

30 June 2020

# COVID-19 Safety Plan

Effective 21<sup>st</sup> May 2020

## HBA Learning Centres

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws.

### BUSINESS DETAILS

Business name:	HBA Learning Centres Pty Ltd
Plan completed by:	Harold Baldry
Approved by:	Harold Baldry

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers and visitors who are unwell.	Everyone who enters an HBA facility is to have their temperature tested on entry, and if higher than 37.5 degrees C, to be denied entry and advised to seek medical testing for Covid 19. If a person has a temperature of 38 degrees C or higher, that person is required to seek medical testing, and their name and contact details provided to the relevant Health Department.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All trainers must read the HBA Covid19 Safe Work Plan and any questions are to be directed to the Managing Director
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	HBA Learning Centres is to ensure all staff are aware of their leave entitlements.
Display conditions of entry (website, social media, venue entry).	Covid Safe policy to be displayed at every HBA location.
Ensure COVID-19 Safety Plans are in place, where relevant for hired venue	The course coordinator is to ensure this occurs.
<b>Physical distancing</b>	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).	HBA Managers in charge of any facility must know the size (in sq metres) of every space in that facility, and to calculate maximum numbers of persons(non-staff, including learners) allowed in that space. Trainers to ensure the maximum number for each space is not exceeded. Ultimate responsibility to rest with HBA's Managing Director

Ensure participants maintain 1.5 metres physical distance where practical.	Trainers to ensure this distance is maintained, this may require staggered morning tea and lunch time breaks.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.	Trainers to ensure this is observed.
Move or block access to equipment to support 1.5 metres of physical distance between people.	Where equipment is used, only one person to use at a time per class, and that equipment to be disinfected after every use. The Trainer is to ensure the 1.5 Metre requirement is observed.
Ensure communal facilities such as toilets and lifts have strategies in place to reduce crowding and promote physical distancing.	Trainers to manage this.
Where practical, stagger the use of communal facilities.	Trainers to manage this.
Reduce crowding wherever possible and promote physical distancing where people are asked to queue.	Trainers must regulate the number of people queueing at any point in time.
Have strategies in place to manage gatherings that may occur immediately outside the premises	N/A.
Use telephone or video platforms for essential staff meetings where practical.	HBA advocates the use of Teams and GoToMeeting wherever possible and practical.
Review regular business deliveries and request contactless delivery and invoicing where practical.	HBA to use contactless delivery wherever possible.
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	All Trainers and Learners are required to wash hands and/or use hand sanitisers upon every entry to the training area, and at other times as desired, as well as on departure from a facility.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser required to be available at every venue entry point and with a large venue, at other appropriate places throughout the venue.
Ensure bathrooms are well stocked with hand soap and paper towels or dryers. Consider providing visual aids above hand wash basins to effective hand washing.	Where facilities owned or managed by HBA Learning Centres, the MD or Trainer is to ensure amenities are well stocked with soap and paper towels or hand dryers. Visual aids promoting effective handwashing to be available. Where premises are only hired, the Trainer in charge of the training course is to liaise with the building owner to ensure sufficient equipment, and if possible, hand washing signs.
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	Personal equipment not to be shared.
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently	Indoor hard surfaces such as bench tops to be cleaned (detergent then disinfectant) at least once per day.

touched areas and surfaces, including in communal facilities, several times per day.	Frequently handled surfaces, including door handles, to be cleaned before and/or after every class.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Any shared equipment to be used (e.g. a laptop) to be held by one person per class and cleaned after every class with disinfectant.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Every Trainer to ensure every class has accessible detergent/disinfectant and gloves for use as wished.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectant solutions to be maintained at appropriate strength and used as per instructions. - Trainers' responsibility.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	People cleaning to wear gloves, and wash hands with soap and water after cleaning.
Encourage contactless payment options.	While some students will wish to pay by cash, HBA staff are to encourage as much as possible, contactless payment.
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	All persons attending class to have their name recorded on every occasion they use an HBA facility, with their contact number and/or email address kept on file. Where this information is gathered purely for Covid-19 tracing, this information to be kept confidential and kept for at least 28 days. All contractors or other visitors to a facility where their visit is the responsibility of HBA Learning Centres to have their name and contact number and/or email address recorded and kept (confidential) for at least 28 days.
Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.	HBA is to ensure all attendees are aware of the CovidSafe app, and Government support.
Cooperate with the various state Health Departments if contacted in relation to a positive case of COVID-19 at a workplace, and notify SafeWork.	Should any case of Covid-19 occur with any user of HBA's facilities, the appropriate Health Department to be immediately advised (by the most senior person present), and then SafeWork to be advised.