




Corona Virus Policy

Policy number	P-68		
Version number	1.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 10/11/2020
Approved by the Board:			
Board President signature	David Ling President	Signature 	Date: 10/11/2020
Scheduled review date	December 2022		

Purpose

This policy outlines the strategies and actions that Diamond Valley Learning Centre (DVLC) will implement to prevent and control the transmission of coronavirus.

Scope

This policy applies to all DVLC staff, students, Board members, volunteers, contractors and visitors.

Background

The World Health Organisation (WHO) declared the novel coronavirus (COVID-19) a pandemic on 11 March 2020. The first Australian cases of coronavirus were detected on 25 January 2020 in returning overseas travellers. On 18 March 2020 the Australian government declared a human biosecurity emergency under the Biosecurity Act 2015. Under advice from the Australian Health Protection Principal Committee (AHPPC), the Australian Government developed a number of community Health Plans and announced a range of measures aimed at preventing the spread of SARS-CoV-2 including:

- international travel bans;
- screening, quarantine and isolation arrangements;
- social distancing and good hygiene requirements; and
- social and business activity restrictions.

Additional measures were announced by the Victorian state government and the Victorian Chief Health Officer during a second coronavirus wave in August – October 2020 which affected metropolitan Melbourne and included:

- curfew;
- stay at home and work from home directions;
- domestic travel restrictions;
- business and school activity restrictions;
- work permits;
- mandatory COVIDSafe Plans for schools and workplaces;
- mandatory notification to WorkSafe Victoria of a diagnosed case among employees; and
- mandatory mask wearing.

Policy Guidelines

DVLC wishes as far as possible to protect staff, Board members, students, volunteers, and visitors from coronavirus infection, and will continue to develop, implement and monitor policies, procedures and strategies that reduce transmission risks. DVLC will comply with all directions from authorised public health officers and state and federal governments during the coronavirus pandemic.

DVLC has obligations under the Occupational Health and Safety Act 2004 (Vic) and 2020 OHS Regulations to:

- identify and control health risks in the workplace;
- monitor the effectiveness of infection control procedures and practices;
- monitor expert advice (such as from the Victorian Chief Health Officer) and keep staff informed;
- consult with employees on health and safety matters;
- provide staff training where required;
- ensure that WorkSafe Victoria is notified of Notifiable Incidents; and
- implement, monitor and review a COVIDSafe Plan.

DVLC has developed a COVIDSafe Plan to prevent the spread of coronavirus in the workplace, and will regularly monitor and update the plan as health advice and pandemic conditions change. DVLC will continue to review and update existing work practices and processes to support a COVID safe work and learning space and, as far as possible, manage the risks associated with business operations during COVID-19.

DVLC will use a range of strategies to minimise the spread of coronavirus in the workplace and during training activities. These include:

- changing delivery modes from face-to-face training to virtual face-to-face training or remote delivery under health advice or directions, as often as required;
- following state government advice (including ministerial directions) and guidance provided by the Victorian Curriculum and Assessment Authority (VCAA) in delivering the Victorian Certificates of Applied Learning (VCAL) to young students;
- assisting students to undertake workplace learning (work experience, structured workplace learning or practical placement) in safe conditions;
- promoting social distancing and ensuring that work and learning spaces, and work practices are monitored and improved to meet requirements (4 square metres per person in a workspace) and avoid overcrowding (staying 1.5 metres apart);
- promoting good hygiene practices such as regular handwashing or sanitising, coughing and sneezing into a tissue or elbow, avoiding touching nose, eyes or mouth with unwashed hands, no sharing of crockery or cutlery;
- ensuring that staff, students and visitors wear a mask (anyone without a mask will be provided with one);
- ensuring that cleaning services and supplies are adequate and follow guidelines, including additional daily cleaning provided by staff members with responsibility for disinfecting shared spaces and high touch surfaces;
- providing entry screening (temperature checking, coronavirus declarations or questions) and recording the details of anyone entering DVLC;
- ensuring that anyone who is unwell returns to their home, gets tested and isolates or goes into quarantine;
- immediately notifying WorkSafe Victoria of a coronavirus case at DVLC;
- consulting with workers on health and safety matters;
- providing employees, Board members and volunteers with accurate health information, coronavirus restrictions and health directives (such as mask wearing, social distancing and good hygiene practices), and ensuring that there are adequate supplies of soap, hand sanitiser, gloves, alcohol-based cleaning products for use;

- providing staff training on infection control and new work processes or practices as required;
- ensuring that employees do not work across sites unless it is unavoidable, and keeping accurate staffing records;
- ensuring that employees are able to take paid or unpaid leave when sick or considered a potential risk to others; and
- supporting staff to work from home where possible.

DVLC will maintain its services and operations throughout the pandemic period, in line with the DVLC COVIDSafe Plan and subject to government restrictions. This may include extended and unsettled periods of working from home and remote training delivery, followed by further phase-in periods where students and workers return to 'normal' onsite activity. During this time, DVLC will ensure that it continues to:

- meet the child safe standards;
- protect children and young people, especially those with culturally diverse backgrounds, Aboriginal or Torres Strait Islander heritage and those with a disability; and
- as far as possible, protect students from bullying and harassment.

DVLC will work to provide its employees and students with additional wellbeing and study support during pandemic and recovery period. This includes:

- assisting VCAL and other students to achieve goals and outcomes on return to face-to-face learning after a period of remote learning;
- initiating or renegotiating workplace learning and practical placement agreements with employers on behalf of a student;
- providing welfare checks and regular feedback sessions to promote student engagement and discuss student progress, concerns or issues;
- arranging additional supports for disadvantaged students (such as those with a disability, students in financial distress, young mothers, students from an Aboriginal or Torres Strait Islander heritage, students from a CALD background, homeless students, and students at risk of family violence) to help them maintain their study program;
- providing regular updates on training activities, additional study support materials, reminders about due dates and how to request an assessment extension;
- providing information on external welfare services in an accessible format;
- regular student surveys to identify study needs or concerns, including wellbeing needs, and to provide an avenue for student feedback;
- regular staff meetings, consultations and surveys to identify staff support needs and concerns, negotiate new work practices, encourage compliance

with pandemic restrictions, advise employees of changes to business operations, and provide general encouragement to remain connected;

- ensuring that staff and students are aware of avenues to make a complaint and get it resolved, changes to the Fair Work Act (such as JobKeeper arrangements), and available mediation services;
- ensuring that students and employees know who to contact at DVLC to discuss their personal situation, negotiate assistance, or flexible work or study arrangements (leave, deferral, hours of work or study, work or study from home) where required; and
- ensuring that staff, trainers and teachers are accessible, welcoming and supportive of current and future students, and visitors.

Definitions

Coronavirus, or severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), is a highly infectious respiratory illness that is believed to spread through contact with respiratory droplets and airborne aerosols, or by touching surfaces that have been contaminated by an infected person.

Common symptoms include:

- fever;
- chills or sweats;
- cough;
- sore throat;
- shortness of breath;
- runny nose; and
- loss of sense of smell.

Other symptoms may include headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

Related Policies

- P-1 Risk Identification and Management Policy
- P-2 Training and Assessment Strategies Policy
- P-3 Assessment policy
- P-8 Student Welfare and Duty of Care Policy
- P-10 Continuous Improvement Policy
- P-12 Industry Consultation Policy
- P-16 Student Complaints and Appeals Policy and Procedure
- P-20 Workplace Learning Policy
- P-22 Partnering Agreements Policy
- P-31 Student Safety and Security Policy

- P-32 Training Plan Development and Maintenance Policy
- P-35 Mandatory Reporting Policy
- P-37 Professional Development Policy
- P-40 Child Safe Policy
- P-42 Consumer Protection Policy
- P-43 Privacy Policy
- P-44 Student Engagement Policy
- P-50 Staff Complaints Policy and Procedure
- P-51 Bullying and Harassment Policy
- P-53 Plagiarism and Cheating Policy
- P-60 Social Media Policy
- P-65 Special Consideration Policy
- P-66 Withdrawal Policy

Related Documents

- Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements as at 10 April 2017
- D-002 Practical Placement Employer Information
- D-003 Practical Placement Student Information
- F-004 Practical Placement Agreement
- F-005 OHS Report
- F-035 Complaints and Appeals Form
- F-040 Professional development Plan
- F-104 Student Withdrawal Request
- DVLC COVIDSafe Plan
- Student survey and feedback forms

Mapping Information

- AQTF Conditions and Standards
- VRQA Guidelines
- VRQA Non-school Senior Secondary Education Providers: Minimum Standards for Registration

Legislation and Regulation

- Biosecurity Act 2015
- Fair Work Act 2009
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020 (Vic)