which all the staff have signed to adhere to.
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.	<ul style="list-style-type: none"> It is a policy that on a minimum, all RTO workers must always wear a mask while in the office. Where and when it will be required that staff must be near a customer (student) or anyone visiting the office, all staff have been supplied with a face-shield as an additional PPE. Where gloves may be required, the same have been supplied in the office and stocks are replenishable. Additional PPE must be utilised as required depending on the task at hand such as use of gloves. There are protocols to monitor and replenish these PPE items accordingly.
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).	<ul style="list-style-type: none"> Our RTO has only just returned to the office after the hard lockdown (11/06/2021). PPE training is scheduled to be a regular discussion point during staff informal and formal meetings. Staff will be trained and be provided with literature in donning and doffing PPE necessary at an RTO level mainly correct use and disposal of the PPE specifically the disposable masks, gloves, and face shields.

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	<ul style="list-style-type: none"> RTO plans that staff complete HLTINF001 – comply with infection prevention and control policies and procedures (unit of competency) as part of formal training.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> RTO has done away with provision of beverages and snacks at the office to eliminate contaminations. Documents exchange between staff and students where possible be contactless accompanied with necessary sanitising. Where possible RTO has employed electronic exchange of documents to eliminate physical handling. A staff meeting explaining this, and other Covid-safe operations was held on 11/06/2021 when staff returned to office

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Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Staff to clean and disinfect common areas with anti-bacterial wipes and over 70% ethanol liquid-based sanitiser available in the office This is done after every contact with someone else
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Adequate supplies and stocks available for</p> <ul style="list-style-type: none"> Antibacterial wipes 15 litres of over 70% ethanol liquid-based sanitiser at hand Disposable paper towels Hand soap Detergents and disinfectant such as Ant Bac, Glen 20, Harpic, hospital grade disinfectant among others <p>There are also protocols to monitor and replenish these items accordingly</p>

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Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<p>Our RTO has ensured that training continues to happen virtually with new ways being discussed every day on effective contactless support to students e.g. via phone, email, zoom classes etc</p> <p>Our RTO admin staff are only 3, each with a crucial role in facilitating the continuation of student's learning virtually as follows</p> <ol style="list-style-type: none"> 1) Enrolments 2) Completion of pre-course commencement paperwork such as PTR & training plans 3) Provision of student packages to enable course commencement 4) Collection and recording of completed students work 5) Passing on the completed and recorded student work to trainers for marking 6) Receipt of the marked student work 7) Contacting the students whose work is returned and facilitating reviews 8) Compilation of all hard copies of overall students work in readiness for practical placement 9) Providing the student with the practical placement record book

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ol style="list-style-type: none"> 10) Explanation of the practical placement book and all the dos and don'ts while in the placement 11) Visiting the student while of placement (role of trainer/assessor) 12) Finalising all work for each student and recommending issuance of a certificate 13) Management of student management system and government database for purposes of reporting to the government 14) Printing of certificates 15) Other roles that must be performed in the office e.g. printing, binding, etc <ul style="list-style-type: none"> • Our RTO has 5 office-based staff who must be in the office to keep the Organisation going as per above • Our Training Delivery mode has been face-to face but since the advent of the pandemic, we have utilised virtual learning. • We intend to fully transition to online learning, but this will take time and current students must be assisted to complete in the manner (adjusted) that the course was marketed to them as some are on their finishing stretch • Working from home for the admin staff has not worked for the period of the hard lock down and this will eventually kill the business that the Government has worked so hard to sustain through the job keeper.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • All our RTO admin staff are full time employees for the purposes of ensuring they do not seek additional work • However, as an employer, what the staff do after their day's work is never questioned
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • A Daily COVID-19 Screening Tool for all staff, students and any visitors is completed daily. (Temperature scan and Visit log/QR code scan). Please see the log attached
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Every staff in the RTO office occupying an office alone • There are more rooms than are workers allowing for ample social distancing • Sneeze guards have been installed at the reception, however staff are instructed as much as possible to uphold contact free interactions with a desk station established at the entrance of the office from where the students can drop and pick documents • This space has adequate signs and a sanitising station communicating the need for social distancing
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • When and if our RTO resumes face to face training, there are signs ready to go for marking the spacious communal hall where such training would take place

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Modify the alignment of workstations so that workers do not face one another.	<ul style="list-style-type: none"> Each staff has an office to themselves and there is no sharing
Minimise the build up of workers waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Our RTO has only 5 office workers. Only 3 of the 5 report at 9:00 am and leave at 5:00 PM. The other 2 come at different times of the day.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Practice is as per above - No two workers at the same space Lunch breaks is taken in other places in the office such as the common room and the kitchen space
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Any visitor to the office (includes any deliveries) must be done in a COVID-19 safe manner. Deliveries should involve no-contact All visitors including Cleaners must complete a COVID-19 safe declaration When they get in, they must complete the visitor log which involves temperature check among other declarations
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Only 5 staff are office based to facilitate the running of the organisation All other staff (trainers) are working from home All students are learning virtually and all face- to face classes have bene stopped
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.	<ul style="list-style-type: none"> Signage is placed in the office as appropriate When face to face classes resume (if ever) signs are ready to go

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>Records in place as follows:</p> <ul style="list-style-type: none"> Daily COVID-19 Screening Tool for all staff, students and any visitors earlier explained in the document
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> OHS policy in place Covid-19 policy in place – See attached

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.	Business continuity plan under review

Guidance	Action to prepare for your response
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> Available as per Daily COVID-19 Screening Tool for all staff, students and any visitors as earlier explained in the document
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> Being a small business, were there to be any suspected or detected concerns around Covid-19, our RTO would close the office and do a deep cleaning to disinfect the premises
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> The Covid-19 Policy that all the workers have signed to adhere to clearly states what should happen were there to be a suspected or confirmed case including how RTO management would progress in the area of or aiding contact tracing
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> Covd-19 Policy
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> Covd-19 Policy
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> Covd-19 Policy Covd-19 Policy

I acknowledge I understand my responsibilities and I am ready to implement this COVIDSafe plan in the workplace.

Signed: *Prateek Sharma*

Name: Prateek Sharma

Date: 15/06/2021