

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: Longerenong College
Site location: 229 Longerenong Road, Longerenong, VIC, 3401
Contact person: John Goldsmith
Contact person phone: 03 5362 2201
Date prepared: 10/8/2020

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.	<i>Hand sanitiser stations have been set-up at several locations throughout the campus including reception, agribusiness centre, ag-engineering centre, dining room and student accommodation facility. Hand soap and paper towels are also located at all toilet facilities. Over 50 buckets have been set-up with kits of supplies including cleaning products, sanitiser, gloves, paper towel & disinfectant wipes and deployed around the campus including communal areas and classrooms.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Doors are being left open in thoroughfares such as college reception and agribusiness centre walkways.</i>
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.	<i>All Skillinvest/Longerenong staff have been instructed to wear face coverings as per government guidelines. Some staff have supplied their own, however the college has ensured staff have access to disposable masks if required. Disposable face masks have been available since May, however in recent times a larger supply of surgical masks have been purchased. Further to this, a quantity of disposable masks have been supplied by the state government to students and staff associated with the accommodation facility.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p><i>Links to training videos were circulated to all staff regarding all facets of COVID management and prevention. Posters relating to good hygiene practices were also put up around both facilities in prominent locations, including in all toilet areas.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>There are very few high-touch communal items identified. The campus is spread out with 3 main buildings housing a total of 25 staff, of which the majority have their own single office. High touch areas such as photocopiers etc are regularly cleaned and shared areas such as classrooms have their own supply of cleaning and sanitising products available to staff and other users.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Cleaning and disinfecting equipment and consumables were made readily available to all staff, who were responsible for cleaning and disinfecting their immediate area multiple times daily. Classroom tables and chairs are cleaned after each class and high touch areas such as the reception counter are cleaned regularly.</i></p> <p><i>Contract cleaners are also used to clean facilities on a daily basis.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>A bulk purchase was made during the early stages of COVID and stock-takes have been conducted since to ensure supplies are maintained. A storage area has been set-up to store excess products and are supplied to staff on an as-needs basis. Staff have been instructed to contact college reception should they be running low on cleaning products.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>The majority of staff worked from home whilst the college had no students attending the campus (late March – early June). Only farm staff & the maintenance supervisor were unable to work from home due to their job roles. Since the re-introduction of Stage 3 restrictions in early August staff are working from home where possible, noting that whilst the college is open for face to face training, a significant number of staff are required at the campus. For example, teaching staff are working from home any day they don't have face to face classes.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Longerenong College staff are working at the campus or working from home. The laid out nature of the campus site and buildings and relatively small staff numbers also means many staff do not come into contact with each other for extended periods of time.</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>All Skillinvest/Longerenong College staff and students have been advised that they are not to attend the campus if they are unwell. Staff and students have also been instructed to have a COVID test if they are showing any flu-like symptoms, however mild, and to self-isolate until the test result is known. A sick bay has been established for residential students requiring to isolate. Attendance registers are located at 4 locations throughout the campus for all visitors. All students are temperature tested on a regular basis, including both residential and non-residential students.</p>
<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>	<p>All workstations are configured to ensure the spacing and social distancing requirements are met. There is only one joint use desk in the library and these 2 staff have an arrangement in place to ensure only one staff member is at the desk at any given time.</p> <p>Each room/office within Longerenong College facilities has a sign on it as to the permitted maximum number of people allowed in that room at any given time as per the 4m² rule.</p> <p>All indoor areas accessible to students and visitors have 1.5m social distancing signage and crosses on floors where appropriate. These areas also have signage indicating the maximum number of people allowed in accordance with the 4m² rule.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings have been placed in high communal areas such as college reception and the dining room.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Most staff are located in single person/single desk offices. In the small number of multi-desk areas, workstations are set-up so that staff do not directly face each other.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	<i>The nature of the campus structure and small number of staff means this is not an issue at any time as nobody ever has to wait to enter their work area. This is also the case for students entering classrooms.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Training material relating to all facets of COVID management and prevention are readily available to staff. There are also a multitude of explanatory posters relating to these expectations on prominent display throughout all campus facilities. Lunchrooms and kitchens also have signs on them as to the maximum number of people that can be present in that room at any given point in time. Posters are displayed throughout the campus regarding social distancing, hygiene and health.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery drivers are required to report to college reception upon arrival at the campus. COVID signage is located at the front door and a sanitising station located immediately upon entry. A 1.5m sticker is located at the front counter indicating where all visitors are to stand. There is a glass window between the visitor and staff which can be opened by the staff member as required. Signage is also located at the front door instructing that no entry is permitted by any person not wearing a face covering.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Due to the spread out nature of the campus and low staff numbers this is not an issue. Classrooms have been set up with maximum numbers permitted inside as per the 4m² rule and desks aligned to ensure physical distancing.</i>
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.	<i>As previously indicated, each room/office within the campus has a sign on it as to the permitted maximum number of people allowed in that room at any given point in time. This is strictly enforced.</i>


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.	<i>All attendees at the campus are required to sign in via the COVID-19 sign register. The majority of visitors report to the front office, however another 3 registers are strategically located around the campus to capture any visitors who do not report directly to college reception for any reason. All student attendance is captured in attendance booklets for each class every day.</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Skillinvest/Longerenong College has an OH&S Committee with representatives made up of Skillinvest employees (including Management) with representation covering each of the Skillinvest sites.</i></p> <p><i>Staff members are to report any OH&S related matters or issues to the OH&S representative of each respective site as well as their Line Manager or General Manager in that Manager's absence so that the matter can be dealt with promptly.</i></p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Skillinvest/Longerenong College has in place a procedure for dealing with a suspected case of COVID-19 or confirmed case of COVID-19 (refer copy attached). All actions listed are covered by this document unless otherwise specified.</i></p> <p><i>Managers have been provided with the 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'. This outlines the steps required for reporting a suspected or actual case.</i></p> <p><i>Staff have been briefed on the process and their requirements as an employee.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<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>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Advice to be taken from DHHS and WorkSafe and follow their directive prior to re-opening the workplace.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed  _____
Name DARREN WEBSTER
Date 11/8/2020