

COVID – 19 Policy and Procedures to be followed at Campus

CIBT is planning to return all Staffs and Students to school with greater emphasis on Staff and Student's safety and wellbeing. We will get Students back to school in stages and we are considering only to ask Students of Diploma of Information Technology and Advanced Diploma of Network Security to get back to campus from Block 01 Term 03 – 2020 as there are Practical Components involved in completing the Tasks for the units to be delivered in Term 03.

Cleaning is a critical component for mitigating the spread of the COVID – 19 disease and CIBT Management is taking a strategic approach to identify spaces that are the most utilized and likely to require deeper and more frequent cleaning. Staff will be nominated and advised to regularly clean those areas with disinfectant sprays or wipes.

Apart from the Policies and Procedures identified below CIBT will continually focus on updates by the NSW Government and make changes accordingly if required.

All Staff and Students must frequently visit the following website below to keep oneself updated on Coronavirus status, rules and restrictions in place for NSW:

<https://www.nsw.gov.au/covid-19>

Plan to Return Staff and Students to School

1. Compliance Manager to run a Safe Practices COVID – 19 Risk Management Controls in the School to teach all staffs on how to follow the proper procedures listed below.
2. All Staff and Students are to be advised to download the Official “COVIDSafe” app in their Phones.
3. Signs about the Symptoms of Covid-19 to be posted in all common areas and Classrooms.
4. Staff and Students are requested to stay at home if they are unwell, and if they are displaying symptoms of COVID – 19 they must call the National Coronavirus hotline: 1800 020 080. List of COVID – 19 Testing Clinics can be found here <https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/clinics#covid-19-clinics>.
5. Staff and Students must inform immediately if they are displaying symptoms of COVID – 19, have been in close contact with a person who has COVID -19 or have been tested for COVID -19.
6. Staff who are required to self-quarantine but are not displaying symptoms of COVID-19 will be advised to work from home if possible.
7. For any concerns regarding COVID – 19 all Staff are requested to Contact Tina Jee (Administration Manager).
8. All Visitors in the Campus must register their name and mobile number or email address with the Receptionist.

COVID – 19 Risk Management Controls

Physical Distancing at Campus:

1. Move Staff Workstations (if required), Student's desk and tables in Staffrooms and Classrooms further apart to comply with Social Distancing.
2. Put up posters around each Campuses to make everyone aware of the "4 square metres of space for each person" rule introduced by the NSW Government.
3. Staff and Students must abide by the signs at the entrances to lifts to ensure the maximum safe capacity is not exceeded.
4. Provide social distancing markers on the floor in areas where Students line up for inquiry or to submit Assessments (Example: In front of the Reception and Trainer's Desk).
5. Student Support Officers / nominated Staff will be responsible for keeping everyone the required 1.5 metre distance apart in accordance with the latest government requirements.

Maintaining Safe Hygiene Practices at Campus:

1. Hand Sanitiser Stations must be kept at Entry and Exit points around the Campus. (Example: In front of the Lift, Reception, In front of Very Classrooms and Common Areas).
2. Ensure Bathrooms and Kitchen are well stocked with Handwash and Paper Towels.
3. Put up Posters with Instructions on how to wash Hands properly.
4. Instruct Students and Staff on ways to limit the spread of Germs by not touching their face, sneezing into their elbow and staying home if they feel sick.
5. Disinfectant Wipes to be kept in all Classrooms and Staffrooms so that before using the Computer, Students and staff wipes off the Mouse and the Keyboards to minimise any spread of viruses.
6. No shaking hands or touching objects unless necessary. Students must not share any stationery among themselves nor borrow from the Trainer.
7. Compulsory for all Trainers and Receptionist to wear Mask and Gloves in school. Students are also advised to wear Mask and Gloves in school.
8. Trainers are required to Check each Student's Temperature upon entering the Class.

Cleaning of the Campus:

1. Ensure the Campuses are cleaned daily with disinfectant.
2. Staff will be nominated and advised to clean frequently touched areas several times a day with disinfectant solutions or wipes. (Examples: Elevator Buttons, Common Area Tables, Reception areas, Appliances of Kitchen, Printer Machine and doorknobs and keyboards).
3. All Staffs are instructed to wear gloves for their own safety.
4. Staff must clean their personal property that they bring to Work with disinfectant wipes.

Further information on Cleaning can be acquired from Safe Work Australia Website.

Procedure to follow if COVID – 19 case is Found at Workplace:

If CIBT suspect someone could have the COVID – 19 virus or has been exposed to the virus, CIBT will immediately apply the following below:

1. Isolate the Person from others in order to prevent the spread. Provide a disposable surgical mask, if available for the person to wear.
2. Call NSW Helpline (1300 066 055) for advice and follow guidance of public health officials.
3. Ensure the person has transport to their home or to a medical facility.
4. Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.
5. Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. PPE to be worn to complete the Cleaning procedure.
6. CIBT management might consider closing the Campus for some time depending on the situation. Staff and Students must be prepared to work from home in short notices.
7. Risk Management controls relating to COVID – 19 needs to be reviewed and advice from public health officials to be acquired to identify when it is safe to return to campus.