

National COVID-19 Safe Plan

Physical Distancing and Maximum Capacity Requirements

TOPIC / AREA	REQUIREMENT	CAMPUS LOCATION	RECOMMENDATIONS / OPTIONS	RESPONSIBLE PERSONS
All Campus Areas	Physical distancing where practical (1.5 metres)	Recommended for all campuses	If physical distancing cannot be maintained for longer than 15 minutes, face masks are recommended	All
			Floor distancing stickers to be placed in all reception areas (Student Services, Library, Clinic)	Local WHS Committee
All Campus Areas	Maximum capacities as per state legislation	Adelaide: No capacity limits for education Brisbane: Do not apply to small education and teaching sessions such as group seminars, tutorials, practicals, laboratory-based learnings and vocational training sessions Gold Coast: Do not apply to small education and teaching sessions such as group seminars, tutorials, practicals, laboratory-based learnings and vocational training sessions Melbourne: No capacity limits for education Perth: No longer apply for education Sydney: No capacity limits for education	Maximum capacity posters to be placed on every door/entry of all areas for those states who are impacted	Local WHS Committee
			<i>Flexible Working Location Policy</i> for staff to limit total number of staff on campus at any one time	Human Resources department
			Timetable adapted to maximum capacities per teaching room	Timetabling and Examinations department Campus team

Hygiene and Infection Control

TOPIC / AREA	REQUIREMENT	CAMPUS LOCATION	RECOMMENDATIONS / OPTIONS	RESPONSIBLE PERSONS
Face Masks	Campus will adhere to any state government directive for face masks to be worn	Adelaide: No longer required	<i>Face Mask Wearing Procedure</i> outlining College protocols including the supply, training, and option of all those on campus to have access to face masks if required	All
		Brisbane: Face Masks are provided and recommended in the clinic environment but it is up to the individual to adhere to directive		
		Gold Coast: Face Masks are provided and recommended in the clinic environment but it is up to the individual to adhere directive	Video training provided on: > WHS Hub for Staff and > Clinic Hub for Students	HR department / Clinic team
		Melbourne: Required in Chinese Medicine clinic consultations only	Face Mask Wearing guides available on the WHS Hub:	Campus team and WHS
		Perth: No longer required	> How to wear a non-medical mask safely	
		Sydney: Not required	> How to wear a medical mask safely	
Vaccination Status	Campus will adhere to any state government vaccination mandate	Adelaide: Not required	<i>Immunisation Guideline</i>	All
		Brisbane: No longer required		
		Gold Coast: No longer required	For those states mandating vaccinations, staff and students are to upload their vaccination certificates for recording purposes as long as mandate is current	All staff & students impacted
		Melbourne: No longer required		
		Perth: No longer required		
		Sydney: Not required		
Hand Hygiene	Frequent hand washing and hand sanitising	Recommended for all campuses	Hand washing instructions located in key areas (clinic consultation rooms, bathrooms, practical rooms)	All
			Use of hands-free hand washing basins in every clinic consultation room	Campus team
			Availability of hand sanitiser in key areas	Campus team

			Use of gloves to limit potential cross infection (during acupuncture, dry needling)	All
			No hand shaking and or limit hand contact where practical (gloves should be used where appropriate)	All
			<i>Safe Work Procedure – Sharps, Moxibustion and Biohazardous Waste Handling and Disposal</i>	All
Cleaning Protocols	Daily cleaning/disinfectant requirement for high touch areas	Recommended for all campuses	Additional high touch daily cleaning including a cleaning log that cleaners will need to sign off at each scheduled cleaning day	Campus team
			Disinfectant protocols for all high touch areas at the start and end of each teaching session including the display of signs	All
			Availability of single-use alcohol wipes	Campus team
			Limiting shared items where possible (using own device where practical)	All
Perspex Sneeze Guards	To decrease the potential spread of droplets	Recommended for all campuses	To be used for all reception areas where there is high traffic (student services, library, and clinic)	Campus team
Library Quarantine	To limit the potential spread of cross contamination	Recommended for all campuses	Click and collect loan system limiting contact between staff and students Library consultations to remain online	
COVID-19 Symptoms	To decrease the chance of any potential COVID-19 spread on campus	Recommended for all campuses	If staff, students, or clients are feeling unwell and are experiencing the following symptoms, they are to leave campus immediately and are not able to return until negative result with no symptoms: <ul style="list-style-type: none"> ➤ Sore Throat ➤ Fever 	All

			<div><div></div> Coughing/Sneezing</div> <div><div></div> Running Nose/Congestion</div> <div><div></div> Fatigue</div> <div><div></div> Headache</div> <div><div></div> Body aches and pains</div>	
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Record Keeping

TOPIC / AREA	REQUIREMENT	CAMPUS LOCATION	RECOMMENDATIONS / OPTIONS	RESPONSIBLE PERSONS
Attendance	State government QR codes as check-in system	No longer required on any of our campuses nationwide	State government QR codes displayed at entrance, on receptions and other key high traffic areas	Campus team
			QR code must be used by all who enter campus (staff, students, clients, visitors)	All
Possible Risk of Infection	Notification and recording of all possible threat of infections	All campuses	On notification of a possible risk of infection, the following rules apply but this will be dependent on state health authorities: <ul style="list-style-type: none"> ➤ Any persons to have been in contact with a COVID-19 positive person and is considered a close contact should follow state government rules ➤ Any persons who is unwell and displaying COVID-19 like symptoms should get tested immediately until results are released and not attend campus until negative result and no symptoms ➤ Any person who has tested positive for COVID-19 must follow state government directives 	All staff
			Restriction, where possible, of the known affected room/area/location	Campus team
			Should a possible risk of infection occur on any one of our campuses, cleaning will be conducted in the known areas of person affected as part of our regular cleaning	Campus team