

COVID POLICY

This policy acknowledges the importance of providing a workplace that addresses the health and safety of employees, students and visitors. The policy and ensuing practices represent our commitment to a healthy and safe workforce and student cohort.

This policy addresses the h&h Accredited Training (“h&h) workplace culture, day to day practices, increased awareness and the creation of an environment that supports, enforces and encourages COVID safe practices.

Until further notice, for those who visit h&h premises the provisions below apply:

- Only people invited/instructed to visit the office/campus will be allowed onto the premises, providing they accept and act in accordance with this policy
- All staff, students and all visitors who come to the office/campus must be fully (minimum double dose) vaccinated (or medically exempt) and must show evidence of vaccination or exemption on request
- All students are to continue to study remotely, unless officially notified otherwise
- Off-site practical and offsite face-to-face components scheduled for some units (eg at childcare/age care /disability care organisations) can proceed as planned, where the third-party (childcare/age care/ disability care organisation) agrees to it and has a COVID safe plan in place. Only fully (minimum double dose) vaccinated (or medically exempt) h&h staff will be allowed to visit any third-party sites, and only where the third party agrees to visits from h&h staff
- Anybody given permission to come to the office/campus (and third-party sites) and who are not fully vaccinated (or medically exempt) won't be able to enter

Conditions of entry to h&h premises

Until further notice it is a condition of entry that only invited* individuals and groups are allowed to come to the office/campus.

If any person needs to come to the office/campus, they will be required to abide by the h&h conditions of entry, including (but not limited to) the requirement to:

- Scan in using the NSW Government's Service NSW QR code
- Provide proof of full vaccination (or medical exemption)
- Wear a mask (or provide proof of an exemption) as per NSW Health guidelines
- Maintain physical distances (keep 1.5m away from others)
- Consent to optional temperature checks
- Act in good faith

h&h reserves the right to:

- Refuse entry to any person
- Ask anybody to leave the premises with immediate effect (including the outside area)
- Ask for proof of 'scanning in'
- Ask for proof of full vaccination
- Ask anybody to wear a mask



- Ask for proof of a recent (max 72 hour old) Covid test result
- Temperature-check any visitor

h&h will provide:

- Official NSW Government's Service NSW QR codes for scanning in/out
- Relevant Covid safety signage
- Signage on all doors advising limits of people
- Hand washing and hand sanitising facilities
- An extensive cleaning regime
- Maximum ventilation (via the air-conditioning/ventilation system)
- An open-door policy (doors left open wherever possible)

*Random visitors:

h&h acknowledges that random visitors ("off the street walk-ins") will occur. These people must be dealt with in the usual h&h professional and friendly manner.

- The above conditions of entry applies
- These visitors should not be onsite for longer than required
- These visitors are, until further notice, not allowed to proceed further than the foyer (reception area)
- If they are existing h&h students, they must be informed about this policy regarding future visits

QR codes at h&h

Use of the NSW Government's Service NSW QR code is mandatory at h&h. All students, staff and visitors will need to use the Service NSW code to check-in with each visit.

Any time a person is visiting, they must scan the Service NSW QR code with a smartphone camera or QR Code reader app.

All staff, students and visitors are also encouraged to '*check out*' using the COVID Safe Check-in tool in the Service NSW app. (Checking out helps with contact tracing)

If visitors have any questions, or do not have a digital device and require another check-in form, they must contact the h&h on 02 96820100 *prior to visiting the office/campus*.

COVID safety precautions

In addition to the above condition of entry, all staff, students, and visitors to the office/campus must follow COVID safety precautions:

- Limit movements and interactions with others
- Wear a mask in the outdoors area (unless they have an exemption) as per NSW Health guidelines
- Avoid physical greetings
- Wash hands or use hand sanitiser regularly
- Practice cough etiquette (coughing or sneezing into the elbow or tissue)



- Stay at home if feeling unwell, or are currently required by relevant authorities to quarantine or self-isolate
- Self-isolate and get a COVID test immediately if they have or develop the mildest of symptoms
- If isolating, or a close or casual contact of someone who has tested positive for COVID-19, notify the Compliance Manager immediately via email (werner_s@hnh.org.au)

Document drop-off and pickup

Drop-off/Submissions h&h has a letterbox/dropbox located at the entrance door. All documents, including completed paper based assessments must be dropped off in the letterbox. Students must be advised accordingly.

Pickup/Collection. Should a person need to collect any documents, and as far as it is practical possible:

- Discuss with the person beforehand (via phone, email or zoom) which documents need to be collected
- Promote and arrange electronic or postal delivery whenever possible
- Always use the opportunity to promote online (Canvas) study as an option
- If electronic/postal delivery is not an option, *arrange a time for collection* and print all the relevant documentation before the person arrives
- Leave the documents at the front reception for collection, clearly marked with the person's name and collection date/time
- Ensure that any confidential documents and/or documents containing sensitive information are sealed in an envelope

Responding to a confirmed case at h&h

The response to the detection of COVID-19 at h&h is managed by h&h Management in cooperation with the NSW Public Health Authority. h&h is in agreement with NSW Health to assist with any future contact tracing efforts if and when required.

Any contacts of a confirmed COVID-19 case will be communicated with and supported in line with the NSW Public Health Authority protocols.

If a person is identified as a close contact of an infected person while on our premises or at a h&h event, they will be contacted directly by h&h and/or NSW Health. h&h and/or NSW Health will provide specific instructions.

COVID-19 safety strategy

This h&h COVID policy is in line with NSW & Federal Government regulations and guidelines. The policy aligns with physical distancing and hygiene advice and includes our commitment to abide by the NSW Government's check in requirement for all staff, students, and visitors.

h&h always remains committed to the health and wellbeing of staff and students.



Definitions:

Visitors: Refers to anybody entering the h&h premises, including but not limited to staff, students, contractors and members of the public.

h&h premises: The indoors and outdoors area of 98 South St, Granville NSW 2142 and any other premises leased by h&h Accredited Training.

Third party: Any organisation that h&h has an official agreement with, including MOU's.

Covid test: A test conducted at an official government approved testing site. This does *not* include rapid testing results and/or home testing kits.

Proof of full vaccination: Only government issued certificates are accepted.

Medical exemption: Only government approved exemptions provided by a registered *Medical Practitioner* is accepted, where the Medical Practitioner is currently registered with the Australian Health Practitioner Regulation Agency (Ahpra).

Remote study: Includes online, distance and zoom classes.

Disclaimer: h&h Accredited Training, its directors, staff, contractors and representatives are in no way responsible, in any form, for anybody being infected with the COVID virus (or getting /developing any other condition) and/or experiencing any physical and/or mental effects regarding any infections and/or disease.

Signage: Official NSW Covid signage where available (<https://www.nsw.gov.au/covid-19/business/covid-safe-business/toolkit>)