Purpose

The Quality Training and Hospitality College Pty Ltd, trading as Quality College of Australia (QCA) take the welfare and wellbeing of our employees, students, and other stakeholders seriously. This policy outlines our strict procedures for employees, students and visitors who attend our college, during the COVID-19 pandemic.

Scope

The scope of this policy encompasses all:

- Students of QCA whether domestic or international
- Employees of QCA and
- Other visitors (stakeholders)

Government directives and the law

This policy represents QCA's 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 QCA staff or students must remain at home, or that our College must close, then such directive overrides this policy.

We refer you to the various Government websites (both Federal and State) which contain up-to-the-minute information on Government policy on COVID-19.

Australian Government Department of Health

Website: https://www.health.gov.au/topics/covid-19

New South Wales State Government

Website: https://www.nsw.gov.au/covid-19

New South Wales Department of Health

Website: https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus.aspx

South Australian State Government

Website: https://business.sa.gov.au/information/run-my-business/covid-19-business-information-and-support

South Australian Department of Health

Website:https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/covid-19

Policy

The health and safety of staff and students are paramount to QCA, and we are actively reviewing and taking steps to ensure that our College remains safe and COVID-19 free. Taking into consideration the operational requirements of our College, and the nature of everyone's interactions within the College, we may form the view that staff and/or students are able to:

- Attend the College and be able to meet the requirements of our College and fulfil their role as a staff person or student or
- Work or study remotely as the requirements of staff and/or students are unable to be met (at a particular point in time)

QCA Responsibilities

To promote the health and safety of staff, students and other stakeholders who are required to attend the College, QCA will:

- Endeavour to provide and maintain a safe working environment for all staff, students and other 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

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- Consult with you about work health and safety issues relevant to the COVID-19 pandemic
- Integrate work health and safety issues into all of our decision making
- Put in place mechanisms for monitoring work health and safety issues
- Take any health concerns raised by you seriously and
- Ensure regular cleaning of all campuses

Staff, Student and other Stakeholder Responsibilities

To ensure the ongoing safety of our staff, students and other stakeholders, it is important that everyone continues to follow the below principles:

- Follow all aspects of this policy
- Take reasonable care to ensure your own health and safety, and that of all others who attend the College
- Not place others at risk or jeopardise the safety of our College environment by any act or omission. For example, coming to the College while unwell
- Follow any safe work procedures or protocols that QCA implements from time to time
- *QR Check-in:* Ensure when attending any of our campus venues, that you complete the 'QR check in' on each occasion of attendance
- *Vaccination Status:* Provide QCA evidence of your up-to-date COVID-19 vaccination (only if this is mandated by Government)
- *Face Masks:* Ensure that face masks are worn when entering any of our campus venues and worn in the classroom, except when eating or drinking (if mandated by Government)
- *Practice proper hygiene:* Regularly wash hands with soap for a minimum of 20 seconds or clean with hand sanitiser. All classrooms and common areas have hand sanitiser available for your use
- *Social Distancing:* Apply 'social distancing' where possible and ensure that you follow current Government guidelines
- *Feeling sick:* Do not attend the College if you feel unwell, have cold or flu like symptoms or if you believe you may have come into contact with someone who is unwell. Please stay home, and get tested
- Regularly take steps to clean up or wipe down any surfaces that you have used and
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing)

QCA COVID-19 Safety Plan

We are required to follow direction from the Government regarding mandatory public health directions.

Our response plan if there is a suspected or confirmed cased of COVID-19 associated with a QCA staff member, student or visitor, QCA will undertake the following steps:

- The Department of Health will be notified immediately (if mandated by Government)
- If notified of a possible COVID-19 infection, we will isolate the person from others to prevent the spread and seek further advice from the Department of Health as well as SafeWork in the relevant state (South Australia or New South Wales)
- In line with advice from the relevant Department of Health, we will clearly communicate the risk of an infection to all staff, students and anyone that may have had close contact with the infected person (if deemed necessary at the time)
- The relevant Department of Health will also contact relevant people that may be at risk via their tracing systems and notify them of the next steps (if a current practice of Government at the time)
- Any venue affected will be closed down and a deep clean undertaken prior to re-opening (if mandated by Government)
- At all times we will follow advice from the Department of Health and State Government directions

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COVID-19 Diagnosis

If you are diagnosed with COVID-19, you must

- **Immediately inform QCA Management via a telephone call (1300 511 888)**
- **Not attend the College under any circumstances and**
- **Follow the advice of your medical practitioner**

Suspected COVID-19 Infection

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

- **Immediately inform QCA Management via a telephone call (1300 511 888)**
- **Not attend the College under any circumstances and**
- **Immediately seek medical advice**

Feeling Sick

If you are feeling unwell while at the College, you must immediately notify QCA Management. If QCA Management forms a reasonable view that you are unwell and are a risk or a potential risk to others at the College, you will be directed to go home and seek medical advice.

Working / Studying from home

If you are suffering from the symptoms of coronavirus, you may work or study from home if your condition is such that working or studying will not compromise your health.

If you are working or studying from home due to coronavirus symptoms, you must not have direct contact with the College, other College staff, students or other stakeholders.

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

Returning to the College

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

If you have any questions or concerns, please call the office on 1300 511 888

and speak with QCA Management or your trainer.

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