

COVID-Safe Plan – Education Courses

Updated: 21 January 2021

Business name: Avenue Neighbourhood House at Eley Inc

Plan completed by Melinda Brown, Manager

Date to be reviewed: 21 February 2021 (monthly reviews)

1. Ensure physical distancing

Requirements: All staff, students, volunteers and support workers MUST maintain physical distancing of 1.5m apart at all times when on ANH@E premises. This will be achieved by –

- Signs throughout the building to remind staff, students and participants of the physical distancing requirements.
- Staff to work staggered times or from home wherever possible.
- Minimising the build-up of people waiting to enter and exit the building
 - Reception – only **1 person** will be permitted to enter at a time.
 - Toilets – **only 2 people** permitted to enter at any one time.
 - Common areas – **no sitting or waiting** (i.e. upon arrival students must go straight into their classroom).
- Using floor markings to provide minimum physical distancing guides.
- End of Class / Pick up protocol – students must remain in their classroom whilst waiting for taxis / bus to limit contact with others in reception area.

Requirements: Density quotient to configure shared work areas and publicly accessible spaces will be applied to ensure that:

- Where training is being delivered face-to-face, staff and students should practise physical distancing by keeping at least 1.5 metres apart, where possible.
- In cases where physical distancing is not practical or appropriate, the following strategies will be implemented to reduce the risk of transmission:
 - Wearing a face mask by all students / support works / volunteers,
 - Good hand hygiene – regular use of hand sanitizer,
 - Regular cleaning of high-touch surfaces.
- Teachers are not required to wear face masks while teaching, unless they wish to do so. Teachers must wear face masks in other areas of the House when not teaching (for example, in the kitchen area, common areas).
- The two (2) square metre rule applies to all classrooms where education / training is provided.
- Rearrange, remove, or cordon off furniture in common areas to ensure physical distancing, stagger seating.
- All classrooms will have a maximum occupancy number to ensure physical distancing can be maintained.

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2. Wear a face covering

Requirements: All staff, students, participants and visitors entering the building **MUST** wear a fitted face mask as per public health advice (NOTE: scarves, bandanas, or other *ad hoc* face coverings are not permitted).

Requirements:

- All staff, students, participants, and visitors must always have a face mask in their possession when on ANH@E premises, and wear the mask as required by House COVID regulations.
- Face masks must be worn when travelling on the Avenue Neighbourhood Community Bus.
- Staff are permitted to remove their face masks whilst in their office / workplace, but staff must wear a face mask whilst moving throughout the building. (doors to staff offices and the reception area must be closed for additional protection).
- Where social distancing cannot be maintained in the classroom, students must wear a face mask.
- All students, participants, volunteers, and visitors must wear a face mask whilst moving throughout the building (e.g., going to the toilet).
- Training, instruction, and guidance will be provided on how to correctly fit, use, and dispose of Personal Protective Equipment (PPE).
- All staff, students, and participants will be regularly reminded that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask **MUST** be replaced immediately (Avenue Neighbourhood House will have a supply of disposal face masks if required).

3. Practise good hygiene

Requirements: Avenue Neighbourhood House will frequently clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

- All staff have undertaken COVID-19 infection control training, that encompasses hand and cough hygiene, including how to wash and sanitise their hands correctly.
- In the event where hands-on contact care/first aid is required to be administered to a staff member, student, participant, or visitor, personal protective equipment (PPE) such as gloves, gown and protective eye wear **MUST** be used to minimise the risk of splash or exposure to blood or body fluids.
- A cleaning checklist will be utilised for all rooms – to be completed pre- and post- every class.
- All surfaces will be cleaned with appropriate cleaning products, including detergent and disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options (e.g. where possible doors will be left open, only one (1) staff member to make teas / coffees for students, designated seating, no sharing of equipment).
- Each classroom will be cleaned before and after use.
- Each classroom will have hand sanitiser and disinfectant spray.
- House COVID marshal will regularly check all classrooms and ensure:
 - Cleaning checklists are completed
 - Audits of cleaning schedules are conducted.

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- Supplies of cleaning products are monitored and regularly restocked.
- The Avenue Neighbourhood House community bus will be cleaned before and after each use, including door handles and seat belts, with appropriate cleaning products, including disinfectant.
- **All students must bring their lunch and/or morning / afternoon snack (NO sharing of food will be permitted)**

4. Keep records and act quickly if staff become unwell

Requirements: Avenue Neighbourhood House has a business contingency plan to manage any outbreaks. This includes –

- All staff **MUST** get tested and stay home even if they only have mild symptoms.
- And have a plan in place to:
 - Respond to a staff member being notified they are a positive case while at work, noting staff who show symptoms or have been in close contact **MUST NOT** attend the workplace until they receive their test results, which must be negative for COVID-19.
 - Identify and notify close contacts in the event of a positive case attending the House during their infectious period.
 - Clean the House in the event of a positive case.
 - Contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted, and contact details of any close contacts.
 - Immediately notify WorkSafe Victoria on 13 23 60 if a person with coronavirus (COVID-19) has attended the House.
- A plan in the event that ANH@E has been instructed to close by DHHS.
- A plan to re-open the workplace once agreed by DHHS, and notify workers they can return to work.

Requirements: Avenue Neighbourhood House will keep a record of all people who enter the building for contact tracing purposes.

- Electronic sign in at receptions for visitors and student / participant rolls to be completed every day.

5. Avoid interactions in enclosed spaces

Requirements: Avenue Neighbourhood House has a range of strategies in place to reduce the amount of time staff, students, participants, and volunteers spend in enclosed spaces. This could include:

- Enabling working in outdoor environments where possible.
- Moving as much activity outside as possible, including meetings, morning / afternoon breaks and lunchbreaks.
- Enhancing airflow by opening windows and doors.
- Only using ceiling fans and fresh air flow in air conditioning systems.