**Coronavirus (COVID-19) Standard and Additional precautions for CARHDS training.**

## As Coronavirus cases continue to occur, it is an important time for CARHDS to consider how we plan to continue our operations in relation to training, meetings and general workplace practices.

## The following standard precautions now apply to CARHDS training and all employees are required to read, act and review the following question/answer taken from ASQA and Safe Work Australia:

## What physical distancing measures do I need to implement in my workplace?

Below are measures to ensure physical distancing is achieved with respect to on-campus teaching and student accommodation at tertiary education institutions including universities and TAFEs. Due to current restrictions on gatherings, there may be restrictions on the ability to undertake on-campus teaching. Any measures outlined below therefore are provided only for the purpose of informing planning for when restrictions in the relevant state or territory are lifted. You should check what [restrictions are in place in your state or territory](https://business.gov.au/Risk-management/Emergency-management/Coronavirus-information-and-support-for-business/Restrictions-on-non-essential-services) and only operate based on what activities are permissible.

Remember, you must consult with workers and health and safety representatives on health and safety matters relating to COVID-19, including what [control measures](https://www.safeworkaustralia.gov.au/glossary#control-measures) to put in place in your workplace.

## Worker and student interactions and work tasks

Where possible, provide each person (workers and students) with 4 square metres of space in a room when indoors in accordance with general health advice.

* To achieve this, calculate the area of the room (length multiplied by width in metres) and divide by 4. This will provide you with the maximum number of people you should have in the space at any one time.
* Where the nature of work means you are not able to provide 4 square metres of space pers person, you need to implement other measures to prevent the spread of COVID-19.

To help you achieve 4 square metres of space per person (or where not practical, to achieve the maximum space per person) limit the number of people on campus by:

* facilitating workers, particularly office/administrative workers and those in shared offices, to work from home, where they can
* continuing to make lectures and tutorials available online where possible and appropriate, to provide alternative options for students, particularly those who may be unwell or in a vulnerable group
* holding classes, workshops, lectures and tutorials in larger theatres and rooms and monitoring the number of people in the space to ensure compliance with the 4 square metre rule
* calculating the number of people allowed in rooms and placing signs at the entrance communicating the maximum number of people permitted at one time
* limiting the number of students that can use labs, animal houses or studios at any one time – e.g. staggering access times
* reducing the number of lectures/tutorials held each day to allow extra time between classes to minimise interactions between students arriving and leaving rooms
* implementing separate entrances and exits into lecture theatres and classrooms where possible or staggering entry and exit times
* advising students to arrive just before their class start time so they can enter the classroom immediately and to leave immediately afterwards to avoid crowding outside rooms and in passageways
* reducing the number of staff and/or students utilising science or computer labs at any one time by utilising every second computer or work area within the lab
* implementing electronic or virtual methods for delivering student administrative and support services where possible and appropriate, and
* postponing non-essential work and activities on campus including sporting and social activities.

Direct workers and students to keep 1.5 metres of distance between them in accordance with general health advice. To achieve the best outcomes for physical distancing:

* implement measures in combination with measures for 4 square metres spacing, as set out above
* for outdoor activities ensure the space selected allows for physical distancing of 1.5 meters
* where possible ensure seating in theatres, classrooms, workshops and laboratories is spaced out to allow for physical distancing of 1.5 metres such as only allowing every third seat in theatre style settings to be used and staggering that between rows. Other seats should be clearly marked (e.g. with signage or tape) that they are not to be used
* put [signs](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) around the areas where workers and students normally gather such as outside lecture theatres/classrooms, libraries, study spaces, cafes and dining areas and create wall or floor markings to identify 1.5 metres distance. University staff could wear a badge as a visual reminder to each other and students of physical distancing requirements
* limit physical interactions between staff and students, where possible, such as undertaking student consultation electronically instead of students visiting lecturers’ or tutors’ offices
* minimise the number of people who travel in campus-provided transport at any one time. Refer to our [public transport webpage](https://www.safeworkaustralia.gov.au/node/2738) for further guidance, and
* require staff to use other methods such as mobile phone, radio or teleconference to communicate with each other rather than face to face interaction.

Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers and students. Where not possible, reduce the amount of time workers and students spend in close contact.

Where students are required to undertake a clinical placement, vocational placement, or work experience as a component of their studies or training, you must engage with the students and host organisation and assess the risk to these students. Depending on the level of risk, you may need to consider postponing or adjusting the placement and training to ensure health and safety.

## Layout of the teaching and common areas

* You may need to redesign the layout of the lecture theatres, classrooms, workshops, study rooms and common areas to enable workers and students to keep at least 1.5 metres apart.
* This can be achieved by, where possible:
	+ restricting workers and students to certain pathways or areas, and
	+ removing or spreading out furniture in offices, libraries, study spaces and other common areas to allow for physical distancing. Put signs on walls and tables requiring that furniture not be moved around.
* Consider floor and/or wall markings and signage to identify 1.5 metres distancing requirements.

Staff gatherings and training

Postpone or cancel non-essential gatherings, meetings or training.

If gatherings, meetings or training are essential:

* use non face-to-face options to conduct – e.g. electronic communication such as tele and video conferencing
* if a non face-to-face option is not possible, ensure face-to-face time is limited, that is make sure the gathering, meeting or training goes for no longer than it needs to
* hold the gathering, meeting or training it in spaces that enable workers to keep at least 1.5 metres apart and with 4 square metres of space per person – e.g. outdoors or in large conference rooms
* limit the number of attendees in a gathering, meeting or training according to physical distancing requirements. This may require, for example, multiple training sessions to be held, and
* ensure adequate ventilation if held indoors.

## On-going review and monitoring

* If physical distancing measures introduce new health and safety [risks](https://www.safeworkaustralia.gov.au/glossary#risks) (e.g. because they impact communication or mean that less people are doing a task), you need to manage those [risks](https://www.safeworkaustralia.gov.au/glossary#risks) too.
* Put processes in place to regularly monitor and review the implementation of [physical distancing](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/social-distancing-for-coronavirus-covid-19) measures to ensure they are being followed and remain effective.

If changing the physical layout of the workplace, your layout must allow for workers to enter, exit and move about the workplace both under normal working conditions and in an emergency without [risks](https://www.safeworkaustralia.gov.au/glossary#risks) to their health and safety.

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