

MCHF Covid-19 Plan: Updated 19/8/2020

Suspected case of COVID-19 awaiting results

- The worker, visitor, student will be advised to remain self-isolated at home and strictly follow their doctor's advice.
- If NSW Health confirm that the person has COVID-19, the local Public Health Unit will be in contact with close contacts from the workplace, if any, to advise them on what action to take.
- If the person was infectious while at work the College will notify Safe Work NSW/NSW Health and follow instructions.

Workers, visitors or students become ill while on College premises

Any worker, visitors or student with compatible symptoms to those of COVID-19 will be sent home immediately, and advised to call their General Practitioner, call health direct on 1800 022 222 or visit their local Emergency Department

- For workers and visitor's arrangements will be made for their transport either to a doctor or to their home, preferably not using public transport
- For students, parents or nominated guardians will be contacted to immediately pick up their child. Child will be kept in isolation.
- A record will be kept of who become ill and leave the College and the people they have had close or casual contact with
- the person's workstation, work/learning area and any communal areas they have been in are thoroughly cleaned and disinfected
- return to school or work will be in line with NSW Health advise

Staff, visitors and students must co-operate with the College in implementing risk control measures and must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others.

Employees

Are not be permitted to attend work on the premises and must self-quarantine and seek and follow medical advice if they:

- Have recently travelled to an area with known local spread of COVID-19?
- Have come into close contact with someone who has a laboratory confirmed COVID – 19 diagnoses in the past 14 days?
- Have a fever or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

You are to contact the Principal using the current absentee procedure

Workers and Visitors

- Must complete the External Visitors to Site Form
- Designated pickup/delivery areas have been set up for quick and minimal interaction.
- Only identified, essential workers/visitors are to attend the College
- Organising 'by appointment only' visits. By phone or email is preferred method of contact, in order to limit face to face interactions

Parents and Students

Parents are not to send their children to the College if they:

- Have you recently travelled to an area with known local spread of COVID-19?
- Have you come into close contact with someone who has a laboratory confirmed COVID – 19 diagnosis in the past 14 days?
- Have a fever or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

Communication

- Effective communication strategies will include but not limited to regular briefings, email, intranet, phone, posters, website

- The College will display posters promoting regular hand washing, good respiratory hygiene, symptoms to look out for and when to stay home

Hygiene

- Maintain social distancing when interacting, cease hand shaking or unnecessary contact.
- Practice frequent hand washing and using alcohol based sanitising gel supplied
- Cover both nose and mouth when coughing and sneezing with tissue or a flexed elbow
- Dispose of tissues immediately, and use alcohol-based hand sanitiser or wash hands after disposing
- Avoid touching faces

Cleaning

- After-hours detailed disinfection schedule has been put in place to eliminate the spread of any disease around the premises. This will only be conducted after hours to ensure this process is carried out smoothly away from the presence of any public.
- Sanitiser dispensers have been installed
- Work areas to be kept clean and disinfected as often as necessary.
- Deep Cleaning will be initiated if advised by NSW health

College Activities

- The College will follow directives given by the NSW Government in relation to school activities which need to be suspended or modified
- Curriculum delivery will continue via remote learning platform should a directive to close the College be given.

Recovery

Will be initiated when NSW Health declare the threat is contained (and are monitoring for any changes continued, eg: a second wave of the outbreak).

- keep workers, visitors, parents and students informed on the changing risk via current communication methods including but not limited to email, intranet, phone, posters, website
- systematically begin the stand down of control measures being used
- use effective workplace communication strategies to consult with all College stakeholders to evaluate the College' overall response to the outbreak and/or pandemic, so the lessons learned can be applied to any future outbreak
- ensure access to work-based counselling and support services is continued