



DDLs Australia

Melbourne Campus

COVID Safety Plan

October 22nd 2021





A strict limit of a minimum of 2sqm per person



Maintain physical distancing



Maintain hygiene standards and conduct frequent cleaning



Carefully manage shared spaces to ensure physical distancing

DDLS Melbourne Campus Premises Details

Address:	Level 12A, 45 William Street, Melbourne
Contact	Adrian Taylor Ph: 0401 461616 E: Adrian.taylor@ddls.com.au
COVID19 Marshalls	Adrian Taylor Title: Sales and Operations Manager VIC Ph: 0401 461616 E: Adrian.taylor@ddls.com.au Jasmine Zarei Branch and Facilities Coordinator VIC Ph: 03 9675 5226 E: Jasmine.zarei@ddls.com.au

COVID19 Safety Plan

Physical and Social Distancing

- Maximum occupancy per classroom and office areas is limited to 1 person per 4 square meters of floorspace.
- Classrooms – every second desk only to be used. Monitors removed from unused desks.
- Classrooms – Occupied desks have been situated 1.5 meters apart
- All staff and students to maintain a social distance of 1.5 meters apart
- Signs have been placed in the entry (2 doors) of facility, each room and hospitality stating maximum capacity and social distancing requirements.
- Social distancing requirement signs have been placed on the floor at the entry of each entry door into classrooms and office areas

Mandatory Sign In and Registration

- In accordance to Victorian Govt Regulations all staff and students attending site are required to sign in using the QR Codes located on the entry doors and throughout the premises daily.
- In accordance to Victorian Govt regulations all staff and visitors to site MUST be fully vaccinated against COVID 19 and are required to show proof (unless proof of medical exemption)
- DDLS Melbourne Campus supports all Victorian Govt regulations and complete mandatory checks with staff and visitors daily.

Hygiene and Face Masks

- DDLS Melbourne Campus has engaged a professional cleaning service to provide additional cleaning for all used classrooms, hospitality and office areas daily.
- Additional handwashing and sanitising stations have been set up in all classrooms, offices and common areas.
- DDLS instructors and staff are responsible to undertake regular cleaning throughout the day of classroom door handles, used keyboards and mice and highly used equipment in classrooms and common areas (eg coffee machines).
- Students and visitors are required to sanitise hands upon entering the premises and every time they enter a classroom.
- Signage on good hygiene practices have been erected throughout the premises and toilets
- It is mandatory to wear face masks inside of the premises by all visitors and staff. Exceptions apply as per Vic State regulations and DHHS advice.

Training and Education

- **A trained COVID Marshall will be onsite at all times.**
 - COVID Marshalls have undertaken the recommended COVID training as outlined by the Victorian State Govt –
 - <https://www.covid-19training.gov.au/login>
- DDLS Melbourne Campus staff are updated regularly of COVID restrictions and requirements via email and in writing.
- Printed copies of COVID safety plans and requirements are located at Reception, in the office and located in classrooms.



- DDLs Melbourne has installed relevant signage in the facility including entry, toilets, classrooms and common areas on good hygiene practices, what to do if feeling sick and washing hands appropriately.

Exposure Response

- **In the event of a suspected COVID event:**
 - Staff have the right to refuse entry to any persons showing signs of coughing, fever or flu like symptoms
 - Any person suspected of being ill already on campus will be isolated to an unused classroom while advise is sort from the Department of Human Services.
 - No member of staff or visitors are permitted to leave the premises until notified by DHHS
 - In the event of a suspect COVID case both entry doors will be closed to outside patrons with notifications placed on doors advising current circumstances
 - Building management will be notified of suspected case
 - If required and advised by DHHS, staff and visitors will be advised to visit a COVID clinic for testing and to remain at home until a negative test has been received.
 - COVID deep cleaning will be conducted on the entire premises post DHHS recommendations.

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**