

# COVIDSafe Plan

## Our COVIDSafe Plan

Business name:     Australian Institute of Music     (AIM) \_\_\_\_\_

Site location:     Melbourne     \_\_\_\_\_

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<p>The Australian Institute of Music (AIM) has installed hand sanitiser stations across the Melbourne campus. This ensures all staff and students have multiple opportunities to sanitise their hands when entering a building or workspace and during their activities on campus. This includes stations at the entry to buildings, entry and exits of lifts, main stair landings and in offices, practice rooms, classrooms and teaching spaces.</p> <p>Cleaning on campus also includes adequate soap and paper towels, which are available in all bathrooms. Posters are displayed throughout the campus displaying the correct method of washing hands and the distancing rules of 1.5m are displayed outside each classroom, lift, hallway, lunch or communal area. These instructions are mandatory <u>at all times</u>.</p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p>AIM air-conditioning system is being monitored to ensure maximum fresh air return on campus.</p> <p>In areas or workplaces where it is has been deemed required, all staff must ensure they wear a face covering and/or required PPE, unless a lawful exception applies. AIM will ensure adequate face coverings are available to staff who do not have their own.</p> <p>The requirement to wear a face covering on campus is advised on campus but due to recent announcement from the health department it is no longer mandatory.</p>
Guidance	Action to mitigate the introduction and spread of COVID-19

<p><b>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.</b></p>	<p>The requirement to wear a face covering on campus is has now changed and it advised to but not Mandatory at the Melbourne campus. This has been communicated and implemented.</p> <p>Staff and students are welcom to attend campus wearing their own appropriate face mask, but it is not mandatory as all visitors, students and staff can be traced via the sign in procedure. AIM is providing face masks, free of charge, to any staff or student that requires one.</p>
<p><b>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).</b></p>	<p>All staff and students have been instructed on the appropriate use of face masks via the AIM COVID-19 sharepoint platform. Workplace posters and online training information has also been made available to reinforce the training.</p> <p>Good hygiene posters located throughout the campuses and online have also been provided along with informational videos introducing staff and students to the process of what to expect when back on campus.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>The sign-in iPad has been removed and replaced with a tap-on sign in system, along with a sign in declaration form that is located at reception.</p> <p>An on campus booking system is in place for all staff and students who wish to attend campus. This process requests 24-hour notice before attending campus. Each room that has been booked out is cleaned after each use and the rooms which are not being used are locked to prevent any staff or student using the room without prior confirmation. The 24 – hour booking system will be removed ready for SP1 2021. Students will still need to use their student ID to sign into campus. Once study period commences, the 24 hour notice will be removed.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>With the campus not open to full capacity, cleaning of specific classrooms is actioned strictly on a use-by-use basis. Classrooms can only be booked once it has been cleaned before each use. All common high touch surface areas are cleaned regularly by operations staff; this includes door handles, lift buttons, light switches, stair rails, desks and flat surfaces.</p> <p>Frequency of cleaning will increase relative to campus and facility use, with the return to normal full time cleaning due to start at the beginning of the study period.</p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>AIM has sufficient supply of all cleaning products, and has increased cleaning products on both campuses.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	

<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p>AIM has implemented a working from home strategy consistent with government guidelines, and has established a range of both HR and IT procedures and resources to support staff working from home. Only essential activities remain on campus.</p> <p>Timetabling has been adapted to accommodate these restrictions with some classes being delivered online, AIM has structured a blend of online and face to face classes which reduces the number of people on campus at any on time.</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>All travel has been halted until further notice for staff who work at both locations. This will be revised to align with Government and state guidelines and/or restrictions as required.</p>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p>AIM has communicated to all and staff and students' which guidelines must be followed if a student or staff member are unwell. These align with the current Government guidelines.</p> <p>No student or staff member must attend campus if unwell, showing symptoms or has been in close contact with someone showing symptoms of Covid-19.</p> <p>Support has been implemented for any staff member or student who reports feeling unwell.</p>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• <b>there is no more than one worker per four square meters of enclosed workspace</b></li> <li>• <b>workers are spaced at least 1.5m apart</b></li> <li>• <b>there is no more than one member of the public per four square meters of publicly available space.</b></li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p>Melbourne campus has been assessed and adjusted to the maximum occupancy for spaces based on the 4 square metres per person and the 1.5m physical distancing requirements, and maximum occupancy posters have been placed on all entry doors to spaces, common areas and class rooms.</p> <p>Timetabling has been adjusted to schedule only the 'COVIDSafe' number of students into a learning space.</p> <p>The number of desks and chairs have been reduced in the learning spaces and communal areas to only accommodate the appropriate number of people permitted in a space.</p> <p>For staff, 1.5m distancing between workstations has been implemented for the small number of staff who are working from campus.</p>
<p><b>Guidance</b></p>	<p><b>Action to mitigate the introduction and spread of COVID-19</b></p>

<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>Floor markings have been placed around the campus and rooms have been adjusted to accommodate appropriate social distancing measures.</p>
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p>The reduced number of staff and students attending campus provides a lot of assistance with eliminating concerns of staff facing each other. The workstations have been analysed, and desks will be reconfigured when the campuses are back to full capacity.</p>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p>The currently implemented student timetable reduces any build-up of people who are entering campus.</p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>Physical distancing requirements are applied to all spaces and activities on campus. Lunch spaces have either been closed or modified to ensure 1.5m physical distancing.</p> <p>Informal social spaces have all been modified to meet the 1.5m physical distancing requirements with tables and chairs moved or removed.</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Physical distancing, hand hygiene and masks are used to control the spread of COVID between staff if the coronavirus was to be accidentally brought into the premises.</p> <p>All delivery drivers and contractors are expected to wear masks, of which AIM can provide.</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p>Operational staff who are working on campus have adjusted the rosters to reduce physical interactions and to reduce the possible spread of COVID.</p> <p>Currently, all classes are online, which minimises the amount of people on campus at one time. Timetabling for SP1 is currently being adapted to accommodate the and reduce number of people on campus through a Hybrid Delivery model.</p>
<p><b>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 <a href="#">‘four square metre’ rule</a>.</b></p>	<p>All on-campus general public areas have been assessed, and maximum occupancies have been determined, in line with the 4 square metres per person requirements.</p> <p>Clear, visible signage and regular monitoring is in place to ensure the number of people in an area does not exceed the maximum occupancy.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</b></p>	<p>AIM has restricted its activities regarding staff and students attending campus. As a result, the number of visitors attending the campus has been reduced drastically and is well within safe parameters.</p> <p>Government QR codes are now in place for all visitors who attend campus. *This includes any external events.</p> <p>This information will be utilised to assist State Governments and AIM with contact tracing.</p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>AIM has operationalised a COVID-19 process that has been communicated to all staff and students.</p> <p>AIM has also provided staff and students with information regarding the actions which will take place if a COVID-19 case is reported on campus.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>The operations team have a COVID-19 response and management strategy in place. Management meet regularly to manage the ongoing impact of COVID-19 on the business. Any updated changes to restrictions are closely monitored at both campuses.</p>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<p>AIM has developed a range of strategies to record the attendance of staff, students, and visitors to our campuses. A touch free sign in system has been introduced, so students and staff can tap the screen to sign in with their access card.</p> <p>Alternatively, the campus also provides the Vic Government QR codes for all events and visitors to campus.</p> <p>The information gathered will be utilised to assist State Governments and AIM for contact tracing.</p>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<p>AIM engages professional cleaning staff as required. A list is provided of rooms that have been used and each room is cleaned after each use.</p> <p>The cleaning company is on standby for any deep cleaning that may need to be actioned.</p> <p>The cleaning company are aware of the size and complexity of the Melbourne campus and are fully prepared for it's nuances and complexities.</p> <p>The operations team are prepared for the impact this may have on day to day activity around campus.</p> <p>If a deep clean is required on campus due to a positive case of COVID-19, the campus will be closed to eliminate any risk and only re-open once all post confirmed procedures have been completed.</p>

Guidance	Action to prepare for your response
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<p>A detailed management plan has been developed for a positive or suspected case of COVID. The plan consists of 10 steps:</p> <ol style="list-style-type: none"> <li>1. Close campus.</li> <li>2. Management team convenes.</li> <li>3. Reporting processed around suspected case of COVID-19.</li> <li>4. Care of the staff member or student involved.</li> <li>5. Engage with the DHHS/State Government.</li> <li>6. Manage internal deep cleaning and communications.</li> <li>7. Internal reporting and monitoring the process.</li> <li>8. Communication of updates to all staff and students.</li> <li>9. Prepare campus for re-opening.</li> <li>10. Final report to CEO and management team.</li> </ol>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<p>The positive case management plan will use existing communication channels to ensure affected staff, students and visitors are informed of a positive COVID-19 case and provided instructions on the actions they are to undertake where applicable.</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 or Worksafe NSW on 13 10 50 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>The Operations Managers will undertake the mandatory WorkSafe notification under the requirements of the Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020.</p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p>Communications with the CEO, the management team and State Governments, will determine when the workplace is safe to reopen.</p>
<p><b>Changes to restrictions</b></p>	<p>This document will be updated regularly by the Operations management team.</p> <p>Please be aware that restrictions can change from day to day.</p> <p>Keeping up to date with restrictions in Melbourne and Sydney, and following all guidelines is crucial to the safety of all staff and students.</p>
<p><b>Links to NSW and VIC health authority and other relevant links</b></p>	<p><a href="https://www.health.nsw.gov.au/">https://www.health.nsw.gov.au/</a>  <a href="https://www2.health.vic.gov.au/">https://www2.health.vic.gov.au/</a></p> <p><a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industryinformation/office/masks">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industryinformation/office/masks</a>  <a href="https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19">https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19</a>  <a href="https://www.nsw.gov.au/covid-19/face-masks">https://www.nsw.gov.au/covid-19/face-masks</a></p>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_