

## **POLICY & PROCEDURE 40: Covid Safe Policy**

### **Purpose and Scope**

In line with expert health advice and Australian government directions, the NK Institute community must work to prevent the spread of COVID-19. Public health directions vary in each state and territory, with requirements and restrictions being changeable at any time. The public health directions include matters such as:

- limits on public gatherings
- physical distancing and density requirements (such as 1.5 metre distancing and 4 square metres of space per person)
- limits and restrictions on operations, including facilities remaining closed and limitations on activities
- hygiene, cleaning and signage requirements
- risk management requirements such as COVID Safe plans (or similar)
- keeping records of contact details for the purposes of contact tracing, and
- penalties and compliance.

NK Institute must reasonably meet all its workplace health and safety duties to keep its workers, students, and clients safe; and to limit the spread of COVID-19.

COVID-19 is spread from person-to-person through close contact and droplets including:

- direct contact with infected people
- contact with droplets from an infected person (coughing, sneezing, talking)
- touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

Symptoms can include fever, a cough, sore throat, tiredness, shortness of breath, headaches, nausea, aches and pains and loss of taste and smell. Transmission is mostly transmitted by people when they have symptoms, however asymptomatic transmission can occur.

### **Procedure**

#### **Management/Administration**

- Covid Safe Plan to be supplied upon request at each venue
- Training can only be delivered face to face by approval from Director or CEO of NK Institute.
- Create Covid Safe checklist
- Update Covid Safe checklist when required
- Ensure student/staff training/notification for Covid -19 guidelines
- Keep up to date with the Australian Government State rulings for each campus
- CEO to check for any Covid updates and Government directives daily and to ensure that staff are informed
- Notify trainers of any changes to Covid policy
- Ensure trainers notify their students of Covid policy and any changes

- Create Covid screening consent form to be signed by Student Clinic clients
- Each training venue to display a Covid compliance notice
- Supply each venue with a Covid compliance notice to display
- If a trainer or student feels unwell either during or after a class, then it will be recommended that they go for immediate testing and that any close contacts, which means students and trainer, will isolate until the test results are given. If the result is positive, then the CEO will contact the relevant State Government for further advice.
- Make staff aware of the Covid App and encourage its use

#### Training and supervisory staff:

- Covid Safe Plan to be kept with Trainer to be produced upon request
- Covid Screening forms to be signed by Student Clinic clients
- Covid checklist to be completed at the beginning of each day of training
- Group number to be sized as per state limitations
- Social distancing to be practiced as per state limitations
- Names and contact details to be recorded for every person that comes on the training premises
- Venue cleaning frequently e.g. door handles and surfaces
- Each training venue to display a Covid compliance notice
- If a trainer is feeling unwell then they are not to attend the class or practice session. They are to contact the CEO immediately and to go and get tested for Covid.
- Must provide hand sanitizer for students and clients.
- Trainers to supply gloves to be used for cleaning surfaces

#### Students and Clients:

- Must remain vigilant with cleaning and sanitising regimes
- Students are required to watch the following videos before coming to classes and practicals  
W.H.O. Safe hands challenge <https://www.youtube.com/watch?v=y7e8nM0JAz0>  
W.H.O. How to wear a medical mask <https://www.youtube.com/watch?v=adB8RW4I3o4>
- Students to bring own water, cups, plates, utensils and refreshments.
- Students to bring their own clients to clinics
- Client/Student to bring own pillow, blanket, sheet - no sharing permitted
- Hand washing/sanitising provided on site, to be used frequently and between clients
- Students to bring a Covid safe mask to class. This must be a mask and not a scarf or bandana.
- Masks to be worn during balances and whenever social distancing of 1.5 meters is not possible. This may change from State to State according to directives.
- Tables and tools are to be cleaned between every client balance
- Must not present to class if they are unwell and showing flu-like symptoms and should be tested for Covid -19.
- If a student begins to feel unwell during a class or within a 14-day period after a class then they are to be tested for Covid immediately, self-isolate and to contact the NK Institute CEO.
- Those who have been in close contact with a person who has the virus are considered to be potentially infected and must not attend during the 14-day risk period.
- Self-isolation rules are to be adhered to as directed by the Australian Government

NK Institute and its staff understand their obligations under the Covid safe workplace health directives; and is committed to maintaining and upholding these requirements.

For more information about Covid-19 safety go to:

<https://www.australia.gov.au/>

<https://www.health.gov.au/>

<https://www.safeworkaustralia.gov.au/>

## **PROCEDURE 40 VERSION CONTROL**

v1: August 2020 by Kerrie McFarlane & Paulette Holden