

COVID-19 Workplace Policy and Procedure

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What is the purpose of this policy?

We take the welfare and wellbeing of our employees, clients and students seriously. This policy outlines our procedures for employees and contractors who remain in our workplace (including training venues that we lease or hire), or who are required to return to the workplace due to operational requirements during the COVID-19 pandemic.

Government directives and the law

This policy represents our approach to dealing with the COVID-19 pandemic. However, this policy is in all respects subject to any overriding Government directive or law. For example, if the Government mandates that you must remain at home, or that our workplace must close, then such directive overrides this policy.

We refer you to the Tasmanian Government's website: <https://coronavirus.tas.gov.au/> and the Commonwealth's website: <https://www.australia.gov.au/> which contain the latest information on Government policy on COVID-19.

Being Covid-19 Safe – Update January 2022

You must not attend any class or visit or enter any GlobalNet Academy premises, including premises that are not ours but we are using, if you identify with any of the following:

- Have any COVID-19 symptoms
- Are COVID-19 positive
- Are awaiting a COVID-19 test result
- Are a close contact of any confirmed case
- Are subject to quarantine or isolation requirements.

In addition, everyone must:

- Ensure that they maintain appropriate social distancing (at least 1.5 metres apart)
- Frequently wash their hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser and to practise good hygiene
- Clean up after you leave a class ready for the next class¹

Wearing Masks

All students and trainers of GlobalNet Academy must wear masks indoors while on GlobalNet Academy premises. You can find more information about the requirement to wear masks on the Tasmanian Government's website here: <https://www.coronavirus.tas.gov.au/keeping-yourself-safe/face-masks/mandatory-mask-wearing-in-public>

Getting Vaccinated

We strongly encourage all students and trainers to be fully vaccinated against Covid-19. Whilst we strongly encourage vaccination, we are not mandating that either students or trainers be fully vaccinated. This may change as circumstances and public health orders change.

Third parties requiring vaccination

We will pass on vaccination mandates beyond our control. For example, where a venue that GlobalNet Academy uses requires people to be vaccinated, you will need to be vaccinated in order to participate.

¹ <https://business.gov.au/risk-management/emergency-management/coronavirus-information-and-support-for-business/keep-you-and-your-employees-safe-during-covid-19>

Currently, vaccination in Australia is voluntary. GlobalNet Academy will follow the position of the Australian Government on voluntary vaccination².

² <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/is-it-true/is-it-true-are-covid-19-vaccines-mandatory-in-australia>

Why you may need to attend the workplace?

Depending on your role, you may be required to attend the workplace during the Covid-19 pandemic period. Your health and safety are paramount to us and we actively review our Covid-19 response and take appropriate steps to ensure that our workplace remains safe and COVID-19 free.

What are our workplaces?

As a training organisation, we use a variety of venues as our places of work. Some of these include venues that are in our direct control (such as the office at 61 Derwent Park Road), others may be hired or leased for specific reasons or projects (such as training venues or industry worksites). Collectively, these are our “workplaces.” Wherever you work, you are required to ensure that you take reasonable precautions to remain safe and follow the guidelines in this policy.

What specific measures are we taking?

To promote the health and safety our staff and contractors who are required to attend the workplace, we will:

- Endeavour to provide and maintain a safe working environment for all stakeholders
- Provide information, instruction, and supervision to you so far as we can to promote your health and safety
- Provide adequate facilities for you to practice good hygiene. This includes hand sanitiser, soap, disinfectant spray, tissues, and where relevant, face masks
- Consult with you about work health and safety issues relevant to this outbreak
- Integrate work health and safety issues into all of our decision making
- Put in place mechanisms for monitoring work health and safety issues; and
- Take any health concerns raised by you seriously.

What specific measures do we expect you to take?

While performing your duties in the workplace, and travelling to and from work, you must:

- Follow this policy
- Take reasonable care to ensure your own health and safety, and that of your colleagues, clients, and students
- Not place others at risk or jeopardise the safety of the work environment by any act or omission. For example, coming to work whilst unwell
- Follow any safe work procedures or protocols that we implement from time to time
- Cooperate with us to meet our statutory work health and safety obligations

- Observe social distancing
- Not attend work if you feel unwell or if you believe you may have come into contact with someone who is unwell
- Regularly take steps to clean up or wipe down any surfaces that you have used
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing); and
- Wash your hands thoroughly and regularly.

Travelling to and from work

If you are required to attend work, we urge you to travel to and from the workplace by means of private transport to limit the potential of contracting COVID-19. If you are unable to travel to and from the workplace by means of private transport, please always use appropriate social distancing and hygiene practices when using public transport. More information about the current guidelines on transport can be found here: <https://coronavirus.tas.gov.au/families-community/transport>

How to practice 'social distancing' at work

Whilst at the workplace, you will be required to follow social distancing rules. Such steps include:

- Distancing yourself from other persons who may be required to attend the workplace
- If you are working near other employees, ensuring that you are at least 1.5 to 2 metres away (preferably at opposite ends of the workplace or in different rooms)
- Not shaking hands to greet others
- Cancelling non-essential meetings. If needed, holding meetings via video conferencing or phone call
- Ensure that current people gathering restrictions are observed
- Holding any essential meetings outside in the open air
- Promoting good hand, sneeze, and cough hygiene
- Using hand sanitiser frequently
- Eating lunch at your desk or outside rather than in a group setting
- Regularly cleaning and disinfecting surfaces that many people touch
- Opening windows and avoiding the use of air conditioning if possible
- Limiting food handling and sharing of food in the workplace; and
- Avoiding non-essential travel.

Hand sanitiser and hand-washing liquid are readily available for your use throughout our workplace.

How to minimise Covid-19 risks in the classroom

If you are running a class with students physically present, you are still required to follow social distancing rules. Such steps include:

- Following any venue specific guidelines. Most of our venues are part of the education system and should have Education department guidelines on being Covid-19 safe. Follow these.
- Distancing yourself from students
- Reminding students to practice social distancing as per current government guidelines
- Checking that the classroom is sufficiently large to accommodate the student numbers. The current ratio is 2 square metres per student
- Arranging tables so that students are physically separated from each other by at least 1.5 metres. Students from the same household may sit together
- Reminding students not to shake hands or hug each other as a greeting
- Ensuring students use hand sanitiser BEFORE they use any tools
- If using tools in the classroom, ensuring students spray tools they use with the sanitising spray before and after use
- Ensuring that current gathering restrictions are observed
- Reminding students to practice good hand, sneeze, and cough hygiene
- Ensuring that hand sanitiser is freely available to students and that they use this. We will provide hand sanitiser for you and students. Ensure that you regularly check that you have sufficient and if not, please order from the office
- Ensuring students clean and disinfect their workspaces before they leave for the day
- Reminding students to limiting food handling and sharing of food

How to minimise Covid-19 risks when running practical sessions

If you are running a practical session with students physically present, these are the steps that you need to take to minimise the risk of Covid-19 infection:

- Following any venue specific guidelines. Most of our venues are part of the education system and should have Education department guidelines on being Covid-19 safe. Follow these.
- Distancing yourself from students
- Reminding students to practice social distancing as per current government guidelines
- Checking that the location is sufficiently large to accommodate the student numbers. The current ratio is 2 square metres per student. In some cases, this may mean limiting student access to certain areas (such as propagation sheds)

- Reminding students not to shake hands or hug each other as a greeting
- Ensuring students use hand sanitiser BEFORE they use any tools
- Ensuring students spray tools they use with the sanitising spray before and after use
- Ensuring that current gathering restrictions are observed
- Reminding students to practice good hand, sneeze, and cough hygiene
- Ensuring students clean and disinfect surfaces that many people touch
- Reminding students to limiting food handling and sharing of food

How to minimise Covid-19 risks when visiting industry workplaces

If you are running a practical session with students physically present, these are the steps that you need to take to minimise the risk of Covid-19 infection:

- Checking that the location will accept students AND that it has sufficient space to accept student numbers. This may mean that student numbers may be limited for excursions and/or excursions are split into two visits to accommodate student numbers
- Following any specific guidelines related to the industry workplace that are not inconsistent or dilute this policy
- Distancing yourself from students as best as possible. Distancing rules do not apply to private vehicles or commercial passenger travel (<https://coronavirus.tas.gov.au/families-community/transport>) but common sense and good hygiene should always prevail
- Reminding students to practice social distancing as per current government guidelines, with the exception noted above
- Reminding students not to touch anything (within reason) at the industry workplace unless it forms part of the excursion requirements
- Ensuring students use hand sanitiser BEFORE they leave on the excursion
- Ensuring students spray any tools they use with the sanitising spray that they will be provided with before and after use
- Ensuring that current gathering restrictions are observed
- Reminding students to practice good hand, sneeze and cough hygiene
- Ensuring students clean and disinfect surfaces that many people touch

When must you wash your hands while at work?

We urge you to wash your hands as frequently as possible. Some keys times to wash your hands throughout the day at the workplace include:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, and monitors

- Before touching your eyes, nose, or mouth
- Before, during, and after preparing food
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing; and
- After touching rubbish

How should you wash your hands while at work?

Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs spreading from one person to another. You must ensure that you wash your hands properly. This can be done by following the following protocol:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
- Scrub your hands for at least 40 seconds. Refer to the “How to Handwash poster” if you need more guidance on hand washing
- Rinse your hands well under clean, running water; and
- Dry your hands using a clean towel or air dry them

What if I am diagnosed with COVID-19?

If you are diagnosed with COVID-19, you must

- Immediately inform us via email or a telephone call
- **Not attend the workplace** under any circumstances; and
- Follow the advice of your medical practitioner.

Should I attend work if I think that I may be diagnosed with COVID-19?

If you think that you may have symptoms of coronavirus, you should immediately do the following:

- Inform us via email or a telephone call
- **Not attend the workplace** under any circumstances; and
- Immediately seek medical advice

If you have flu like symptoms for more than a day, we strongly encourage you to get a free Covid-19 test. You can do this by either getting a referral from your doctor or calling the Covid-19 hotline.

You can find out more about Covid-19 testing in Tasmania here:

<https://www.coronavirus.tas.gov.au/keeping-yourself-safe/testing-for-covid19>. If you do get a

Covid-19 test, you must not return to work until you have received medical advice that you are not infected, and that it is safe and appropriate for you to return to work.

What should I do if I am at work and I start feeling sick?

If you are feeling unwell while at work, you must immediately notify your direct supervisor or manager. If we form a reasonable view that you are unwell, you will be directed to go home.

Can I work from home?

If you are suffering from the symptoms of coronavirus, you may work from home if your job role allows you to carry out your duties remotely and your condition is such that working will not compromise your health.

If you are working from home due to coronavirus symptoms, you must not have direct contact with us, your colleagues, customers or clients, or suppliers.

If it is not practicable for you to work from home, then you must not undertake any active duties and you will be on leave.

Can I come back to work when my symptoms have resolved?

If you wish to return to work, you must provide us with a medical certificate confirming that you are fit to return to work, which may (at our discretion, acting reasonably) include confirmation that you tested negative for coronavirus.

Is there someone I can discuss this policy with?

You can discuss this policy with our [insert position], [insert name] on [email].