
COVID-19 Management Plan

Australian Technical and
Management College

Staff and Students Plan

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1 Abbreviations

ATMC (the Company)	Australian Technical and Management College
CEO	Chief Executive Officer
HE	Higher Education
HR	Human Resources
LLN	Language, Literacy and Numeracy
PY	Professional Year
VET	Vocational Education and Training

2 Symptom Testing

- 2.1 The most common coronavirus (COVID-19) symptoms reported are:
- 2.1.1 Fever
 - 2.1.2 Chills or sweats
 - 2.1.3 Cough
 - 2.1.4 Sore throat
 - 2.1.5 Shortness of breath
 - 2.1.6 Runny nose
 - 2.1.7 Loss of sense of smell or taste
- 2.2 Anyone showing any of these symptoms should get tested:
- 2.2.1 [Victoria](#)
 - 2.2.2 [New South Wales](#)
- 2.3 Any ‘close contacts’ of someone known to have COVID-19 should get tested:
- 2.3.1 [Victoria](#)
 - 2.3.2 [New South Wales](#)
- 2.4 Staff or students **cannot** attend ATMC offices or campuses for any reason if they:
- 2.4.1 Are showing any common COVID-19 symptoms (as per clause 2.1).
- 2.5 Refer to clause 10 Positive COVID-19 Diagnosis, for information on what to do in the case of a positive COVID-19 diagnosis.
- 2.6 Safety Measures

3 Personal Protective Equipment

- 3.1 Masks:
- 3.1.1 It is recommended that all staff and students where masks where a safe distance cannot be maintained. Individually wrapped masks are available on campus.

3.2 Sanitiser:

3.2.1 Alcohol-based hand sanitiser in contactless stand-based dispensers is to be made available at the following locations:

3.2.1.1 Office or campus building entrance and exit.

3.2.1.2 Office or campus reception.

3.2.1.3 Classroom entrance and exit.

4 Cleaning

4.1 [Each campus and office must be Professionally Cleaned after every day of use](#)

4.2 High-Touch surfaces are to be identified for each campus and office, onsite staff are responsible for cleaning high-touch surfaces in their areas throughout the day

4.3 When emptying bins used to dispose of used masks and gloves, gloves must be worn, bin liner must be tied shut, and the bin bag disposed of in external bins.

5 Admissions

5.1 Students currently within Australia (whether Domestic or International) may commence courses according to the standard intake schedule. The student must be made aware that delivery modes will be impacted by government restrictions.

5.2 Students currently offshore may commence a course from home, focusing on the learning and theory components of units delivered online. The student must be made aware:

5.2.1 That the student will likely begin their studies online in their home country

5.3 If there is a portion of the course which must be completed in Australia (cannot be completed online) and, if so, what these units of competencies are.

5.4 That the student will be required to come to Australia on a student visa as soon as they are able.

5.5 That the student must be eligible to apply for a student visa as soon as they are able what will occur if a student's visa is rejected.

6 Pre-Commencement (LLN)

6.1 Pre-Commencement activities to be held online:

6.1.1 LLN Interviews will be conducted with students via MS Teams or Zoom.

7 Orientation

7.1 As social distancing restrictions have been lifted, orientation is to be conducted face to face.

7.1.1 Students are contacted by the Student Support Team and advised the date, location and time of their orientation.

7.1.2 Please refer to the **VET Online Orientation Process, Higher Education (HE) Orientation Process and the Professional Year (PY) Orientation Process** for further information.

7.2 Practical Classes

7.2.1 Campus Specific Floorplans developed to control maximum capacity and flow of foot traffic.

7.2.2 Student attendance of Practical Classes to be recorded in VETtrak as 'Present [Practical]'.

- 7.2.3 Practical classes to be scheduled by Student Services based on priority and course progress.

8 Daily Operations

8.1 Working from home:

Staff that are not student facing and can perform their tasks from home may continue to do so. However, in 2022 mid year we will expect all staff back on campus (Hybrid working arrangements are now in place).

- 8.1.1 Staff that are not fully vaccinated must supply a legal medical exemption certificate to HR, where the staff member has this document, senior management will determine if the role can be effectively be done from home.
- 8.1.2 If the staff role is deemed not to be effective from home and the staff cannot perform the inherent requirements of the role, the staff member may need to take leave without pay, or alternatively resign their position. At present we a company policy that all staff and students must be vaccinated.

Sub Clause – Where a medical exemption is provided the certificate must be provided to the Head of HR for staff and to the Senior Student Support – Wellbeing for students. Exemptions are only valid for six months. Persons with a sanctioned medical exemption may attend campus.

If the government mandate on vaccination requirement is lifted the company will assess whether or not to continue to enforce full vaccination requirements.

8.2 Communications:

- 8.2.1 Staff meetings are to be held via MS Teams or Zoom where face-to-face gatherings are not possible.
- 8.2.2 Updates to the COVID-19 situation and response are to be communicated via email and announcements on the RTO Website, LMS Home Page, and through MS Teams.
- 8.2.3 Proper hand-washing technique signs put up in bathrooms.
- 8.2.4 'Stop The Spread' and 'Keeping Your Distance' signs (sourced from the Department of Health) put up in all common areas and outside each classroom and office.

9 At Risk Person Identified

- 9.1 A person identified as 'At Risk' cannot stay onsite, and must be tested for COVID-19 or obtain doctor clearance before returning to ATMC premises.
- 9.2 If any staff member notices a student or other staff member showing symptoms of being unwell, they should notify a manager or trainer/lecturer to ask identified person about perceived symptoms.
- 9.3 If person is determined to be showing COVID-19 symptoms or has a high temperature, they will be asked to return home immediately.
- 9.4 Person showing symptoms must confirm they have received a negative test result, doctor clearance, or written clearance from the department before returning to ATMC premises:
- 9.4.1 Staff members must notify of test results or clearance to HR via email to hr@atmc.edu.au

- 9.5 Student services will not schedule another onsite class for student until student advises that negative test result, doctor clearance.
- 9.6 If a student or staff member attends ATMC Premises showing COVID-19 symptoms at the start of the day, they may face the following consequences – this does not apply if symptoms develop during the day:
- 9.6.1 Staff Members: Staff member issued with warning.
- 9.6.2 Students:
- 9.6.2.1 1st Incident: Student not allowed on site, and told not to attend until clearance provided (see clause **Error! Reference source not found.**).
- 9.6.2.2 2nd Incident: Student issued with official warning.
- 9.6.2.3 3rd Incident: Student faces possible suspension due to misbehaviour.

10 Positive COVID-19 Diagnosis

- 10.1 Reporting:
- 10.1.1 A positive COVID-19 diagnosis must be reported to HR.
- 10.1.2 Details to collect when a positive COVID-19 diagnosis reported:
- 10.1.2.1 Test Date
- 10.1.2.2 Result Date
- 10.1.3 Reporting process for students:
- 10.1.3.1 Students to notify Student Services.
- 10.1.3.2 Student Services to notify COVID Committee Nominated Officer.
- 10.1.3.3 Nominated Officer to collect required details – see step 10.1.1 for case summary.
- 10.1.4 Reporting process for staff:
- 10.1.4.1 Staff member to notify their immediate manager.
- 10.2 Action to be taken:
- 10.2.1 These steps apply to cases where a person with a positive COVID-19 test result has attended ATMC premises while potentially contagious.

11 Staff and Student Support

- 11.1 [Acacia Employee Assistance Program](#) available to staff for free counselling, and can be contacted on [1300 364 273](tel:1300364273)
- 11.2 [AccessEAP Student Assistance Program](#) available to students for free counselling.
- 11.3 Support and flexibility available for student payments, to be decided by Finance on a case-by-case basis.

12 Complaints and Grievances

- 12.1 If any person has concerns regarding the impact or administration of this policy, please email COVID Support – COVIDSupport@atmc.edu.au

13 In Case of Other Emergency

- 13.1 If there is another emergency while on ATMC premises, standard emergency or evacuation procedures take precedence over the COVID-19 Management Plan.

14 Breach of this policy

- 14.1 Any breach of this policy may lead to disciplinary action up to and including termination of employment for staff, or expulsion for students.

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