

COVID SAFE PLAN QUEENSLAND ACADEMY OF TECHNOLOGY

1. DEALING WITH CORONAVIRUS IN THE WORKPLACE GUIDELINES

1.1 INTRODUCTION

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

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

1.2 INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and 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.
- calling in sick if you are not feeling well
- maintaining a distance of 1.5 metres with other people at the college
- filling in the required COVID -19 declaration form before you start work at QAT
- keeping the two person only rule in the lifts

In addition, we request that you:

- Sanitise your personal belongings (phone, bag, etc.) by wiping them with a disinfectant swipe, before bringing those items to work
- Sanitise your desk area (laptop keyboard, etc.) at least once a day.

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 your manager at the earliest opportunity.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

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 management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

In the case you are not sick, the Organisation will consider on a case by case basis whether it is possible for you to work remotely. Advance authorisation to work remotely is needed in every case.

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 management immediately.

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

1.4 SELF-ISOLATION

You must not attend the workplace 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 QAT that you require personal leave 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 workplace.

If you are well during this period of isolation, QAT will consider any available type of leave that may be taken to cover the absence. QAT will also consider on a case by case basis whether it is possible for you to work remotely.

If there are no forms of accrued paid leave available, the absence will be unpaid.

1.5 INTERNATIONAL & BUSINESS TRAVEL

All proposed and pre-approved travel prior to the COVID-19 crisis is suspended.

In the unlikely event that Business Travel is deemed necessary, a full risk assessment into the risks associated with the trip with involvement from employees who are being asked to travel will be and must be conducted.

1.6 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government mandated self-isolation period
- you are not attending work under our specific instruction, or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus.

QAT will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely event of a forced shutdown, if QAT has been approved for the Job Keeper program and if you are an eligible employee, then you would continue to be paid at the Job Keeper rate of \$1500 per fortnight (less tax). If you are not an eligible employee (that is if, at the 1st March, 2020, you had been at QAT for less than 12 months) and you are not a permanent or part-time employee, then you may be stood down without pay during the shutdown period. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

iii) Working from another location

QAT will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

It likewise may be necessary for you to work remotely. Advance authorisation to work remotely is needed in every case.

iv) Harassment/ Bullying

We operate a zero tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

2.0 STUDENTS

i) Orientation

- All new students must undergo an orientation on their first day, which includes information on staying COVID-safe.

ii) Sickness

- If a student displays any signs of flu like symptoms, they must be sent home.
- They may continue their studies online.

iii) Online Study

- Until further notice, students may decide to study on line if they prefer. Attendance will still be recorded.

iv) Social Distancing in Class

- Until further notice, QAT will respect the 2 square meter rule, as all venues are considered separate spaces.

3.0 Lifts

- Until further notice, lift capacity at QAT is limited to 3 people.

4.0 Cleaning

- Cleaning and sanitising of all facilities will occur twice per day, and be conducted by a COVID safe trained cleaner.

5.0 Lunch rooms

- Until further notice, lunch room capacity will be limited by the 2 square metre rule.