

ATMC EDUCATION GROUP COVID19 Management Plan

Definitions

High-Risk Country	Countries identified by Department of Health as being a risk: <ul style="list-style-type: none"> • Mainland China • Iran • Italy • Republic of Korea • Europe
At-Risk Persons	Persons who have been in, or had contact with someone from a High Risk Country, or are showing COVID19 Symptoms
COVID19 Symptoms	<ul style="list-style-type: none"> • fever • flu-like symptoms such as coughing, sore throat and fatigue • shortness of breath

Identifying At-Risk Persons

To Identify an At-Risk Person, ask following questions (when asking the questions, list the High-Risk Countries as per latest information from Department of Health):

- Have you been to any High-Risk Countries within the past 14 days?
 - If YES, person must be quarantined for 14 days
- Do you share accommodation with anyone who is from overseas?
 - If YES, person must see a doctor to gain clearance to attend class
- Have you had contact with someone who has visited any of the **High-Risk Countries** in the last 14 days?
 - If YES, person must see a doctor to gain clearance to attend class
- Are you feeling ill, or do you have any COVID19 Symptoms?
 - If YES, person must see a doctor to gain clearance to attend class

Admissions

During the Admissions stage, we will need to flag potential At-Risk Persons from the high risk countries.

- If the student is applying Off-Shore from an identified high risk country we cannot currently accept their application to enrol in a coming intake period due to travel bans impacting Student Visas being issued, the applicant is to be advised that we will process their enrolment application but they may not be able to come to Australia and commence training for three (3) to six months (6) from the date of the CoE.
- Any On-Shore applications from High Risk Countries will need to be flagged with the Operations Manager to determine appropriate admission plan on a case-by-case basis
 - Follow the steps outlined in '[Identifying At-Risk Persons](#)' to determine whether they will be able to commence.

Pre-Commencement (LLN)

Identified At-Risk Persons cannot attend Pre-Commencement activities on site.

- Prior to booking a Pre-Commencement activity, and at the start of the Pre-Commencement activity, follow the steps outlined in [‘Identifying At-Risk Persons’](#)
- LLN Interviews will be conducted with students via Skype/Zoom for students identified as At-Risk Persons

Orientation

As we do not know all the recent travel activities of new students, the following steps are to be taken to identify At-Risk Persons:

- Follow the steps outlined in [‘Identifying At-Risk Persons’](#)
- COVID19 advice to be given as part of induction:
 - If suffering from any COVID19 Symptoms, do not attend class. See a doctor and get a medical certificate for missed classes.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is not available, cough into the crook of your elbow.

Students unable to attend classes

Students may not be able to attend class – but are still fit to study – for the following reasons:

- Unable to enter Australia due to travel bans
- Restricted from attending class due to quarantine

These students can be given the option to continue studies at home using the LMS:

- Learner Guides and Textbooks can be made available through the LMS
- Project Information can be accessed through the LMS, and completed projects emailed to assessors (or assessment upload points created within the LMS for upload)
- Settings for Multiple Choice and Written Questions can be modified to allow remote access:
 - IP Restrictions changed to allow access outside of our network
 - Password protection used to prevent students from taking tests whenever they want
 - Password changed after every use
 - If deemed necessary, Skype video call or screenshare used to monitor students
- Students studying English courses to have Skype sessions with trainers to practice English skills
- Email template to be drafted to send to students explaining options for studying online, providing:
 - Link to LMS
 - Units to Study
 - Trainer Details

- LMS Login Details

Daily Operations

- Email to be sent out to all staff, students, and agents with Contact information for medical facilities and emergencies and standard advice around COVID19:
 - If suffering from any COVID19 Symptoms, do not attend class. See a doctor and get a medical certificate for missed classes.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is not available, cough into the crook of your elbow.
- Hand sanitizer and Disinfectant spray made available in every classroom and office room
- Encourage self-temperature monitoring of students or staff who do not feel well and believe they may have a high temperature
- Disposable Gloves, N95 Masks, and Overalls to be made available at every campus in case someone starts presenting symptoms onsite
- Discuss with cleaners to clean main contact areas, shared tools where applicable and able
- Head Trainers to identify in-demand equipment requirements, such as:
 - Masks
 - Tissues
 - Disposable Gloves
- Signs put up in bathrooms with proper hand-washing technique
- Staff are recommended to use alternatives to handshakes

If Someone presents Sick

If a student or employee shows up with the COVID19 Symptoms, follow these instructions:

- If a Person showing symptoms is a trainer or a student and has exposed a class to their symptoms, the class will be dismissed and directed to report to their medical practitioner and self-isolate for 14 days
- The person showing symptoms – and anyone attending to person - must be given an N95 facemask and disposable gloves immediately
- Person must be quarantined using the following rooms:
 - 601 Bourke St: Prayer Room on Level 3
 - 201 Arden St: Trainer Office
 - 93 Queens Bridge St: Classroom/Storeroom
 - 134 Flinders St: Tanning Room
- Appropriate care is to be given to the Person showing symptoms:
 - Offer reassurance
 - Make comfortable seating is available
 - Offer water or a hot beverage

- Ask if we can contact anyone on their behalf
- Make sure tissues and hand disinfectant is available
- Person is to be taken to a medical practice - either their GP, or if they do not have a GP, to the closest major hospital
 - The medical practice must be contacted beforehand to alert them of the potential COVID19 case
- Person is to be transported to the medical practice by a staff member escort, using one of the cars from the Automotive campus
 - Escorts are to be employees who:
 - Do NOT have young children
 - Do NOT have elderly dependents
 - Do NOT have pre-existing medical conditions
 - Escorts are to wear N95 facemask, disposable gloves, and Overalls
 - When being transported, Person showing symptoms to wear Overalls, as well as facemask and gloves previously supplied
- Once escort has transported person to the Medical Facility they are to return the car to the Automotive campus, leave their overalls in the car, dispose of their mask and gloves safely.
- The car and overalls must be professionally cleaned and disinfected
- The quarantine rooms, and any other areas used by the Person showing symptoms are to be professionally cleaned and disinfected
- Person showing symptoms must contact ATMC to let us know if it is a positive COVID19 diagnosis or not
 - If there is a positive diagnosis refer to '[Positive COVID19 Diagnosis](#)'
 - If tests for COVID19 come back negative, classmates or colleagues are to be informed to reduce any fears.

Positive COVID19 Diagnosis

These steps are to be taken if an ATMC Education Group student or staff member tests positive for COVID19:

- Attendance Records and Staff Timetables are to be checked to see who would have had contact with the student/staff member
 - Reception is to start recording all visitors (including agents and students attending outside of scheduled hours) to keep track of who is on site at what times
- Email to be sent to all students/staff/visitors informing them they may have had contact with COVID19
- All staff and students on affected premises to be sent home immediately
- Premises to be professionally cleaned and disinfected
- Students to stay home until they have doctor's clearance to return to class
 - If trainers or support staff are not yet cleared to return to work, the '[Students unable to attend classes](#)' plan is to be followed
- Staff to work from home* until they have a doctor's clearance to return to work
 - If staff member becomes ill, they are to take sick leave

* IT to be prepared to support staff working from home – including allowing access to Network Drives remotely.