

# COVID SAFETY PLAN

## DDLs ADELAIDE

8 October 2021





DDLS Australia Pty Ltd

## QR CODE CHECK IN ADELAIDE

**Ensure that all staff, students and visitors complete mandatory SA QR Code check in when entering DDLS Adelaide Campus.**

DDLS actively monitors the point of entry and requests that all staff, visitors and students show staff the 'green tick' demonstrating they have checked in using the SA State Government app. QR Codes are conveniently placed at entry and are easily accessible. Manual signage is available at the reception desk opposite main entry.

## WELLBEING OF STAFF AND CUSTOMERS

**Exclude staff, visitors and customers who are unwell.**

Due to DDLS' flexible work arrangements, our SA employees are able to work from home. We have COVID-19 safety guidelines which ensures all employees do not, under any circumstances, attend the campus whilst displaying any flu-like symptoms.

Our courses can be attended remotely as Virtual Instructor Led Training (VILT), with student attendance onsite at the Adelaide campus available at the request of the student.

When transitioning back to the office/campus, limits of staff, students and visitors will adhere to the 1 person per 4sqm ruling.

Masks are compulsory for high risk settings only, as SA campus is running at less than ½ density, social distancing and classroom set up adheres to the 1.5m social distancing rule, masks are not compulsory and do not need to be worn within the campus or classroom.

Masks are compulsory and must be worn in the building lifts.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.**

All Adelaide staff are registered SA Government COVID Marshals and thus have completed the on-line training to achieve this certification. A copy of each staff members certificate is kept in the COVID folder at reception.

SA Government COVID site continually upgrades regulations, this document is distributed to all staff and the most relevant documentation is printed and placed in a folder at reception. It is compulsory for all SA Staff to read and abide by the latest updates.

All staff are made aware and documentation is at reception which provides comprehensive guidelines on procedures relating to environment, hygiene, entry requirements, classroom delivery and social distancing compliance.

DDLS has policies around Flexible Work Arrangements and clearly articulates the requirements of working from home. Any employee in quarantine may continue to work from their quarantine location.



### **Make staff aware of their leave entitlements if they are sick or required to self-isolate**

Employees who are unable to work due to illness are aware of their leave entitlements through our online Leave Management system, Employment Hero. They are also encouraged to speak with their manager or our People and Performance team should they require clarification.

### **Display conditions of entry for any customers or visitors (website, social media, entry points)**

Students attending courses at DDLS in Adelaide are emailed a booking confirmation prior to the course outlining our conditions of entry and providing a link to further information about our safety measures and condition of entry on our website. Signage in our Hospitality and Reception areas detail safety measures, hygiene practices and physical distancing measures.

## **PHYSICAL DISTANCING**

All social distancing rules are adhered to which are detailed on the SA State Government COVID Plan site Visit [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au). All staff members in the Adelaide facility are registered COVID Marshals and have completed the on-line training and acquired certification.

<b>Venue areas</b>		
<b>Name</b>	<b>Area (in m<sup>2</sup>)</b>	<b>Max people (excluding staff)</b>
Training facility with seated dining area	51	38

Due to the work from home and remote course delivery practices in place, our physical numbers onsite are considerably lower than the 1 person per 4sqm ruling. For those on campus, we strictly adhere to 1.5m physical distancing.

**Assign workers to specific workstations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant.**

DDLS Adelaide has allocated workstations for all staff and students so there is no requirement for staff or students to work between workstations.



**Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.**

Our work from home policy and remote delivery of courses ensure that onsite presence is minimised. All staff and student workstations are at least 1.5m apart to allow for physical distancing.

**Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.**

By rostering DDLs Adelaide staff on early or late shifts as well as working from home for part of the week, contact with others in the office is minimised. Our instructors are able to deliver their Virtual Instructor Led Training from their homes using Zoom or Teams or from our Adelaide Campus.

**Consider barriers or other controls to ensure staff and visitors at interaction points; stay at a safe distance or separate by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.**

When greater numbers of students return to the campus, they will be required to use the floor markings to maintain physical distancing. Mask wearing is currently not compulsory if venue capacity is less than  $\frac{3}{4}$  density as people are easily able to keep 1.5 metre distance. Hand sanitiser is at point of entry and near catering facility. Regular cleaning practices are maintained.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks) and when arriving on campus, to stand a safe distance from Reception.**

As demonstrated previously, numbers on Adelaide DDLs Campus are minimised. Staff and students are encouraged, via signage and verbal reminders, to maintain the 1.5 metres distancing at all times. Meal breaks are taken outside, at staff desks or in our hospitality area where social distancing reminders are in place.

**Use telephone or video for essential meetings where practical.**

More than 95% of our courses involve 100% remote delivery via Zoom or Teams. In addition, staff and client meetings are conducted virtually until restrictions are eased to allow for face-to-face meetings.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Deliveries are placed into the storeroom by couriers and signatures are no longer required. All invoices are sent electronically.



## HYGIENE AND CLEANING

**Provide hand sanitiser at multiple locations throughout the workplace.**

Hand sanitiser, sanitised wipes and disinfectant spray have been placed in every classroom and throughout the staff, reception and hospitality areas, as well as in the bathrooms.

**Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.**

Disinfectant wipes are provided in every classroom and in the staff area.

**Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.**

Understood and agreed.

**Cleaning of break out areas and classrooms with detergent or disinfectant. Clean frequently touched areas and surfaces.**

In our break out areas all table tops, benches, coffee machines are cleaned after each break tables and desktops are cleaned daily with disinfectant, as are any computers, keyboards and mice that are in use. Several times a day we wipe down elevator buttons, classroom door handles, kitchen surfaces, taps and any other equipment in use in the hospitality area.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.**

Understood and agreed



## PROCESS IF A COVID-19 CASE HAS ATTENDED DDLS

Should SA Health advise that a confirmed case of Covid-19 has attended DDLS in Adelaide, we will work with SA Health to determine the appropriate next steps to minimise the risk of virus transmission within the workplace.

DDLS will then notify WorkSafe SA by calling them and completing a **Notifiable Incident form**.

It is understood and agreed that there may be a direction by SA Health to undertake cleaning and disinfection of the DDLS Campus during which time the business will be closed.

## CLEANING IF THERE IS A CONFIRMED COVID-19 CASE AT DDLS

DDLS understands and will abide by the requirements for cleaning in that appropriate PPE be worn and approved disinfectants be used during cleaning as per the SA Government Covid-19 website.

Ref: [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au)