

# HR -017 SAFE OPERATING PROCEDURE

## COVID-19 Client Teaching Precautions (Face-to-Face classes)



### 1. PURPOSE

This document describes the Safe Operating Procedure (SOP) for

- 1.1. Protecting staff and students by preventing the spread of COVID-19 during face-to-face training with clients
- 1.2. Complying with the current *Restrictions* as advised by the Australian Government (Federal & State) during the COVID-19 pandemic

### 2. SCOPE

The scope of this SOP applies to

- 2.1 Vative Healthcare/Nursing Academy staff – including; Educators, Administration & Compliance employees
- 2.2 Vative Healthcare/Nursing Academy clients – including; Students, Executive staff, fellow employees of the Client and users of the client's service

The scope of this SOP does not apply to

- 2.3 Not Applicable

### 3. DEFINITIONS

COVID-19	Coronaviruses are a group of related RNA viruses that cause diseases in mammals and birds. In humans, these viruses cause respiratory tract infections that can range from mild to lethal.  <b>COVID-19</b> is a new strain of coronavirus that has not been previously identified in humans.
Face to Face classes	The traditional classroom or <b>face-to-face</b> instruction is when the instructor and the students are in a place devoted to instruction and the teaching and learning take place at the same time.
Australian Government COVID-19 Restrictions	<a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019</a>

### 4. SUPERVISION

Supervision is not required

#### Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 1 of 6

# HR -017 SAFE OPERATING PROCEDURE

## COVID-19 Client Teaching Precautions (Face-to-Face classes)



### 5. IDENTIFIED RISKS

The identified risk of this SOP are

5.1 Potential risk of COVID-19 transmission within the training room via:

- 5.1.1 Respiratory (droplet) Transmission
- 5.1.2 Aerosol (suspension in air) Transmission
- 5.1.3 Contact (surface) Transmission

The virus can spread from person to person through by the following means:

- close contact with an infectious person (including in the 48 hours before they had symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

COVID-19 is a new disease, so there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

### 6. SAFETY CONTROLS & PPE REQUIREMENTS

Supervision is not required

6.1 Adequate availability and supply of;

- Hand Sanitiser
- Sanitising Wipes
- Disposable Gloves
- Disposable Facemasks

6.2 Prior to student arrival at training room, the Educator will;

- Don Gloves
- Check the room set-up is adequate for delivery of training safely
  - Social Distancing between working space of students
  - Readily accessible hand sanitiser on entry to the training room
  - Gloves and sanitising wipes are readily accessible in training room
- Clean Educator table / workspace using sanitising wipe prior to student entry
  - Educator table / workstation to be wiped down using Santising wipe and end of each training session

6.3 Student Sign-In register completed for each training session (including record of temperature by the allocated educator prior to entering the training room);

- Copy of register to be provided to the Client contact at training facility
- If a student records a temperature of 37.5 degrees or above, they will be given a disposable facemask to wear and denied entry to the training room. They will be directed to report to the site manager by the educator for further instruction as per the facilities Policies and Procedures.

6.4 No sharing of any items between students / educators / others

- Resources (including; books, pens and other working equipment)
- Food

#### Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 2 of 6

# HR -017 SAFE OPERATING PROCEDURE

## COVID-19 Client Teaching Precautions (Face-to-Face classes)



6.5 No physical contact between students / educators at any time (social distancing of 1.5M at all times)

6.6 Any student displaying any potential signs and symptoms of COVID-19 on presentation to the training session are to be rejected from the training session. If a student records a temperature of **37.5 degrees** or above, they will be given a disposable facemask to wear and denied entry to the training room. They will be directed to report to the site manager by the educator for further instruction as per the facilities Policies and Procedures;

- Fever (temperature > 37.5 degrees)
- Coughing
- Sore throat
- Shortness of Breath

6.7 Student Training Assessments, will collected by the Educator at the end of each session, using the method detailed below;

- Educator to Don gloves
- Students will be asked to place completed paper assessment into a sealed plastic folder
- Educator to wipe the outside of the plastic folder with sanitising wipe after all assessments collected
- Plastic folder containing students paper assessments will be placed in the Educator trolley for transport out of the training room and facility

6.8 Once students have departed the training room at the completion of the training session, the educator will;

- Educator will perform surface cleaning using sanitising wipes of their work area and collect all resources belonging to the Educator
- Educator will use hand sanitiser to prevent the potential for surface contact and wash hands thoroughly when leaving the training facility
- Remove Student assessment after 3-5 days from when the training session occurred:
  - Assessments will be reviewed, assessed and corrected
  - Assessments will be signed off by the Educator as complete
  - Completed assessments will be placed into a new plastic folder and delivers / posted via registered post to the RTO compliance team

## 7. PRECAUTION TO BE EXERCISED

Precautions are required

7.1 Students to be advised of the needs for COVID-19 restrictions at training sessions – these are to be discussed at each training session prior to commencing classes

7.2 Students to be advised of the Infection Control measures which remain in place at training sessions – these are to be discussed at each training session prior to commencing classes

## 8. TRAINING / COMPETENCY REQUIREMENTS

8.1 Not applicable

### Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 3 of 6

# HR -017 SAFE OPERATING PROCEDURE

## COVID-19 Client Teaching Precautions (Face-to-Face classes)



### 9. RELEVANT LEGISLATION / STANDARDS / REGULATIONS

The Legislation / Standards / Regulations requirements that apply are

- 9.1 Australian Government (Federal & State) COVID-19 Guidelines:  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019>
- 9.2 Compliance to ASQA Guidelines – COVID-19 *Face to Face training*  
<https://www.asqa.gov.au/resources/faqs/covid-19/face-face teaching>

### 10. METHOD OF COMMUNICATION FOR SOP

The method of communication for this SOP are internal meetings

- 10.1 Forms part of Vative Healthcare Quality Management System – ISO9001:2015 (forms part of Quality Compliance folder – Vative Healthcare IT system)
- 10.2 Educator education – prior to commencing Training sessions which are *Face to Face* during COVID-19 Pandemic
- 10.3 Client contact to be provided with a copy of this Safe Operating Procedure prior to commencement of any face to face training during the COVID-19 pandemic

### 11. SEQUENTIAL STEPS / STAGES FOR PROCEDURE

#### 11.1 Confirm training venue is an adequate size to ensure social distancing

Responsibility (Action)	Role
11.1.1 The proposed training room is viewed and assessed for appropriateness to meet the requirement of this Safe Operating Procedure, including: <ul style="list-style-type: none"> <li>– Student workstations / tables</li> <li>– All training equipment</li> <li>– Accessibility to Tea / Coffee making facilities</li> </ul>	Seller and/or Educator
11.1.2 <b>Provision</b> of appropriate aides and provisions to facilitate adequate sanitising and cleaning of surfaces, including: <ul style="list-style-type: none"> <li>– Adequate Hand Santising dispensers</li> <li>– Adequate Santising wipes</li> <li>– Adequate disposable Gloves</li> <li>– Supply of disposable facemasks</li> <li>– Clean Plastic Folders for collection of student assessments and other work</li> </ul>	Educator (at each training session)
11.1.3 Provision of removable floor marking to outline social distancing (1.5M)	Educator (at each training session)

#### Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 4 of 6

# HR -017 SAFE OPERATING PROCEDURE

## COVID-19 Client Teaching Precautions (Face-to-Face classes)



11.2 Ensure educator is not displaying and signs of the virus and is well	
Responsibility (Action)	Role
11.2.1 Educator is responsible for managing their own health and assessment prior to the projected day of training session	Educator VHC - CEO
11.2.2 Vative Healthcare/Nursing Academy will provide an alternative educator if the scheduled educator is displaying and signs and symptoms for potential for COVID-19	VHC – CEO VHC – People & performance Manager
11.3 Ensure hand washing, hand sanitizer and gloves are available	
Responsibility (Action)	Role
11.3.1 Educator to locate nearest appropriate hand washing (inconjunction with facility manager) facility and ensure students are aware of this location at the commencement of each training session	Educator Facility Manager
11.3.2 Educator to supply adequate hand sanitiser, disposable facemasks and gloves for the training session of students	Educator
11.4 Comply with any screening measures requested by the client facility	
Responsibility (Action)	Role
11.4.1 Educator to liaise with training facility prior to scheduled training session to discuss any required screening measure required	Educator
11.4.2 Educator will comply with training facility screening measure requirements	Educator
11.5 Ensure training room has adequate supplies (i.e.: Tea & Coffee facility)	
Responsibility (Action)	Role
11.5.1 Training room to be assessed prior to the first training session to assess the appropriateness of the training room and requirements to met COVID-19 <i>Face to Face</i> training measures	Educator
11.5.2 Prevent the need for students / educators to enter Clinical areas to access refreshment facilities	All students Educator
11.6 Check training room set-up for cleanliness	

### Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 5 of 6

**HR -017 SAFE OPERATING PROCEDURE  
 COVID-19 Client Teaching Precautions (Face-to-Face classes)**



Responsibility (Action) Role	Role
<p>11.6.1 Educator will assess the training room <i>prior</i> to the commencement of any planned training delivery;</p> <ul style="list-style-type: none"> <li>– Training room cleanliness remains the responsibility of the facility and is expected to be presented in a clean state in compliance with cleaning guidelines during COVID-19 pandemic prior to commencement of scheduled training</li> <li>– If there is any inadequacy, the facility manager is to be notified and an acceptable solution to be agreed</li> <li>– Training room high cleaning at the completion of training session remains the responsibility of the facility. Educators will ensure their workstation / table is wiped down using a Santising wipe at the completion of training session.</li> </ul>	<p>Educator</p>

**Document Control**

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the VHC QMS link.

**Approved by:** Carmen Walker (CEO – Vative Healthcare/Nursing Academy)

**Version Date:** Sept 2020

**Version Number:** 1.1

Page 6 of 6