



Purpose

This document describes the Safe Operating Procedure (SOP) for

- Protecting staff and students by preventing the spread of COVID-19 during face-to-face training with clients.
- Complying with the current *Restrictions* as advised by the Australian Government (Federal & State) Department of Health or any state or territory health authorities.

Scope

This policy and procedure applies to:

- Vative Healthcare/Nursing Academy staff – including Educators, Administration & Compliance employees.
- Vative Healthcare/Nursing Academy clients – including Students, Executive staff, fellow employees of the Client and users of the Client’s services.

Definitions

COVID-19	<p>Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus.</p> <p>Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention. Older people and those with underlying medical conditions like cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness.</p>
Face to Face classes	<p>The traditional classroom or face-to-face 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.</p>
Australian Government COVID-19 Restrictions	<p>The World Health Organization (WHO) declared the novel coronavirus (COVID-19) a worldwide pandemic on 11 March 2020. The COVID-19 pandemic declaration is still active.</p> <p>For more information: https://www.health.gov.au/health-alerts/covid-19.</p>

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Identified Risks

The identified risk of this procedure and potential risk of COVID-19 transmission within the training room via:

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

Safety Controls and PPE Requirements

- Supervision is not required.
- There must be adequate availability and supply of the following:
 - Hand Sanitiser
 - Sanitising Wipes
 - Disposable Gloves and facemasks
- Prior to a student's arrival at the training room, the Educator will follow the requirements of the visiting facility. This includes registration, wearing of PPE and testing.
- The Educator must ensure there is limited physical contact between students and themselves at all times (wearing PPE as required and keeping social distancing of 1.5M as applicable).
- Any Student displaying any potential signs and symptoms of COVID-19 on presentation to the training session are to be rejected from this session.
- Once students have departed the training room, at the completion of the training session, the Educator will perform surface cleaning, using sanitising wipes, of their work area, and collect all resources belonging to themselves.

Precaution to be exercised

- Students are to be advised of the need for COVID-19 restrictions for each training session – these are to be discussed at enrolment prior to commencing classes.

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Training/Competency requirements

- Not applicable

Relevant Legislation/Standards/Regulations

- The Legislation / Standards / Regulations requirements that apply are:
 - Australian Government (Federal & State) COVID-19 Guidelines:
<https://www.health.gov.au/health-alerts/covid-19>
 - Compliance to ASQA Guidelines – COVID-19 Face to Face training
<https://www.asqa.gov.au/covid-19/advice-students>

Method of Communication for this Procedure

- The method of communication for this Procedure is:
 - Internal meetings
 - Vative Healthcare’s Quality Management System
 - Educator education - prior to the commencement of any training session which is Face-to-Face during a COVID-19 Pandemic
 - As a document to Client’s prior to the commencement of any face-to-face training as per the requirements in their State or Territory.

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Further responsibilities

The following table outlines further responsibilities:

Responsibility/ Action	Role
Ensuring Educators are not displaying any signs of the virus and are well	
All Educators are responsible for managing their own health and assessment prior to the scheduled day of training.	Educators VHC - CEO
Vative Healthcare/Nursing Academy will provide an alternative Educator if the scheduled Educator is displaying any signs and symptoms of COVID-19.	VHC – CEO VHC – Senior Manager Education & Wellbeing
Ensuring hand washing, hand sanitizer and gloves are available	
Educators (together with the Facility Manager) to locate nearest appropriate hand washing facility and ensure students are aware of this location at the commencement of each training session	Educators Facility Manager
Educators to supply adequate hand sanitiser, disposable facemasks and gloves for the training session of students	Educators
Compliance with any screening measures requested by the client’s facility	
Educators are to liaise with the training facility prior to scheduled training sessions to discuss any required screening measures required.	Educators
Educators must comply with the training facility’s screening measure requirements.	Educators

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