

EIA & GBCA COVIDSafe Plan

Overview

Edvantage Institute Australia and Global Business College of Australia have a health and safety responsibility to minimise the likelihood of infectious disease transmission in the workplace. As shown in this COVIDSafe Plan, we are implementing a number of measures, including mandatory QR code check-in, social distancing, mandatory mask wearing while in the office with the aim of keeping staff and visitors safe and minimising the spread of COVID-19.

Aligned with the latest Victorian Government roadmap (Delivering the National Plan announced 19 September 2021) to recovery from the COVID-19 pandemic, businesses are required to develop a COVIDSafe Plan for maintaining a safe workplace and prepare a procedure for suspected or confirmed cases of COVID-19 in all workplaces once COVID restrictions are relaxed and offices are allowed to open. In order to minimise risk of exposure to staff and the community, EIA & GBCA management is taking precautionary measures according to the following COVIDSafe principles:

1. Ensure physical distancing
2. Wear fitted face masks
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workplace bubbles
7. Onsite workers and students must be vaccinated

EIA & GBCA need to be flexible in the planning and resilient in our approaches. EIA & GBCA COVIDSafe Plan must be reviewed and updated aligned with the latest restrictions and public health advice from the Victorian Government.

When these restrictions are relaxed and we are given permission to start working from the office, any student or staff member that develops COVID-19 symptoms or has direct contact with any person who has been tested positive to COVID-19 must isolate at home and not come into the campus or offices unless given permission by the Department of Health and Human Services (DHHS). Said individuals must immediately inform the Executive Manager of Operations (David Valdes via david.valdes@eia.edu.au, their immediate manager or their teacher in the case of students.

This COVIDSafe Plan is intended to augment the GBCA/EIA Health & Safety Handbook and will be discussed with staff members as part of the consultation process mentioned within the handbook.

EIA & GBCA COVIDSafe Plan

Business name: Edvantage Institute Australia & Global Business College of Australia

Date reviewed: 28/9/2021

1. Ensure physical distancing

Requirements	Actions
Ensure workers and visitors are 2 metres apart as much as possible.	<ul style="list-style-type: none"> • Staff members must adhere to the government guidelines on office density requirements (e.g. 4 sqm). This may change depending on the risk levels identified by DHHS. • Administration must display signs (floor markings) to show social distancing at the reception and public area including kitchen, library, breakout area and lift etc. • Administration must designate specific area for delivery drop off, and establish contactless delivery system; • Maximum occupancy for classrooms, reception, breakout area, kitchen and library will be displayed. <p>When lockdown restrictions are mandated by government:</p> <ul style="list-style-type: none"> • Staff must work from home until granted permission • Students must study online and are not allowed on campus until granted permission • Office and campus (337 La Trobe St, 338 Queen St) will remain closed when mandated by public health orders.
Apply density quotient to configure shared work areas and publicly accessible spaces to ensure COVID safe.	<ul style="list-style-type: none"> • Stringent COVID space requirements (4sqm per person) will be applied in all classrooms and offices when offices are allowed to be open.
Provide training to workers on physical distancing expectations while working and socialising.	<ul style="list-style-type: none"> • Inform employees to follow current public health regulations via emails, staff notices and posters etc.; • Reinforce physical distancing knowledge in the staff meetings; • Employees who use public transport must practice physical distancing at bus stops, train stations and interchange locations etc.

<p>Apply the Two Square Metre rule at entryways.</p>	<ul style="list-style-type: none"> • When allowed on campus, onsite students are required to follow the Two Square Metre rule for entryways and the Four square metre rule in all classrooms and indoor public area. • Monitor current DHHS physical distancing guidelines and adjust rules whenever necessary • Visitor restrictions will be applied at campus. Visitors are limited to essential supporting services such as cleaning, courier and building contractor.
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2. Wearing fitted face masks

Requirements	Actions
<p>Anyone 12 years and over must wear a fitted face mask whenever they leave their home, indoors or outdoors, unless lawful exception applies. (as of September 2021). This rule may change depending on the risk level set by DHHS.</p>	<ul style="list-style-type: none"> • Provide fitted face masks to students, staff members or visitors who do not have their own face masks and require them to wear them at all times while inside the office. • Refuse office entry to any person unwilling to wear a mask unless a lawful exception applies. • Remind all staff members to wear masks indoors and outdoors and to always carry one when exercising • Monitor current DHHS face mask guidelines and adjust rules whenever necessary

3. Practise good hygiene

Requirements	Actions
<p>Frequently and regularly clean and disinfect shared spaces, including high-touch communal items.</p>	<ul style="list-style-type: none"> • Clean surfaces (doorknobs, reception area, lift buttons, shared work equipment etc.) with appropriate cleaning products two times per day, including detergent and disinfectant; • Cleaning services will be arranged for the entire campus in accordance with the staff working schedule; • All office occupants will be reminded to use the hand sanitisers provided at reception and public area; as well as hand soap provided at kitchens and toilets; • Disinfectant spray bottles and wipes will be provided for employees, trainers and students to use to spray and wipe down desks;

	<ul style="list-style-type: none"> • Remind staff members to avoid sharing of equipment; • Staff members will be reminded to practice hand hygiene before and after catching public transport.
Display a cleaning log in shared spaces.	<ul style="list-style-type: none"> • A cleaning log will be recorded at reception; • Monitor and record all hygiene products and restore in time; • Monitor the health conditions of cleaners.

4. Keep records and act quickly if workers become unwell

Requirements	Actions
Support workers to get tested and stay home even if they only have mild symptoms.	<ul style="list-style-type: none"> • Encourage employees who have COVID-19 symptoms to get tested and stay at home; • Notify the relevant manager/supervisor of staff members' absence in an effective and efficient manner; • Implement temperature checking upon entry to office. • Staff members, visitors and students will be prevented from attending the campus if they have the following symptoms: <ul style="list-style-type: none"> ○ Cough ○ Sore throat ○ Runny nose ○ Shortness of breath ○ Fatigue ○ Fever (unexplained chills/sweats or temperature >37.5oC) ○ Loss of smell or taste
Develop a business contingency plan to manage any outbreaks.	<p>In case of a positive COVID case of a person known to have been in the office or campus:</p> <ul style="list-style-type: none"> • All staff members, students or visitors known to have been in the campus and office at the same time as the positive case will be informed to get tested for COVID immediately and to stay home following DHHS guidelines on when they can leave home after receiving test results.

	<ul style="list-style-type: none"> • Instruct all said individuals to inform their close contacts about this positive case and urge them to get tested and to stay home and isolate. • Arrange for a professional cleaning for the entire campus in the event of a positive case is found on-site; • Contact DHHS and notify the actions taken, provide a copy of the risk assessment report and contact details of all close contacts; • Immediately notify WorkSafe Victoria on 13 23 60; • Develop an emergency shutdown procedure in the event that DHHS has instructed EIA and/or GBCA to temporarily shutdown; • Develop a re-open procedure once agreed by DHHS.
<p>Keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • Record the details of visitors using electronic record keeping and the government’s QR code system • Require all visitors, students and staff members to scan the QR code at reception prior to entering the office or classrooms.

5. Avoid interactions in enclosed spaces

Requirements	Actions
<p>Reduce the amount of time workers are spending in enclosed spaces.</p>	<ul style="list-style-type: none"> • Encourage employees having outdoor lunch, or having outdoor meetings if appropriate • Open windows if applicable; • Make sure air conditioners are set for optimum air flow at the start of each workday; • Regularly clean and maintain air conditioners.

6. Create workforce bubbles

Requirements	Actions
<p>Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none"> • An employee working roster will be developed. Staff will be assigned to different groups, only one group of staff will be working on-site on each workday. • Encourage employees to minimise time in shared facilities during breaks. • Monitor and implement government density requirements.

7. Onsite Workers and Students

The state government has mandated vaccinations for all onsite workers of HED and VET providers. Therefore we are making COVID-19 vaccinations *a requirement for all eligible students and staff members* studying and working within the campus starting 5 November 2021. This measure is to minimise the risk of COVID-19 within our community.

To determine eligibility, staff members and students can visit the Australian Government’s health department website at <https://www.coronavirus.vic.gov.au/vaccine> and use the eligibility tool. For information on the vaccinations available, where it is available and additional health advice, we encourage staff members to access the following link: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>

Once staff members have received the vaccination, they must notify the Human Resources Department and provide evidence for record keeping purposes. All records will be stored securely and will remain private and confidential.

As for students, as of 14 October 2021, all our students must continue to study online unless their course is approved within the Authorised Provider and Authorised Worker list: <https://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list>

Beginning 5 November 2021, it is expected that restrictions will be relaxed, however GBCA/EIA must maintain a safe working and studying environment, hence unvaccinated students will not be allowed to physically attend their classes on-campus.

Requirements	Actions
COVID-19 vaccinations <i>a requirement for all eligible student and staff members</i> attending the campus starting 5 November 2021.	<ul style="list-style-type: none"> • Mandate all students and staff members to report their vaccination status and provide evidence.* • Maintain a register with the information. • Identify unvaccinated students and staff members and ensure they do not enter the office premises. • Students and staff who do not provide evidence of vaccination status will be also not be allowed to enter the office premises. • Reassign unvaccinated staff members if necessary into roles that do not require physical attendance in office. • Unvaccinated students or those who do not provide vaccination evidence may continue to study online.

*Procedure for securing vaccination evidence for GBCA and EIA students and staff members:

1. An email to all staff members will be sent requiring them to submit vaccination evidence to the Executive Manager for Operations: david.valdes@eia.edu.au
2. A similar email to all students (GBCA/EIA) will be sent by the Student Service Manager requiring students to provide vaccination evidence to vaccinationinfo@gbca.edu.au
3. The HR department will collate this information and prepare a list of staff members who are not allowed to enter the office premises (unvaccinated and those with no information). Those on the disallowed list will be informed by email.
4. For students, this list of disallowed students will be collated by the student services unit.
5. If those on the disallowed list subsequently provide evidence of vaccination, they will be removed from the list immediately and be allowed to enter the office.
6. The list of disallowed workers and students will be provided to receptionists of each building. The list will be kept confidential and will only be accessed by persons on a need-to-know basis. Said lists will be managed by the operations manager and the student services manager respectively and shared with the receptions via shared folder on OneDrive. Updates to the list will be done immediately and shared automatically.
7. Receptionists will ask all persons entering the offices for their photo ID to verify their names. They will prevent any person from the disallowed list from entering the office. Any person on the list who attempts to forcibly enter the premises should be reported to the police and the receptionist should immediately report the matter to

the operations manager. If necessary, disciplinary action pursuant to the employee or student handbook will be followed.