

COVID-19 Safety Plan

Version, updated: 3, 09/12/2021

Reviewed/Updated by: Dean of Students



Managing risks to health and safety

What needs to be done	How it will be done	When it will be done	Supplies needed
Determine levels of restrictions currently in place as per Tasmanian Public Health directives	Monitor Public Health updates via the Tasmanian Coronavirus website and follow all Premier and CHO directives	Reviewed daily	
Unwell workers and resident movement restricted in workplace	Employees advised to stay at home and get tested if unwell, managers to monitor	On report of symptoms	
	Catering staff to have temperature checks	Daily	Thermometer located in kitchen
	Residents advised to stay in room, take a covid test and wait until a negative result is received before exiting room. Mask up if requiring toilet visit.	On report of symptoms	COVID testing kits, masks, hand sanitiser, signage for common areas
Attendance registers for contact tracing	All non-residents to check in via the Check In Tas QR codes displayed around the College. Signs with the code have been placed on most external access points to each building	Signage completed 11/8/21. Non-residents to check in on arrival to the College via whichever external entry point they access	Check in TAS QR code signage printed, laminated, displayed around College
	All residents to check out and back in when leaving College for one night or more	As required	Jane website check in/out form
	All staff to check in via the Check in TAS app each time they arrive on site		
Ventilation controls implemented in the workplace	Further capacity limitations applied for rooms with poor ventilation	In practice	
	Doors and windows left open where possible to maximise air movement	In practice	

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Managing risks to health and safety (cont)

What needs to be done	How it will be done	When it will be done	Supplies needed
Ventilation controls implemented in the workplace (cont)	Residents encouraged to regularly ventilate their rooms by opening windows daily	In practice	Provide information and instruction on good ventilation practices
Mandating vaccinations	Risk assessment undertaken to determine necessity of mandatory vaccination for workers. Workers consulted during risk assessment process.	Risk assessment completed November 2021	
	Vaccinations mandated for all staff. Managing the risk of COVID in the College, maintaining a duty of care to residents and staff, and supporting the community were all identified as key factors to support mandatory vaccination.	Mandate confirmed with staff on 6/12/2021	
	Vaccinations to be mandated for all residents to further support factors outlined above.	Mandate to be confirmed with residents December 2021	
	Visitors (including contractors, families, friends and deliveries) requested to be vaccinated if visiting College grounds	From 15/12/2021	Signage put up on doors to buildings and main entry points. Communications to be sent to all suppliers and contractors.
	Vaccination register of contractors and suppliers to be kept at Reception	Register started 3 December 2021; updated regularly by Laura	Excel register kept in Reception

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Cleaning and Hygiene

What needs to be done	How it will be done	When it will be done	Supplies needed
Establish and maintain a regular cleaning schedule of the College	Maintenance to oversee cleaning of College buildings/shared spaces and offices and maintain roster	Daily (morning)	Cleaning products, cleaning equipment and PPE Disinfectant wipes, hand sanitiser
	Catering to oversee cleaning of Kitchen and Dining Hall, daily roster in place	Three times daily	Cleaning products and PPE for cleaning staff
	Bus to be regularly wiped down	Regularly throughout day when in use	
	Residents reminded to be vigilant of keeping their rooms clean	Weekly via PlainSheet	
Workers to clean personal work stations	Instruct workers with desks and personal workspaces to wipe down surfaces and personal devices such as keyboards, phones, mouse, etc	On arrival and departure from College	Disinfectant wipes
Encourage good hygiene and handwashing practices in workplace	Supply hand sanitiser throughout College common areas, bathrooms, entry/exit points, work spaces. Ensure bathrooms well stocked with soap	Currently all measures are in place. Stocks are checked daily then replenished as needed	Hand sanitiser, soap, paper towel, signage
	Information on good handwashing practices displayed in bathrooms, display appropriate signage around College on good hygiene practice	Currently all measures are in place.	Resources obtained from https://www.coronavirus.tas.gov.au/ resources and Safe Work Australia
In the event of an exposure, cleaning protocols to be heightened	In addition to the above controls, the practice of donning and doffing to be implemented to help minimise the spread of the virus	During an outbreak	Disposable protective hazmat suits, masks, face shields, gloves, disposable bags

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Restrictions on Entry to the Workplace

What needs to be done	How it will be done	When it will be done	Supplies needed
Unwell workers and resident movement restricted in workplace	As per Managing Risks to Health and Safety section		
External visitors/contractors attendance kept	As per Managing Risks to Health and Safety section		
Employees/residents subject to isolation orders must not enter workplace	Any employees subject to a stay-at-home order from the Government will be instructed to isolate at home until Public Health orders end	As they occur	
	Any residents currently at Jane, subject to a stay-at-home order from the Government, will be instructed to follow Public Health directives and isolate as per PH advice	As they occur	
	Any residents not currently at Jane, subject to a stay-at-home order from the Government, will be instructed to isolate in a suitable premises until Public Health orders end	As they occur	
Plan established to manage workplace when staff are required to quarantine/isolate	Catering staff to work in teams that can be switched if a case occurs in a staff member. All other staff are able to socially distance. Administration staff can work from home if required. All plans contained in CBF document	Plan established in 2020; revised version created August 2021	

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Physical Distancing at the Workplace

What needs to be done	How it will be done	When it will be done	Supplies needed
Workers must maintain a minimum distance of 1.5 metres with others while working	Admin staff have their own offices and can work from home if required. Catering and maintenance staff work in small teams and are able to maintain social distancing	In practice	Roster for catering staff to be kept
	When required, catering staff can be completely separated from residents by shutting off access to the Kitchen from the Dining Hall and staff do not enter the Dining Hall while residents are present	On demand subject to current restrictions in place	Doors locked
	Tables in Dining Hall set up to form large, spaced seating to conform with social distancing requirements	On demand	
	Glass barrier is installed at the front office to maintain social distancing with residents and visitors	In practice	Glass sliding barrier installed
	Meetings held digitally subject to current restrictions	On demand	Computers with a webcam
Current density requirements adhered to in all College spaces	Signage displayed with capacities on entry to all relevant shared spaces	In practice; to be reviewed and updated Sept 2021	Laminated signs
Deliveries to be contactless where possible	All deliveries via couriers and delivery personnel to be dropped without contact at the office, kitchen or maintenance	In practice	

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Provision of information, training and instruction to workers

What needs to be done	How it will be done	When it will be done	Supplies needed
Information, training and instruction provided to employees in relation to risks of COVID and relevant control measures in place	Staff updated regularly via line managers on the latest College COVID protocols and procedures	As required	WorkSafe Tasmania resources Tasmanian Government Coronavirus website
	Staff updated with the latest protocols and procedures via regular All Staff meetings	As scheduled (three weekly)	
Information and instruction provided to supervisors in relation to the implementation of COVID-19 controls in the workplace	Emergency Management Committee meetings held on demand to review latest PH and Government directives; manage the College's protocols and procedures for its response to COVID	As required	
	Managers updated on changes or updates to protocols and procedures made by the EMC or as necessary via weekly Management Meetings . Managers are asked for feedback and input as the plan is required to be updated	As scheduled (weekly)	
	Relevant COVID updates discussed at WHS meetings including risks, protocols and procedures	As required	

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Case and Outbreak Management

What needs to be done	How it will be done	When it will be done	Supplies needed
Prepare an Outbreak Management Plan outlining business operations in the event of a case in the College	Plan to be developed as per WorkSafe Tasmania guidelines, in conjunction with the College Critical Business Function document	Updated plan completed December 2021	WorkSafe Tasmania resources Tasmanian Government Coronavirus website
College Critical Business Function document to be reviewed and updated to reflect “living in a COVID-19 vaccinated community”	EMC to review and update the to reflect the Tasmanian Government’s transition from zero cases to living in a COVID-19 vaccinated community	By 15 December 2021	
Testing when worker becomes symptomatic	Staff with symptoms to stay home until they have been tested and have received a negative COVID result	Upon becoming symptomatic	
	Working from home arrangements/catering roster teams in place via the CBF document and communicated via Managers		
Tracing of suspected close contacts	As a ‘priority setting’, the College will work closely with Public Health in the event of a case to create a list of possible close contacts	Within first 24 hours of case being reported	Check in TAS app data (PH) List of names as supplied by case
Isolation of worker during testing phase	Upon the staff case going into home isolation, the CBF will be reviewed for that particular department with appropriate relief measures made where necessary	As required	
	Where the staff member is well enough and able to work from home, communication will continue via phone, email and digital meetings.	As required	

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Case and Outbreak Management (cont)

What needs to be done	How it will be done	When it will be done	Supplies needed
Quarantine of worker due to positive COVID-19 case	Upon the staff case going into home isolation, the CBF will be reviewed for that particular department with appropriate relief measures made where necessary	As required	
	Where the staff member is well enough and able to work from home or remotely, all communication will continue via phone, email and digital meetings	As required	
	Where the staff member is not well enough to work from home or remotely, their Manager will review their duties and reallocate as required to other staff or self		
	Manager to check in with staff member daily via email and/or phone to monitor wellbeing, recovery, and plan for return to work		