

## Purpose

KCA Education takes the health, safety, and working environment of our students and team very seriously. Due to the issues pertaining to COVID-19 we are committed to continually take a proactive approach to identify and mitigate any potential risks to our students, team members and visitors while on a KCA Campus.

## Scope

This policy applies to students, team members or external guests who are visiting a KCA Campus and or facility. While the issues pertaining to COVID-19 are fluid, our policy and procedures will also change in order to consider and or develop contingency plans to ensure the ongoing health and safety of all KCA stakeholders.

## Responsibility

Responsibility (R)	Accountability (A)	Consult (C)	Inform (I)
Campus Support Officers	Operations Manager Admissions and Administration Manager	Chief Executive Offer Human Resources Manager	Quality Assurance

## Applicable Legislation/Contracts

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ESOS Act
- VET Quality Framework – National Standards for RTO's, AQF

## Related Policies/Procedures

- WHS Policy
- Critical Incident Policy

## Useful Links

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?>  
<https://www.health.nsw.gov.au/news/Pages/default.aspx>

## Preamble

The outbreak of COVID-19 has become a worldwide pandemic that has provided global challenges of a national, community, business and individual basis. During this period, we have based all our decision on the facts that have been provided by the Australian Government, relevant health authorities including NSW Department of Health and industry and regulatory bodies and will continue to do so.

We have been in the fortunate position that to date we have not had any students or staff members diagnosed with COVID-19. As such we have been able to maintain our campus operations. Additionally, all campuses had undertaken additional cleaning, the implementation of temperature checks, extra sanitation of campus equipment, common areas and additional hand sanitisers along with social distancing requirements.

However, a change in delivery model was implemented during Term 2, April 2020 that provided all students with a choice to either attend class on campus or via the virtual classroom. Likewise, all team members also had a choice of more flexibility with regards to their work conditions. While the measures taken to date has assisted in reducing our level of risk, we acknowledge that the risk is ever present. As such, the following

procedures have been put into place to assist in preventing a potential outbreak of COVID-19 once classes return to a normal campus delivery model as of Term 3-July 2020.

## Policy

This policy applies to all KCA stakeholder group that includes: all students (international and domestic), all team members and guests (visitors, trades, suppliers, etc.) who are visiting a KCA Campus or facility and must be adhered to in the unlikely situation of a COVID-19 being identified.

## Campus Entry Requirements

All KCA Campuses will have hand sanitiser, anti-bacterial wipes, plastic gloves and a thermometer located at the reception desk. On arrival to a campus, all stakeholders are to:

- Have their temperature checked before proceeding any further into the campus, noting that between 36-38 degrees is considered to be within a healthy range
- Use the provided hand sanitiser
- If a visitor, sign the visitor's logbook and COVID-19 declaration (attached)

## Other Entry Requirements

Sickness/Illness:

- Do not arrive or attempt to enter any campus if you are sick or showing signs of sickness.
- You will not be permitted entry to the campus and will be sent home if you are showing any signs of sickness
- If you are not feeling well, please follow our standard process of informing your trainer or calling the Campus Support Officer so they can record your absence. Please note that this will not impact your attendance requirements.

You may be denied access to KCA campus:

- If you have come in close contact with anyone who has tested positive for COVID-19 in the past 14 days
- If you have recently returned to Australia from overseas travel or have been in contact with someone that has recently returned from overseas travel in the past 14 days

## Classroom Requirements

All classrooms will have hand sanitiser, anti-bacterial wipes and gloves located on the front desk. All students are to ensure that correct hygiene instructions are followed at times.

- Please ensure that you are using the tables and chairs that have been assigned for the room in order to ensure social distancing is maintained.

## Social Distancing Requirements

In order to assist with social distancing within the campus, students' breaks will be staggered also the use of the computer lab and kitchens. When using these areas, please pay attention to the signage displayed and only use the furniture that has been placed. Please remember to also use the anti-bacterial wipes to clean down any keyboards, tables or other surfaces you have used, along with the hand sanitisers that have been provided.

Note, campuses that have lifts will be restricted to a maximum of 2 people at any one time. However, the stairs are also available.

## Signage and Communication

Please refer to the signage that has been displayed throughout the campuses and the notice boards for any new or updated information pertaining to COVID-19. In addition, please inform your Campus Support Officer if you notice any missing signs so they may be replaced.

## What happens if a case of COVID-19 is detected and confirmed?

In the event that a case of COVID-19 is detected and confirmed on a KCA Campus or facility, the following will occur:

Student/team member is identified:

- The person is to be advised to go to the nearest medical facility for mandatory testing
- The person is to self-isolate until they have received the confirmation of their test results
  - If results are negative - the student must provide evidence to KCA and may return to class
  - If the results are positive - the student must follow the medical advice and provide KCA with the evidence. Please note, depending on the medical advice, KCA may be able to defer the student's studies.

KCA actions:

Depending on the results, if negative, operations will resume, however if a positive case of COVID-19 is detected a mandatory 48 hrs shutdown of the campus will occur.

- During this time the following actions will be implemented:
  - All stakeholders will be advised of the current situation and told to leave the campus
  - The approved delegate from KCA will notify the relevant health authorities in order to assist with any potential community tracing
  - External cleaners will be engaged in order to give the campus full deep clean and sanitise

**Note, apart from the approved delegate from KCA, none should speak or contact any external parties or media.**

- Once the campus has been cleaned all stakeholder groups will be advised that they can return to campus and normal operations via text/email.

It must be noted that the opening and closing of campuses may be the **'New Normal'** process as we make our comeback of a post COVID-19 environment.

## Personal Responsibility

While all care and relevant steps have been taken to minimise any potential risk and provide a safe campus and workplace environment, you are also reminded of your personal responsibility to ensure that you are looking after your own health and well-being along with those that are around you. If you or someone in your household is displaying symptoms of Coronavirus, take precaution, seek the necessary medical advice and do not come onto the campus until you are well and symptom free.

Remember we are all in this together! #AllinthisTogether

## Welfare & Guidance Services

If, at any time you need additional support or counselling outside of KCA, we still offer an Employee Assistance Program (EAP) and a Students Assistance Program (SAP) to assist you:

ACCESS EAP or SAP 1800 719401

Additional external services are also available from:

Interpreting Services: 131 450

Lifeline: 13 11 14

Coronavirus Helpline: <https://www.health.gov.au/contacts/national-coronavirus-helpline>