



**DDLs Australia**

**Melbourne Campus**

 **COVID Safety Plan**

February 2022



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

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## COVID19 Safety Plan

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### *Physical and Social Distancing*

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- Although GOVT Regulations specify there is no longer capacity limits in classrooms, where possible DDLs Melbourne will continue with 1 person per 2 square meters.
- Maximum occupancy per public and office areas is limited to 1 person per 2 square meters of floorspace.
- 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

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### *Mandatory Sign In and Registration*

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- 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 upon entry or when requested.
- DDLs Melbourne Campus supports all Victorian Govt regulations and complete mandatory checks with staff and visitors daily.

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### *Hygiene and Face Masks*

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- 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
- Masks are mandatory indoors with the exception of instructors teaching in class. Masks must be carried at all times and used where required as per GOVT guideleines

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### *Training and Education*

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- 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 in classrooms.
- DDLS Melbourne has installed relevant signage in the facility including entry, toilets, classrooms and common areas on hygiene, feeling sick and washing hands appropriately.

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### *Exposure Response*

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- 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 required to leave the premises immediately and self isolate.

#### **Following notification of a positive case:**

- If DDLS are advised that a person with COVID-19 attended an indoor space onsite during their infectious period, we will take reasonable steps to notify relevant employees, students, or visitors who were onsite at the time, that they may have been exposed to COVID-19.
- If those people confirm they were in the same indoor space at the time of the diagnosed person, they are considered a ‘workplace’ contact and must follow the testing and isolation requirements as detailed in the **checklist for COVID contacts**.
- Anyone who has been exposed to COVID-19 is strongly recommended to undertake 5 RATs (one each day) from the date of notification and must report any positive results to DDLS.



## Recording requirements:

DDLS are required to collect, record and store the following information:

- a list of employees who have been notified that they may have been exposed, and
- the results of any COVID-19 test of those exposed persons (employees only).

All staff who are identified as exposed persons in universities, TAFEs and other training and adult education providers can return onsite if asymptomatic or, if symptomatic if a negative RAT/PCR test result has been received.

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### *Checklist for COVID Contacts:*

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## Household or Workplace contacts:

- You have spent more than four hours with someone who has COVID-19 inside a house, accommodation or care facility.
- You must quarantine for 7 days.
- You must get tested on Day 1 of quarantine (or as soon as possible) and get tested again on Day 6 of quarantine - with a rapid antigen test, or a PCR test if you can't access a rapid antigen test.
- If you test positive on a rapid antigen test, you must report your result. Visit [Reporting your result page](#) for more information.
- Household or household-like contacts are also referred to as close contacts.

## All other contacts:

- Someone who has COVID-19 has informed you that you are their social contact, or a workplace or education facility has informed you that you are a workplace or education contact.
- Staff and students at schools - whether or not they are contacts - are strongly recommended to use rapid antigen tests twice a week during school weeks (five times a week in specialist schools) as part of the back to school plan.
- If you have symptoms, you must use a rapid antigen test, or get a PCR test if you can't access a rapid antigen test.
- If you don't have symptoms, you are recommended to use a daily rapid antigen test for 5 days.
- If you test positive on a rapid antigen test, you must report your result. Visit [Reporting your result page](#) for more information.
- If you don't have symptoms and cannot access a rapid antigen test then monitor for symptoms and get tested if symptoms emerge.



**Checklist for household or Workplace contacts:**

Step 1: Quarantine at home for 7 days

Step 2: Get tested as soon as possible or when you have symptoms

Step 3: Get another test on Day 6 of quarantine period to be released

**Checklist for all other contacts:**

Step 1: Get tested if you have symptoms

Step 2: Monitor for symptoms and stay COVIDSafe

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