

COVID-19 Response Policy



Purpose

Clinton Institute will implement control measures to eliminate or minimise the spread of COVID-19 and ensure the health and safety of their workers and others.

All employees, students, contractors and volunteers have specific responsibilities for Workplace health and safety that aligns with the Australian - Work Health and Safety Strategy 2012–2022 and Clinton Institute's Workplace Health and Safety (WHS) Policy, good hygiene practices and procedures whilst conducting activities within or on behalf of Clinton Institute.

This procedure sets out a systematic process to clearly define minimum hygiene procedures and practices for all employees, students, contractors and volunteers of Clinton Institute.

Definitions

ASQA: Australian Skills Quality Authority

Standards: Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework

Safety plan: personalised, practical plan that can help avoid dangerous situations and know the best way to react when is a danger.

Minimum Standards: for managing the risks of COVID-19 in all workplaces will be introduced by 15 June 2020. The Minimum Standards have been developed in consultation with WorkSafe Tasmania and Public Health and will be in place for 6 months, but may be extended if necessary.

Policy

What to do in case of a confirmed case of COVID-19

If there is a confirm case of COVID-19 at Clinton Institute this response provides the information to manage this situation.

- The employee needs to contact Clinton Institute, to inform them of the confirmed case;
- Clinton Institute will identify and inform of other employees who has been in close contact with the confirmed case;
- Clinton Institute will isolate the impacted areas, and keep others away from the area in contact with the confirm case.
- Clinton Institute will organise cleaning of the area as directed by Public Health.
- Clinton Institute will notify WorkSafe.

Inform Work Safe in case of a confirmed case

Clinton Institute must notify WorkSafe Victoria/Tasmania when it is confirmed that a person has contracted COVID-19 through carrying out work and:

- the person dies; or
- the person is required to have treatment as an in-patient in a hospital; or
- the reason the person contracted COVID19 is reliably attributable to carrying out work that involves providing treatment or care to a person; or
- involves contact with human blood or body substances.

In this case, the carrying out of work must be a significant contributing factor to the infection being contracted.

How to clean if someone is suspected or confirmed to have COVID-19

If a person who has been at Clinton Institute is confirmed to have COVID-19, Clinton Institute must thoroughly clean and disinfect all areas of suspected contamination. For example:

- offices,
- bathrooms and
- common areas

That were used by the confirmed case of COVID-19. Close off the affected area before cleaning and disinfection.

- Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.
- Clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- A physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).
- The cleaning and disinfection must occur before any employee return to affected areas.

Personal Protective Equipment (PPE)

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal Protective Equipment (PPE). This includes:

- Disposable gloves
- Safety eyewear to protect against chemical splashes.
- Surgical mask and ask the person to step outside if possible.
- Clean your hands using soap and water for at least twenty (20) seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient, before putting on and after removing PPE.
- Cleaning equipment including mop heads and cloths should be laundered using hot water (ideally 100°) and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.