



COVID19 Safe Plan and Risk Assessment

Australian College of Christianity



Excellence in Christian Education·Truth·Education·Restoration

Australian College of Christianity

RTO 40892
CRICOS 03461B

Part A – Overview of the COVID19 Safe Plan

For the safe resuming the offline classes, the following safe plan will be executed.

1. Maintaining Physical distancing

- 1) putting up posters in the wall on keeping at least 1.5 distance between everyone at the campus.
- 2) Erecting sign at the entrance to lifts and classrooms to ensure the maximum safe capacity is not exceed.
- 3) Marking distance points on the table in the classrooms
- 4) Nominating a staff person to be responsible for keeping everyone the required 1.5 metre distance apart in accordance with the latest government requirements

2. Handwashing and hygiene

- 1) Having hand sanitiser stations at entry and exit points in the campus.
- 2) Ensuring bathrooms are well stocked with hand wash and paper towel
- 3) Putting up posters with instructions on how to hand was/ hand rub
- 4) Instruct staff and students on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick
- 5) Instruct staff and students to limit contact with others - no shaking hands or touching objects unless necessary.



3. Cleaning

- 1) Ensure any areas frequented by workers or others are cleaned at least daily with detergent or disinfectant
- 2) instruct staffs to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-base hand sanitiser
- 3) Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe.
- 4) Instruct workers to clean personal property that comes to work such as gunglasses, mobile phones and iPads with disinfectant.

4. Monitor symptoms

- 1) putting up signs about the symptoms of Covid -19 in the campus.
- 2) Direct staffs and students to say home if they are sick and if they are displaying symptoms of Covid -19 ask them to call the National Coronavirus hotline (1800 020 080)
- 3) Treat personal information about individual workers' health carefully, in line with privacy laws.



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5. When a case of outbreak

- 1) Close the campus instantly and ensure the campus is totally safe before reopening.
- 2) Facilitate working from home and run online classes.
- 3) Disinfect the whole campus with using appropriate cleaning products and personal protective equipment
Or hiring a cleaning company to do this work.
- 4) Investigating the people who contacted the confirmed person and assess the risk.



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Part B – Incident Response Plan

1. Isolate the person

If a person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.

Take steps to prevent the person from potentially spreading the virus by isolating them from others.

provide appropriate personal protective equipment (like disposable surgical mask, hand sanitiser and tissue.

Protect anyone assisting the person.

2. Seek advice and assess the risks

Determine if it is reasonable to suspect the person may have COVID-19. Talk to the person about your concern and see what they say.

Seek government health advice by calling state or territory helpline or contact the national Coronavirus Helpline on 1800 020 080.

Ensure you have current contact details for the person and make a note about the areas they have been in the campus, who have been in close contact within the campus and for how long. This will inform you about the risks to others and areas to clean and disinfect.



3. Transport

Ensure the person has transport home, to a location they can isolate, or to a medical facility if necessary.

Wherever possible, they should use a personal mode of transport to minimise exposure to others

If the person needs to use a taxi or ride share service should avoid contact with others including the driver

- wearing a surgical mask
- avoiding direct contact with the driver, including sitting in the back seat
- practising good hand hygiene and cough/sneeze hygiene, and paying by card

4. Clean and disinfect

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, office, toilets, kitchen and classrooms and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected Cleaners must wear appropriate PPE including disposable gloves and safety eyewear (Contact state and territory public health unit).



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5. Identify and tell close contacts

Assist your state and territory public health unit to identify close contacts.

You must maintain the privacy of all individuals involved.

Seek information about the areas that close contacts have been in the campus, who they have been in close contact with in the workplace and for how long, This will inform you about possible risks to others.

6. Review risk management controls

Review the college's Covid -19 risk management controls in consultation with the staffs and assess and decide whether any changes or additional control measures are required.

Continue to meet the college's WHS duties at all times.



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Part C – Government COVID-19 Directives

References and Resources

Australia - National

Australian Government Department of Health (<https://www.health.gov.au/>)

- [3 Step Framework for a Covidsafe Australia](#)
- [Information for employers](#)

Fair Work Ombudsman (<https://www.fairwork.gov.au/>)

- [Coronavirus and WHS](#)

Safe Work Australia (<https://www.safeworkaustralia.gov.au/>)

- [Safe Work Australia National COVID-19 safe workplace principles](#)
- [National Statement of Regulatory Intent - COVID-19](#) (applies to all states but VIC)
- [General information for education and training](#)
- [Signage and posters](#)
- [Risk Assessment Principles for COVID-19](#)
- [COVID-19 Workplace Checklist](#)



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Australian States and Territories - Health Departments and WHS Regulators

ACT ACT Government - public health directions

(<https://www.covid19.act.gov.au/help-and-advice/public-health-directions>)

WorkSafe ACT (<https://www.accesscanberra.act.gov.au/app/home/workhealthandsafety>)

NSW NSW Health (<https://www.nsw.gov.au/covid-19>)

NSW Legislation - for public health orders (<https://www.legislation.nsw.gov.au/#/>)

SafeWork NSW (<https://www.safework.nsw.gov.au/>)

QLD Queensland Government Coronavirus page (<https://www.covid19.qld.gov.au/>)

QLD Legislation - for public health directions (<https://www.health.qld.gov.au/system-governance/legislation>)

Workplace Health and Safety Queensland (<https://www.worksafe.qld.gov.au/>)

SA SA Health (<https://www.sahealth.sa.gov.au/>)

SA Legislation - for public health directions (<https://www.legislation.sa.gov.au/index.aspx>)

WorkSafe SA (<https://www.safework.sa.gov.au/>)



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TAS Tasmanian Government - Coronavirus page (<https://coronavirus.tas.gov.au/>)

WorkSafe Tasmania (<https://www.worksafe.tas.gov.au/>)

VIC Department of Health and Human Services - Coronavirus page (<https://www.dhhs.vic.gov.au/coronavirus>)

WorkSafe Victoria (<https://www.worksafe.vic.gov.au/>)

WA WA Government Coronavirus page (<https://www.wa.gov.au/government/covid-19-coronavirus>)

Government WA Department of Health - Coronavirus page

(https://ww2.health.wa.gov.au/en/Articles/A_E/Coronavirus)

WorkSafe WA (<https://www.commerce.wa.gov.au/worksafe>)

Overseas

New Zealand www.covid19.govt.nz

Hong Kong <https://www.coronavirus.gov.hk/eng/index.html>