



Work Health and Safety (WHS) Plan for Covid-19

LANGUAGE LINKS INTERNATIONAL

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Work Health and Safety (WHS) Plan for Covid-19

SECTION 1: WHS plan for covid-19

Physical Distancing

- Place signs at entry points to instruct staff members, students, and other visitors/clients not to enter the premises if they are unwell or have Covid-19 symptoms.
- Place floor markings to identify 1.5 metres distance between people in queues and/or waiting areas.
- Display physical distancing signs in strategic areas, e.g. student lounge, staff kitchen, student notice board.
- Restrict numbers to one person per 2 square meters.
- Keep a distance of 1.5 metres from each other, where possible.
- Minimise the use of cash transactions by asking students to use contactless payment options, e.g. tap and go or direct deposit.

Hygiene and Cleaning

- Encourage students and staff members to practice good hygiene by frequently washing their hands and regularly cleaning their work areas.
- Promote good personal hygiene when sneezing and coughing. People should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face.
- Increase cleaning of frequently touched areas and surfaces, and shared amenities with detergent or disinfectant. This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards, mouse and telephones.
- Provision of access to hand sanitizer throughout the college.
- Keep hand hygiene facilities properly stocked and in good working order.
- Encourage staff members and students to avoid sharing any personal items including stationary, where possible.

Wellbeing of Staff Members

- Direct staff members to stay at home if they are sick with cold and flu symptoms, unless cleared by a doctor certificate.
- Consult with staff members on Covid-19 measures in the workplace and provide workers with adequate information and education.
- Put signs and posters up to remind staff members and others of the risk of Covid-19 transmission.
- Use electronic communications as video conferencing for non-essential face-to-face gatherings, meetings and training.
- Non-essential events are deferred or cancelled.
- Regular communication and updates on health advice and directives should be provided to staff members.

Wellbeing of Students

- Direct students to stay at home if they are sick with cold and flu symptoms.
- Put signs and posters up to remind students and others of the risk of Covid-19 transmission.
- Non-essential events with more than 20 students are deferred or cancelled.
- Online classes are offered to students unless directed by the government to attend face-to-face classes.
- Provision of student support services online or in-person.
- Regular communication and updates on health advice and directives should be provided to students.

Regular Communication

- Provide information to staff members and students on relevant government advice and directives to prevent the spread of COVID-19.
- Provide staff members and students with adequate information in relation to COVID-19 measures, including good hygiene practices, physical distancing, and appropriate cleaning and disinfection practices on campus.
- Advise students and staff members of the requirements and expectations applicable to them when resuming face-to-face classes by attending a COVID-19 Safe session on the first day on campus.
- Liaise, consult and work with the Building Manager regarding their WHS plan and activities.

Handling of Deliveries

- Designate staff members to handle deliveries on each campus.
- Provide guidelines on handling deliveries including washing of hands before and after handling of delivery goods.

Campus Visitors

- Require visitors on campus to sign in a record sheet with their name, contact details, the name of the person they will be meeting and the time they came in and out.

SECTION 2: Response to covid-19 exposure on campus.

Steps to take when a person starts showing symptoms of covid-19 whilst on campus

Students must notify their teacher who will then report to the Student Services Department.

The staff in the Student Services Department will then:

1. Isolate the person

- If a person develops flu-like symptoms at work, separate the person by placing them in an area away from others. Provide them with tissues, hand sanitiser and a face mask, if available, to cover their coughs and sneezes.

- If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.
- Provide appropriate personal protective equipment (PPE) to the affected person, such as disposable surgical mask, and hand sanitiser and tissues, if available. Also provide protection to anyone assisting the person.

2. Notify management

- The Student Services Officer or delegate to notify the Operations Manager Aliny Conceicio and the CEO Joanna Kelly about the suspected case.

3. Seek advice and assess the risks

- The Student Services Officer seeks government health advice by calling the state or territory helpline if the symptoms are serious (See <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>)
- Follow the advice of the state and territory public health unit. He can also contact the National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

4. Transport

- If necessary, the Student Services Officer consults with the Health Department to instruct about the staff member/student to go home or to access medical assistance.
- Wherever possible, if a person is unwell or travelling to a location for mandatory isolation, they will be asked to use a personal mode of transport* to minimise exposure to others. They should not use public transport unless there is no other option. (*Taxi would be preferred if the person does not drive to work or study).

5. Clean and disinfect

- Identify, close off and clean and disinfect the areas, open outside doors and/or windows if possible to increase air flow.
- All areas, for example offices, bathrooms, kitchens and common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected.
- The state and territory public health unit may also provide the College with further information about how and where to clean.

Notes:

The Students Services officer will only arrange for the cleaning and disinfecting of the affected areas if instructed to do so by the public health unit.

There is no automatic requirement to close an entire campus following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the campus or if government health officials advise you the risk of others being exposed is low.

6. Identify and tell close contacts

Note: The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

- For the purposes of undertaking a workplace risk assessment and to assist the state and territory public health unit, the Students Services Officer consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. The College must maintain the privacy of all individuals involved.

7. Review risk management controls

- Review the COVID-19 risk management controls, in consultation with the staff members, and assess and decide whether any changes or additional control measures are required.

SECTION 3: Steps to take when the campus may have been exposed to a person who may have covid-19

1. Notification of confirmed case of COVID-19

- The staff member or student to notify their Department Head or teacher, respectively, if they have tested positive to COVID-19.

2. Notify management

- The Student Services Officer or delegate to notify the Operations Manager Aliny Conceicio and the CEO Joanna Kelly about the possible exposure of the workplace to COVID-19.

3. Seek advice and assess the risks

- The Senior Manager, Student Services to seek government health advice by calling the state or territory helpline (See <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>)
- Follow the advice of the state and territory public health unit.
- The National Coronavirus Helpline on 1800 020 080 which operates 24 hours a day, seven days a week, may also be contacted. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.
- Keep a record of the current contact details for the person and make a note about the areas they had been in the workplace, who they had been in close contact within the workplace and for how long.
- The state or territory WHS regulator may also be able to provide specific WHS advice on the situation.

4. Clean and disinfect

- Follow the advice of public health unit and close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.
- All areas, for example offices, bathrooms, kitchens and common areas and equipment or Personal Protective Equipment (PPE) that were used by the person concerned must then be thoroughly cleaned and disinfected.
- The state and territory public health unit may also provide you with further information about how and where to clean. The Student Services Officer arranges for those instructions to be followed.

Note: There is no automatic requirement to close an entire campus following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the campus or if government health officials advise you the risk of others being exposed are low.

5. Identify and tell close contacts

Note: The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

- For the purposes of undertaking a workplace risk assessment and to assist the state and territory public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, Student Services Officer arranges to contact close contacts to advise them that they may have been exposed to COVID-19 and the requirements for quarantine. The privacy of all individuals involved is maintained.

6. Review risk management controls

- Review the COVID-19 risk management controls, in consultation with the staff members, and assess and decide whether any changes or additional control measures are required.

Source: Safe Work Australia via <https://www.safeworkaustralia.gov.au/>

SECTION 4: Work Health and Safety Incident Notification

The Student Services Officer must notify a case of COVID-19 to the Department of Mines, Industry Regulation and Safety, WorkSafe where it is the cause (or suspected causes) of a death at a workplace.

The College is not required to notify non-fatal incidents of COVID-19 to the Department of Mines, Industry Regulation and Safety, WorkSafe as WA Health are already notified of confirmed cases by medical practitioners.

Notification is made by calling 1800 678 198.