

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

General

Business details

Business name	Austrain Academy
Business location (town, suburb or postcode)	North Wollongong
Completed by	Leanne Gillen
Email address	leanne@austrainacademy.com.au
Effective date	11 October 2021
Date completed	11 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

We have an Infectious Disease Declaration Form required to be completed by all persons on entering the premises for their initial visit. QR code check in/s (including compulsory Service NSW code) with health screening questions which must be

completed for all subsequent visits. Staff check QR codes have been completed prior to entry. Covid vaccination status may also be checked prior to entry and entry may be refused where Public Health Orders prohibit persons who are not fully vaccinated from accessing our premises. Health records obtained for this purpose will be kept securely and only disclosed to authorised personnel. See our Privacy Policy available at <https://www.austrainacademy.com.au/info/our-policies>

This plan and other information on entry requirements is communicated at entry and via electronic means prior to visiting.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

All staff have been provided information on physical distancing, hygiene etc and posters are displayed in the worksite.

Advice from NSW government sources is reviewed daily and information and any actions / adjustments to practices required are actioned following staff consultation and discussion. Regular communication with staff, students and employers advising changes to T&A strategies and govt advice / assistance is provided via email. Latest advice re travel permits reviewed 31.8.21. The Return to VET Plan distributed 1.10.21 by TSNSW has been reviewed and any additional information on vaccination status and Covid measures in place for face to face classes has been communicated to stakeholders. If a staff member or student tests positive, whether vaccinated or unvaccinated, 14 days self-isolation is required and NSW Health follow up. Austrain Academy will refer to this COVID-19 Safety Plan and the latest risk assessment advice available at

<https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf>

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

At entry door and also at reception and we have a COVID notice on our website. Entry requirements also communicated via email/SMS prior to onsite attendance. Current entry requirements include sign in via Service NSW & Austrain Academy QR code and mandated wearing of masks.

To attend Austrain from November 2021 a student / visitor will be required to be: (a) Double Vaccinated or (b) Single Vaccinated and booked in for a second vaccination. Proof (posters displayed of acceptable proof) of vaccination / exemption will be required at entry.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Consulted with staff and students on vaccination status via survey and email. WHS Policy updated to reflect risk mitigation requirements.

All current staff provided accepted documents to confirm fully vaccinated status.

Covid vaccinations Vax Toolkit emailed by NSW Gov on 3.9.21 printed and displayed throughout venue to encourage vaccine uptake.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

We are permitted under the PHO to provide education on-site if it is not possible to do it at home / in the workplace. Whilst education is exempt from the 4sqm rule, physical distancing of 1.5 meters will be maintained where practicable.

Where possible, classes will be held remotely / postponed.

When students must come onsite for critical skills training, we have elected to limit persons on site for the purposes of training to not more than twenty four (24) at any one

time including trainers and staff.

This was calculated based on the size, facilities and other characteristics of the training venue and is reviewed based on updated Health Advice.

Staff where practicable are working from home.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

We have implemented social distancing within the workplace and distanced and measured space between work areas to comply with the public health information. Signage is posted throughout the venue on hygiene and physical distance requirements and has been communicated via emails.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

As above

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

We have marked the immediate area directly outside the main entry to comply with

social distancing requirements.

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Adequate ventilation is ensured by: we have a large, well-ventilated space with fresh air available via entry & roller door, and roof ventilation.

Fans are installed and reverse cycle air conditioning will be used only when a single person is utilising the space. Air conditioning is serviced and inspected regularly.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

N/A as cannot locate training facilities outside.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Windows and doors are open where possible and roof ventilation is utilised to circulate fresh air.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

As above. Fans are also installed to circulate fresh air.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Air conditioning is serviced and inspected regularly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Not required as we have adequate ventilation.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Face masks are required to be worn by all staff and students inside the premises at all times (unless an exemption applies).

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser is available at every workbench, at every student desk and at every staff work placement.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Bathrooms are well equipped with warm running water, soap and disposable hand towel.

Signage on correct handwashing procedures have been installed.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces

several times per day.

Agree

Yes

Tell us how you will do this

We have enhanced cleaning and sanitising procedures and these are clearly explained and visual instructions are posted throughout the premises.

Ample supplies of cleaning / sanitising products and facilities are provided throughout the premises.

Cleaning and sanitising of all surfaces are conducted at the end of every day by the last staff member to leave the premises and more frequently when visitors / students are onsite. This includes high touch / traffic areas.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

All persons entering the premises for the first time sign the Infectious Disease declaration form. These documents are then scanned to file to the student management system and the paper copy is shredded.

Austrain Academy attendance / sign in is via a QR code to reduce contact and this sign in asks health screening tests.

We are also complying with the requirement to have Service NSW QR code sign in for all visitors to site. Compliance is checked by staff prior to entry. All records supplied to Austrain Academy are kept securely and subject to our Privacy Policy available at <https://www.austrainacademy.com.au/info/our-policies>

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

As above.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Staff will manually record attendance on the attendance spreadsheet. These records are stored securely in our Student Management System and will be available to authorised officers.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes