

# COVID-19 Safety Plan

## DDLs NSW Campus

The purpose of this document is to inform stakeholders of the procedures and requirements for return of staff, students and visitors to the NSW Campus during the COVID-19 pandemic.



## Return to Campus: NSW

The management of return to campus is divided into these key areas:

1. Entry requirements
2. Environment
3. Hygiene
4. Classroom delivery
5. Compliance

### ENTRY REQUIREMENTS

Managing the health and safety of all clients, team members, service providers and other visitors on site is paramount.

#### Mask wearing

As of the 15th December 2021, masks are now only required on public transport, planes and at airports, or for front-of-house hospitality staff who are not double vaccinated. However, we ask our staff, clients and visitors to wear a mask when they are in the common areas such as reception and hospitality, to protect the well-being of all those onsite at the DDLS Sydney campus.

#### COVID safe check-ins

We continue to carry out COVID Safe check-ins using the COVID QR Code upon arrival, for all staff, clients and visitors.

#### Testing positive

Any of our staff, clients or other visitors who develop symptoms of COVID-19 or test positive for COVID-19 (either confirmed via a PCR test or a Rapid Antigen Test) are required to self-isolate and advise DDLS of your results.

You are required by Service NSW to register a positive Rapid Antigen Test result via your MyServiceNSW account as soon as possible after you get your result.

If a student tests positive while attending a course on campus and is well enough to continue with their class, we can convert the booking from on-campus to remote dial-in. Please contact your account manager to arrange this.

### ENVIRONMENT

#### Social Distancing: Managing physical distancing between students

Although no longer a public health order, we continue to maintain physical distancing between students attending classes, by:



- Reducing the number of students in each classroom to half the usual capacity and ensuring spacing between students
- Placing stickers on tables in hospitality directing students to where they can sit, to facilitate spacing
- Placing stickers on floors in hospitality and reception to minimise congregations at hygiene stations and hospitality/kitchen areas, including coffee machines
- Sourcing student lunches at a local café (lunches will not be catered by DDLS for at least the foreseeable future)

### **Social Distancing: Managing physical distancing between staff**

DDLs also manages physical distancing between staff, through the following:

- Implementation of a roster for those who wish to come into the office, to reduce interaction between staff (WFH policy still in place)
- Staggered breaks to ensure physical distancing occurs during break times
- Maintaining physical distancing in the meeting room by adequately spacing chairs
- Ensuring staff remain at home if they are unwell or have been in contact with a positive COVID-19 patient.

## **HYGIENE**

### **General cleaning principles**

Routine cleaning of frequently touched surfaces using appropriate detergent/disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission. Particular attention is paid to shared workspaces, restrooms, staff changing rooms, workstations and classroom desks, chairs and frequently touched surfaces such as door handles, elevator buttons, computer keyboards and mice, coffee machine buttons, taps, etc.

### **Hygiene stations**

Two hygiene stations have been placed on level 24 - one in the foyer for arrival of staff, students and visitors and one in Hospitality. There are additional hygiene products available in each classroom. These stations contain products such as wipes, hand sanitiser and gloves.

### **Daily cleaning by building management cleaners and the DDLS team**

The daily campus clean has been resumed by building management. In addition to this, there is regular cleaning of:

- Elevator buttons
- Classroom door handles and other surfaces
- Hospitality surfaces and equipment
- Toilet doors, inside and out
- Ice cream fridge
- Desks, keyboards and mice.
- Etc



## **Classroom cleaning**

Each classroom has been provided with a cleaning pack to manage daily cleaning requirements.

Instructor responsibilities include:

- Cleaning inside door handles with wipes throughout the day (ie. when used by students entering or leaving the room)
- Enforcing social distancing requirements between students
- Regular cleaning of any shared surfaces
- Encouraging students to clean their workstation (desk, keyboard, mouse etc.) at the end of each day.

## **DDLs staff workstations, printers and other shared resources**

- Workstations are kept clean and free of clutter to allow for a thorough cleaning at the end of each workday
- Staff are encouraged to wipe down their desk, keyboard, mouse, etc, at least once per day
- Wiping down of shared resources after use - eg. printer, shredder, staplers, etc.

## **Dishes, cups and cutlery**

Any dishes, cups and cutlery used are cleaned in our commercial dishwasher using appropriate dishwashing detergent. Staff place any dirty items directly into the dishwasher to minimise double handling (*these are not to be left around on benches for others to deal with*).

Dishes, cups and cutlery are stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs. Prior to and after handling dishes, cups and cutlery, everyone is encouraged to practice good hand hygiene (wash with soap and water or use an alcohol-based hand sanitiser for at least 20 seconds). Posters have been placed about the campus to promote these practices.

# **CLASSROOM DELIVERY**

## **Courseware & other materials**

- Digital courseware continues to be provided to students wherever possible
- Students are provided with a DDLs pad and pen in a plastic slip.

## **In-classroom briefing to students**

Delivered by the instructor or the campus team, each class is provided with an overview of the below topics and allowed to ask questions before the commencement of training.

- How students are to behave on campus (eg. social distancing, elevator usage, etc)
- Classroom cleaning (instructor responsibilities and individual responsibilities)



- Attendance emails (required for auditing purposes, as well as for any exam vouchers, vendor reporting and COVID-19 compliance)
- Lunch times (staggered times, plus café location information for meals)
- Fire and evacuation procedure.

## COMPLIANCE

### DDLs COVID Safety Plan

Here is the link to the NSW Government Roadmap for easing of COVID-19 restrictions:  
[Roadmap for easing COVID-19 restrictions | NSW Government.](#)