

GBCA Students Dealing with COVID-19 Guidelines

1.1 INTRODUCTION

GBCA is committed to ensuring the health and safety of all students in the college. To this end, this policy sets out steps that GBCA is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you.

For the safety of yourself and others in the college, this policy must be followed at all times.

1.2 INFECTION CONTROL MEASURES

We strongly encourage students to follow guidelines from the World Health Organisation on infection control in your daily life. These include:

- frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- avoiding close contact with anyone who has fever and cough.

1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify college at the earliest opportunity.

In order to protect your classmates and trainer, you are required to remain absent from the college and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the college.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify college immediately.

In order to protect your classmates and trainer, we ask you to seek medical attention and remain absent from the college and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the college.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify college immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend college as a safety precaution. In these circumstances, we may require you to study remotely.

1.4 SELF-ISOLATION

You must not attend the college during any self-isolation period that the Government requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify the college and obtain a medical certificate in support of your leave. You are required to get a medical clearance from your doctor prior to returning to the college.

1.5 INTERNATIONAL TRAVEL

It is important for any students considering international travel to keep up to date on the advice of the Australian Government Department of Health in relation to this.

i) If you have planned international travel

College accepts that you may have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries have been identified as having been severely affected by the virus and we would therefore ask that you consider, for your own health, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that you let your responsible trainer or student support know of the countries to be visited so that your return can be managed appropriately.

We also ask that you keep yourself up to date with Government guidance on self-isolation upon return from international travel, and bear in mind that this guidance can change on a daily basis. You should also familiarise yourself with the health and safety recommendations for the country which you are visiting. This could include staying away from farms, touching animals, etc.

Note that if you are planning, or have already planned, international travel, you should factor any known self-isolation period into your approved leave period. GBCA expects that you will return to college on the agreed date.

If you would like to cancel any pre-booked leave, you should discuss this with the student support department.

ii) If you undertake international travel

You are required to notify student support department if you travel to, or transit through, any country other than Australia.

Upon returning from such travel, you are required to follow any Government advice to self-isolate and remain absent from the college.

Prior to returning to college, you are required to provide GBCA with evidence that you have served any self-isolation period required by the Government. Evidence should be in the form of

a copy of your flight itinerary for your flight into Australia, that is dated at least 15 days prior to your first day back at college.

Where a requirement to self-isolate is known in advance of travel, it is expected that this will be factored into your agreed leave period. Where you fail to factor this in, and as a result are unable to return to college on the agreed date, your continuing absence will be considered unauthorised and may result in disciplinary action, up to and including dismissal.

Where circumstances outside of your control mean you cannot return to college on the agreed date, you are required to immediately notify the college.

iii) If you come into contact with someone who has travelled internationally

If you come into close contact with someone who has travelled internationally, you can continue to attend college unless Government guidance dictates otherwise.

1.6 STUDENTS GUIDELINES FOR SPECIFIC CIRCUMSTANCES

i) COVID-19 ALERT

It is important that you notify GBCA about any individual concerns related to COVID-19 or self-report using the following email:

studentsupport@gbca.edu.au

ii) COURSES RELATED

Relevant courses will be delivered online via Zoom Education and Moodle; your attendance will be recorded via the live learning platform. Please ensure your email address remains at valid and contactable situation, GBCA will keep you updated with any changes of courses delivery. You will be guided via email on how to properly operate the online learning systems.

International students who decided to return to their home country can study remotely, please be aware of the updated Australian Government's travel advise and restrictions.

Please feel free to contact with student support department using the following email, if you have any queries.

studentsupport@gbca.edu.au

iii) TUITION FEE RELATED

Due to the outbreak of the COVID-19, cash payments for tuition fee will not be accepted from 23 Mar 20 until further notice. If you would like to pay by cash during this period, you will be required to direct deposit the money at any Bank of Melbourne counters into our college account as below:

Global business College of Australia
BSB: 193 879
Account: 440 121 771

You may also pay your bill by online transfer:

Global business College of Australia
BSB: 193 879
Account: 440 121 771
SWIFT CODE: SGBLAU2S (if overseas transfer)

Or follow the payment link and pay by credit card at: <http://gbca.edu.au/students/>

Or by EFTPOS: come to the office and pay by the bank card. We accept Visa, MasterCard and Union pay.

***Please quote your name, student ID or application ID whenever you make a payment.**

Please feel free to contact GBCA finance department for any other issues using the following email: financesupport@gbca.edu.au

iv) STUDENT HEALTH AND WELLBEING

GBCA committed to providing the excellent services for students' need. We will continue to strongly support the health and wellbeing of our students, particularly during the COVID-19 outbreak period. We priorities the student's health and wellbeing, appropriate measures are in place to protect our community. These include:

- Hygiene practices such as hand sanitizer and posters reminding of hand wash;
- Ceasing face-to face learning program delivery, established new online learning program for remote study, and a wide range of student services via phone and Skype;
- Embracing social distancing in line with the government's advice.

You may experience stress, anxiety or sadness during this particular period, GBCA offers counselling services for our students. If you have any concerns please feel free to contact us via below email:

studentsupport@gbca.edu.au

v) GBCA CRITICAL INCIDENTS COMMITTEE

Please feel free to contact the committee if you have any questions about the action or if there is any assistance, we can provide you. Contact email: Ada.Zhao@gbca.edu.au

vi) KEY CONTACT INFORMATION

Category	Email Address/Phone Number and others
Enquiries on Courses Related and Student Wellbeing	studentsupport@gbca.edu.au
Enquiries on tuition payment	financesupport@gbca.edu.au
How to pay your tuition fee	<p><u>Direct deposit:</u> Global business College of Australia BSB: 193 879 Account: 440 121 771</p> <p><u>Online Transfer:</u> Global business College of Australia BSB: 193 879 Account: 440 121 771 SWIFT CODE: SGBLAU2S (if overseas transfer)</p> <p>Or follow the payment link and pay by credit card at: http://gbca.edu.au/students/</p> <p>*Please quote your name, student ID or application ID whenever you make a payment.</p>
24/7 Emergency Number	0478 151 051
Ask for GBCA Support related to COVID-19	studentsupport@gbca.edu.au
COVID-19: Call a dedicated hotline in Victoria	1800 675 398
COVID-19: Ring your local GP	You can find a health service on https://www.healthdirect.gov.au/australian-health-services
CRITICAL INCIDENTS COMMITTEE	Ada.Zhao@gbca.edu.au

GBCA would like to remind the importance of respect for one another to all students. Everyone in the college community should feel safe and supported, we have zero tolerance to all forms of harassment and bullying in our college. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action.