

COVID Safe plan



Our COVID Safe Plan

Business name:	Darul Hikmah Australia
Site location:	56 Tyson Street, Fawkner VIC 3060
Contact person:	Hassan UI Hoque
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Mandatory wearing of facemasks for anyone leaving their home	<i>All instructors will be required to wear face masks at all times. Any student aged 12 years or above will be also required to wear a mask.</i>
Provide and promote hand sanitiser stations for use on entering building and other locations in the premises and ensure adequate supplies of hand soap and paper towels are available for staff.	<i>Hand sanitiser has been placed at the two entrances to the facility. Liquid and solid hand soap will be available inside the washroom facility (rear) and front wash basin, together with disposable paper towels.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Side & rear entry doors and room windows (where applicable) will be opened to facilitate fresh air circulation throughout the facility. Doors must only be opened once the side gate (on Lawson St) is closed, to prevent public access to the facility. <i>The front of the facility is conditioned with a commercial HVAC cooler system, fitted with air filtration. This system will remain operational from the commencement to completion of each session, however the cooler days may make this impractical.</i></i>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<i>Where practicable, face masks will be worn by all staff in close proximity to students and other staff. Staff shall wear a face mask at all times when interacting with parents/guardians during student pickup times. Disposable face masks will be available at the two entrances to the facility for personnel who do not have their own. No visitors will be granted access to the premises if they do not have a face mask or other suitable face covering, per DHHS guidelines.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<p>All staff who are required to conduct work activities at the premises will be provided with verbal and visual guidance on the use, fitment and disposal of PPE (prior to resuming onsite learning).</p> <p>Where an employee chooses to wear re-useable face coverings, guidance will be provided as to the required interval between launderings (generally daily).</p> <p>All staff will be provided with verbal guidance about the performance of good hand hygiene and sneezing into a tissue or elbow.</p>
Replace high-touch communal items with alternatives.	<p>High-touch communal items include the following, together with their risk mitigation:</p> <ul style="list-style-type: none"> - Toilets: Toilet facilities will not be available to parents/guardians. - Door handles: Door handles and other touch points will be sanitized regularly, using sanitiser or single-use wipes containing not less than 70% alcohol.
Avoid cash payments and direct interaction with parents of enrolled students.	<p>All parents/guardians will be instructed to make payments via EFT, or using the contactless payment method available</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>Cleaning of common areas is to be conducted daily. These include amenities and the kitchen area.</p> <p>High touch surfaces mainly consist of the various door handles and desktops. These areas will be disinfected at the start and end of each shift. Responsibility for this will be with:</p> <ul style="list-style-type: none"> - The first staff member arriving at the premises, and - The last staff member leaving the premises in the afternoon.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Cleaning products will be monitored and replenished on a weekly basis by the contract cleaners. Enough consumables will be kept in stock to adequately cover the cleaning requirements for a two-week period, so as to ensure there is always adequate supply on hand.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<p>All adult-instructor staff have been relocated to their homes to conduct remote learning.</p> <p>Any required discussions, meeting(s), etc between a parent/guardian of an enrolled student and an instructor are to be online (via Zoom). No face-to-face meetings between a parent/guardian and staff will be permitted.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Establish a system that ensures staff members are not working across multiple settings.</p>	<p><i>Child-instructor staff will only be permitted to travel between the premises and their private residence. None of these staff will be permitted to travel to local shops, etc. during working hours.</i></p> <p><i>On-site staff will continue to maintain their record of attendance in the Staff Timesheets.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All external entrances to the facility will remain closed to the general public. Entry will only be permitted once the purpose of the visit has been established.</i></p> <p><i>A medical grade, non-contact infrared thermometer has been stationed at the front and rear entry points to the facility and will be utilised to measure the temperature of all staff, students and (any) visitors entering the premises.</i></p> <p><i>Any staff member, student or visitor who measures greater than 37.5°C will not be permitted to enter the facility.</i></p> <p><i>All staff have been instructed that they are not to attend work if they have any COVID-19 symptoms, or if they have been tested and are awaiting their results.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>The instructors have been placed in individual learning areas, with no need to come in close contact with fellow colleagues. Where two instructors are required for the purpose of providing a special tutorial session, face masks and a minimum 1.5m spacing will be required.</i></p> <p><i>Instructors will be required to maintain a minimum of 1.5m spacing between themselves and their students.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between tutorial areas or areas that are likely to create a congregation of staff.</p>	<p><i>Floor markings have been installed in communal areas and entry points, especially the areas of student arrival and pickup.</i></p> <p><i>No parent/guardian will be permitted inside the premises for the purpose of dropping or picking of their child/ren.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>All adult-instructor staff have been instructed to work from home. No office-based workstations are currently being utilised.</i></p> <p><i>The instructors have been placed in individual learning areas, with no need to come in close contact with fellow colleagues. One-on-one meetings to discuss tutorial programs, answer queries, etc. will be conducted using face masks and maintaining a minimum 1.5m spacing.</i></p>
<p>Minimise the buildup of employees waiting to enter and exit the workplace.</p>	<p><i>Staffing levels at the facility have been kept to a minimum, and generally have staggered arrival and departure times. This eliminates the entry and exit of more than one employee at a time.</i></p> <p><i>Parents/guardians have been instructed to practice social distancing and avoid any forms of socialising during the pick-up and drop-off times.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during breaks).</p>	<p><i>All staff have been instructed to maintain a minimum 1.5m spacing, generally described as a full arm-span.</i></p>


Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	<p>All external entrances to the facility will remain closed to the general public. Entry will only be permitted once the purpose of the visit has been established.</p> <p>Few, if any deliveries are expected at the facility. However, delivery drivers will be required to engage in a contactless drop off:</p> <ul style="list-style-type: none"> - Small goods for delivery will be left by the driver inside the main door at the entry area. - Staff will be required to use their own pen when signing Proof of Delivery notes.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<p>Staffing levels at the facility have been kept to a minimum.</p> <p>It has been deemed not practical to alter shift rosters, as student-staff ratios are already set to a minimum.</p> <p>A staged return of students will be carried out, to ensure implemented procedures become familiar to both staff, students and parents/guardians. This will allow the facility to operate at its safe capacity within the stipulated guidelines.</p>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	<p>Not relevant.</p> <p>The facility is not open to the general public.</p>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>A Workplace Attendance Register, (Doc ref: MF-OH00017), has been adopted and implemented at the premises. All visitors to the facility must sign in upon arrival and sign out upon departure.</p> <p>Staff will continue to maintain their record of attendance in the Staff Timesheets.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>The existing OHS reporting system will be used to report all workplace safety issues, including COVID-19 related issues.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p>Should the premises need to be shut down, all tutorial classes onsite will cease until the premises is deemed safe and healthy staff and students are available to return to onsite learning.</p> <p>Adult-instructor staff have already been re-located offsite to staff homes and continue to teach remotely.</p>

Guidance	Action to prepare for your response
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>A Workplace Attendance Register, (Doc ref: MF-OH00017), has been adopted and implemented at the premises. All visitors to the facility must sign in upon arrival and sign out upon departure. A copy of this register will be provided to DHHS if required.</i></p> <p><i>Staff Timesheets will continue to be adopted for all staff who conduct teaching onsite. A copy of these logbooks will be provided to DHHS if required.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Should a confirmed case arise, the premises will remain closed until a deep clean can be conducted by an approved sanitisation contractor.</i></p> <p><i>Darul Hikmah Australia currently engages a Cleaning Contractor able to carry out any such deep cleaning requirements.</i></p> <p><i>The area or area(s) of the premises that require cleaning will be determined by one, or both, of the two main locations accessed, that are logged on the Workplace Attendance Register, (Doc ref: MF-OH00017), or Staff Timesheets.</i></p> <p><i>No personnel will be permitted to return to the premises until the deep clean has been conducted.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>If a suspected or confirmed COVID-19 case is identified during working hours, all contacts logged in the Workplace Attendance Register, (Doc ref: MF-OH00017), and the Staff Timesheet for the 14 days prior will be alerted and advised to seek a COVID-19 test and self-isolate.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>All staff and recent visitors will be contacted via their nominated phone number from the COVID workplace attendance register, (MF-OH00017 rev 00), and the Staff Timesheet of the confirmed or suspected person.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>All staff have been briefed on the importance of early identification and intervention if there is a confirmed case of COVID-19, and that they must notify their manager immediately so that WorkSafe Victoria can be advised.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>No close contact of the suspected or confirmed will be permitted to return to the premises until they have been cleared of COVID-19.</i></p> <p><i>Following a suspected case, the premises will be closed until the case has been returned as a negative. Should it become a confirmed case, the premises will remain closed until a deep clean can be conducted by an approved sanitisation contractor. No personnel will be permitted to return to the premises until the deep clean has been conducted.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 
Name: Hassan UI Hoque
Date: 21 October, 2020